



The Arc
High Street
Clowne
Derbyshire
S43 4JY

Date: 29 November 2013

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the Executive of Bolsover District Council to be held in Chamber Suites 1 and 2, The Arc, Clowne, on Monday 9 December 2013 at 1000 hours.

Register of Members' Interests - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.


You will find the contents of the agenda itemised on pages 2 to 3.

Yours faithfully,

Chief Executive Officer
To: Chairman & Members of the Executive

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INVESTORS IN PEOPLE

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The Arc, High Street, Clowne, Derbyshire, S43 4JY



The Government Standard

EXECUTIVE AGENDA

Monday 9 December 2013 at 1000 hours
Council Chamber Suites 1 & 2, The Arc, Clowne

Item No.	PART 1 – OPEN ITEMS	Page No.(s)
1	Apologies for absence	
2	Urgent Items of Business 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	Declarations of Interest Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct 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	Minutes To approve the Minutes of a meeting of the Executive held on 28 October 2013.	Previously circulated
5	Recommended Items From Other Standing Committees None	
6	Derby and Derbyshire Joint Committee for Economic Prosperity <i>Recommendations on pages 6 & 7</i>	4-21

7	Working Neighbourhoods Fund and Work & Skills Plan Update – April to September 2013 <i>Recommendation on page 24</i>	22-24
8	Corporate Plan Targets, April - September 2013 Update Report <i>Recommendation on page 31</i>	25-31
9	Information Requests – April to September 2013 <i>Recommendation on page 34</i>	32-60
10	Local Government Ombudsman’s decision in relation to the appropriation of the land at Sherwood Lodge <i>Recommendations on page 64</i>	61-64
11	Budget Monitoring Report, Quarter 2 – April to September 2013 <i>Recommendations on pages 72 & 73</i>	65-73
12	Revised General Fund, Housing Revenue Account and Capital Programme budget for 2013/14 <i>Recommendation on pages 79 & 80</i>	74-80
13	Strategic Risk Register <i>Recommendation on page 84</i>	81-88
14	Extension of Agreements with Derbyshire County Council <i>Recommendation on page 91</i>	89-91

* Denotes Key Decision

Committee:	Executive	Agenda Item No.:	6
Date:	9 th December 2013	Status	Open
Category	2. Decision within the functions of Executive		
Subject:	Derby and Derbyshire Joint Committee for Economic Prosperity.		
Report by:	Chief Executive Officer		
Other Officers Involved	Assistant Director of Governance and Monitoring Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Leader of the Council		

RELEVANT CORPORATE AIMS

REGENERATION – Developing healthy, prosperous and sustainable communities by being a part of the Derbyshire Economic Prosperity Board.

TARGETS

The subject does not directly contribute to any specific target but does contribute to the Council's Regeneration Aim

VALUE FOR MONEY

There is no expenditure involved in the report.

THE REPORT

1. Purpose of the Report

To seek approval to establish, with Derbyshire County Council, Derby City Council and all District and Borough Councils in Derbyshire, a Joint Committee to deliver economic growth and prosperity across the geographical county of Derbyshire and to appoint the Council's representative on the Joint Committee.

2. Information and Analysis

In September this year the Leaders of the County Council, Derby City Council and the eight District and Borough Councils in Derbyshire gave their approval

in principle to the establishment of a Joint Committee to conduct a Governance Review to determine whether the existing governance arrangements for economic development, regeneration and transport in the area are effective or whether the area would benefit from changes, including the establishment of a new Economic Prosperity Board (EPB) covering the whole of Derby and Derbyshire.

In anticipation that the Governance Review will recommend an EPB, it is intended that the Joint Committee will, in effect, act as a shadow EPB and pursue an economic regeneration strategy which reflects the needs of a diverse area by carrying out the following activities whilst an EPB is being established:-

- a. To act as the local public sector decision making body for strategic economic development at the D2 level (Derbyshire and Derby City)
- b. To develop and subsequently monitor investment plans utilising Government and EU funds for Derby and Derbyshire
- c. To be the accountable body for decision making on Single Local Growth Fund and EU funding streams allocated to the Committee by the D2N2 LEP
- d. To own monitor and review the Derby and Derbyshire Growth Plans and associated investment plans
- e. To maintain an ongoing dialogue with the Derby and Derbyshire business community through the relevant Economic Advisory Boards (i.e. the Derbyshire Economic Partnership and the Derby Renaissance Board)
- f. To oversee the planning, alignment and performance of delivery partners and organisations in order to achieve more effective and efficient commissioning and ultimately better outcomes
- g. To hold to account relevant bodies whose work impacts on the economic well-being of Derby and Derbyshire
- h. To ensure a smooth transition of activities and functions from the Joint Committee to the EPB

Draft governance arrangements for the Joint Committee were considered by the Derby and Derbyshire Chief Executives at their meeting on 4 October and an Officer Working Group is being established with representatives from each authority to undertake the Governance Review and workstreams to carry out the activities referred to above.

The draft Terms of Reference, Arrangements and Rules of Procedure for the Joint Committee are attached as appendices to this report, together with a proposed timeline leading to the establishment of an EPB for the whole area by April 2015. These were circulated to all of the authorities concerned on 16 October for comment.

Each of the authorities has agreed the governance arrangements at officer level and their Cabinets/Executives will be approving the arrangements and appointing a representative and a substitute.

It is proposed that the County Council should act as host Authority for the Joint Committee and provide the necessary officer support for the administration of the Committee and the Working Group. Individual Authority representatives on the Officer Working Group will take responsibility for leading on each of the areas of activity of the Joint Committee and a draft workplan and timetable is attached at appendix 5.

It is recommended that Executive approves the establishment of the Joint Committee and delegates to it the Council's powers to make decisions in relation to the delivery of economic growth in the area, as set out in Appendix 2, and appoints the Leader of the Council as its representative on the Joint Committee with the Deputy Leader as the Council's substitute representative.

ISSUES/OPTIONS FOR CONSIDERATION

Whether to be a part of the Joint Committee and to pursue the Economic Prosperity Board for Derbyshire.

IMPLICATIONS

Financial: The administration cost of the Joint Committee will be met by the County Council. The costs associated with delivering the areas of work identified in the workplan will be met by the Authority leading on a particular area of work unless the Joint Committee agrees to alternative arrangements.

Legal: The Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000 enables the executive, in respect of functions for which it is responsible, to enter into joint arrangements with one or more other local authorities, including the establishment of a joint committee, to discharge those functions jointly.

The power to create Economic Prosperity Boards is contained in Part 6 of the Local Democracy, Economic Development and Construction Act 2009. The process for creating an EPB is contained in draft Statutory Guidance issued by the Department for Communities and Local Government in 2010

Human Resources: None

RECOMMENDATIONS

That Cabinet: -

1. Approves the establishment of a Joint Committee for Economic Prosperity with Derbyshire County Council, Derby City Council and the District and Borough Councils in Derbyshire.
2. Approves the draft Terms of Reference, Arrangements and Rules of Procedure for the Joint Committee attached to the report.

3. Delegates the Council's powers to make decisions relating to the delivery of economic growth in the area as set out in Appendix 2 to the Joint Committee.
4. Appoints the Leader of the Council as its representative on the Joint Committee and the Deputy Leader as the Council's substitute representative.
5. Delegates to the Chief Executive Officer, in consultation with the Leader and Deputy Leader, the authority to amend the governance arrangements for the Joint Committee

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

In order to join with the other Derbyshire councils in forming a Joint Committee to pursue the establishment of an Economic Prosperity Board.

ATTACHMENTS: **Y – 5 appendices**
FILE REFERENCE: **None**
SOURCE DOCUMENT: **Background Papers -**

DCLG Draft Statutory Guidance on Economic Prosperity Boards and Combined Authorities 2010.

File held in Legal Services.

APPENDIX 1 DRAFT TERMS OF REFERENCE

Derby and Derbyshire Authorities Joint Committee for Economic Prosperity

PURPOSE

To bring together the City Council, County Council and all District and Borough Councils in Derbyshire into a robust, formally constituted arrangement to deliver regeneration and economic prosperity across the whole geographical county of Derbyshire.

This falls within the broader governance structure associated with the Derby, Derbyshire, Nottingham and Nottinghamshire Local Enterprise Partnership (D2N2 LEP) and is intended to lead as soon as possible to the establishment of an Economic Prosperity Board. The Joint Committee will work closely in partnership with its Nottinghamshire counterpart and with neighbouring bodies including the Greater Manchester and Sheffield City Region Combined Authorities.

The Joint Committee intends to pursue an economic regeneration strategy through a balanced approach, with economic, social and environmental sustainability at its heart. This has to reflect the needs of a diverse area, the City of Derby and its hinterland, the spheres of influence of Manchester, Sheffield and Nottingham, local communities which have environmental and social value.

The Joint Committee accepts and embraces managed and sustainable economic growth as a policy instrument to help deliver jobs and growth to communities and households to provide a foundation for the long term security of the quality of life of all the people of the area.

REMIT

1. To conduct a governance review to determine whether the existing governance arrangements for economic development, regeneration and transport in the area are effective including the role of DEP or whether the area would benefit from changes, including establishing a new Economic Prosperity Board.

2. In anticipation that the governance review will recommend the establishment of an EPB for the whole of the Derby and Derbyshire area, the Joint Committee will act as a shadow EPB and carry out the following activities whilst an EPB is being established.
 - a. To act as the local public sector decision making body for strategic economic development at the D2 level (Derbyshire and Derby City)
 - b. To develop and subsequently monitor investment plans utilising Government and EU funds for Derby and Derbyshire

- c. To be the accountable body for decision making on Single Local Growth Fund and EU funding streams allocated to the Committee by the D2N2 LEP.
- d. To own, monitor and review the emerging economic strategies and associated investment plans.
- e. To maintain an ongoing dialogue with the Derby and Derbyshire business community through the relevant Economic Advisory Boards (i.e. the Derbyshire Economic Partnership and the Derby Renaissance Board)) and with the Derbyshire Rural and Farming Network.
- f. To oversee the planning, alignment and performance of delivery partners and organisations in order to achieve more effective and efficient commissioning and ultimately better outcomes
- g. To hold to account relevant bodies whose work impacts on the economic well-being of Derby and Derbyshire
- h. To ensure a smooth transition of activities and functions from the Joint Committee to the EPB.

APPENDIX 2
Derby and Derbyshire Authorities Joint Committee for Economic Prosperity

Arrangements

Introduction

The Joint Committee will be a legally constituted body with powers delegated to it by its constituent member authorities in the following areas:

- Decision making on Government and EU funds available in the area, including those delegated by the D2N2 LEP
- Decision making on future delivery arrangements, including potential pooled resources, commissioning the performance/contract management
- Reviewing future governance requirements and how best these can be met in Derby and Derbyshire
- Strategic performance management of key economic growth focussed projects and initiatives. This to include transport and housing related initiatives and, potentially, welfare to work and skills programmes.

The above delegated powers may change, subject to the outcome of the wider review into governance and the potential establishment of an Economic Prosperity board.

1. Operating Arrangements

Derbyshire County Council shall act as the host authority for the Joint Committee and provide necessary officer support.

2. Membership

2.1 The Joint Committee shall be made up of 1 councillor from each of the 10 constituent authorities (8 District/Borough Councils, 1 City Council, 1 County Council).

2.2 All members of the Joint Committee may vote in proceedings of the Committee.

2.3 Co-opted non-voting members/ observers eg. Chief Executives or nominees, Chief Executive of D2N2 LEP, Chief Executive of Sheffield City Region LEP, BIS Local representative, business community representatives.

3. Casual Vacancies

3.1 A vacancy on the Joint Committee arises when a councillor resigns from the membership of the Joint Committee.

3.2 Each constituent authority will fill vacancies for their representatives on the Joint Committee in accordance with the arrangements in its constitution.

4. Term of Office

4.1 A council representative shall be appointed annually to the Joint Committee to hold office for the following municipal year and all such appointments shall be notified to the host authority no later than 31 May in each year, subject to the proviso that he or she shall cease to be a member of the Joint Committee if he or she ceases to be a member of the appointing council (and does not on the same day again become a member of that council)

4.2 Where possible a council will give consideration to continuity of membership to enable the Joint Committee's expertise and skills to be developed for the effective delivery of the objectives of the Joint Committee.

5. Resignation and Removal of Councillor Members

5.1 A Council may decide in accordance with its procedures to remove its representative from the Joint Committee at any time and upon doing so shall give written notice to the host authority of the change in its representative.

5.2 A Council representative may resign from the Joint Committee at any time by giving notice to the appointing council who will inform the host authority.

5.3 In the event that any member resigns from the Joint Committee or is removed from the Joint Committee by his or her council, the council shall immediately take steps to nominate and appoint an alternative member to the Joint Committee, in accordance with the agreed arrangements.

6. Non-Attendance at Meetings

6.1 Where a council representative fails, throughout a period of six consecutive months from the date of his or her last attendance, to attend any meeting of the Joint Committee then the host authority shall recommend to the relevant council that due consideration be given to

removing the member from the appointment to the Joint Committee and the appointment of a replacement member from that council.

7. Allowances and Expenses

Each council has the discretion to pay its representative on the Joint Committee special responsibility allowances and to reimburse reasonable expenses incurred. No allowance or expenses payment will be made by the Joint Committee to council members. Any allowances or expenses which may be made to councillor members arising out of Joint Committee membership shall be determine and borne by the appointing council for each Joint Committee member individually.

8. Conduct

All councillor members must observe the Code of Conduct of their appointing council and any related protocols as agreed by the Joint Committee.

9. Validity of Proceedings

The validity of the proceedings of the Joint Committee shall not be affected by a vacancy in the membership of the Joint Committee or a defect in appointment.

APPENDIX 3
Derby and Derbyshire Authorities Joint Committee for Economic Prosperity

Rules of Procedure

1. Chair of the Joint Committee

- 1.1** The Chair and Vice-Chair of the Joint Committee will be appointed by the Joint Committee at the beginning of the municipal year. When the Chair is from the City or County Councils the Vice Chair will be from the District/Borough Councils with the roles alternating between the two sectors annually.
- 1.2** The Chair shall, unless he/she resigns or becomes disqualified, continue in office until his/her successor becomes entitled to act as chair in the following municipal year.
- 1.3** In the event of the resignation or disqualification of the Chair, a new Chair will be appointed at the next meeting.

2. Meetings of the Joint Committee

- 2.1** There shall be a minimum of six ordinary meetings of the Joint Committee held in public in each municipal year to carry out the functions of the Joint Committee. In addition, extraordinary meetings may be called from time to time.
- 2.2** An extraordinary meeting may be called by the Chair, by four members of the Joint Committee or by the Director of Legal Services of the host authority.

3. Quorum

A meeting of the Joint Committee cannot take place unless at least six voting members (or their nominated substitutes) are present.

4. Substitutes

A nominated substitute will be appointed for each council representative by their authority.

5. Voting

All council representatives (or their nominated substitutes) may vote in proceedings of the Joint Committee. Voting will be by show of hands and by simple majority.

6. Disorderly Conduct

The Chair may, in the event of a disturbance interfering with the orderly despatch of business, adjourn or suspend a meeting for such period as the Chair considers appropriate.

7. Work Programme

The Joint Committee will be responsible for setting its own work programme taking into account the responsibilities set out in the Terms of Reference for the Joint Committee.

8. Agenda Items

8.1 The agenda for a meeting of the Joint Committee shall include consideration of any item requested by a member of the Joint Committee members subject to the Director of Legal Services of the host authority receiving written notice at least 10 working days before the date of the meeting.

8.2 The Joint Committee's agenda will be issued to Joint Committee members at least 5 clear working days before the meeting (unless the Chair is satisfied that there is good reason to consider an urgent item). It will also be published on the host authority's website and by sending copies to each of the authorities and by any means the Joint Committee considers appropriate.

9. Notice of Meetings

9.1 Ordinary meetings will take place in accordance with a programme decided by the Joint Committee, and will start at the time decided by the Joint Committee.

9.2 Members of the Joint Committee will be given at least 5 clear working days' notice of a meeting of the Joint Committee (unless the Chair is satisfied that there is good reason to hold an urgent meeting).

10. Report to the Joint Committee

The publication of reports or recommendations is subject to the exclusion of any exempt or confidential information as defined in the rules on access to information in the Local Government Act 1972 (as amended).

11. Advisory Groups

11.1 Time limited advisory groups may be established from time to time by the Joint Committee to undertake specific task-based work.

11.2 The work undertaken by an advisory group will be scoped and defined beforehand, together with the timeframe within which the work is to be completed and the reporting time for the outcome of the work.

APPENDIX 4

PROPOSED TIMELINE

In July 2013, the LEP Board and the Derbyshire Leaders gave their approval in principle to work to establish a Joint Committee and/or a EPB for Derby and Derbyshire.

Indicative timescales for the establishment of the Joint Committee and EPB are shown below:

Date	Action	Responsibility
September 30 th	Derbys Leaders Meeting to discuss and approve project arrangements in principle	
October 4 th	Chief Executives meeting to consider draft terms of reference of Joint Committee	
October/November	Working Group Meeting – agree with authorities are taking responsibility for which tasks/workstreams. Work Plan established with timetable.	All Working Group
September to December	Work to finalise Joint Committee ToRs, membership, voting rights and protocols	Working Group
September to December	Regular updates for the Leaders and Chief Executives	Derbyshire
November 2013 date tbc	Derby and Derbyshire Strategic Leadership Forum (Project Board)	All
November 2013	Report to each Executive (Cabinet) for approval of Joint Committee ToRs, membership and update on governance review.	All
December 2013	Working Group finalise Governance Review and business case for EPB.	Working Group
January 2014	First meeting of Joint Committee to consider Governance Review	Derbyshire
February 2014	Report to each authority for approval of Governance Review final report and business case for an EPB. Working Group proposes operational arrangements for EPB	All
February/March 2014	Working Group carry out consultation with partners and stakeholders on proposed EPB.	All

March/April 2014	Joint Committee considers/approves EPB Scheme	Derbyshire
March/April 2014	EPB scheme published and sent to Secretary of State.	Derbyshire
May 2014 – March 2015	Secretary of State consults relevant authorities, etc leading to statutory order being laid before Parliament for approval.	
April 2015	EPB comes into being	

APPENDIX 5

Appendix 5
 D2 Joint Committee for Economic Prosperity
 Working Group Tasks and Allocations
 Terms of Reference

To provide technical and administrative support to the setting-up of the Joint Committee, its business and its transition (subject to governance review) to the Economic Prosperity Board.

Remit Item	Task	Lead Officer(s)	Reporting Requirements	Notes
<p>1. To conduct a governance review to determine whether the existing governance arrangements for economic development, regeneration and transport in the area are effective or whether the area would benefit from changes, including establishing a new Economic Prosperity Board.</p>	<p>Gather evidence and stakeholder views on the effectiveness of current arrangements:</p> <ul style="list-style-type: none"> a) Economic development b) Regeneration c) Transport <p>Review Government and D2N2 policy framework within which Joint Committee/EPB will operate.</p> <p>Outline options for governance and scope for coordination of strategy and activity:</p> <ul style="list-style-type: none"> a) Economic development b) Regeneration c) Transport 			

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FIRST DRAFT

			<p>Establish framework for monitoring the performance of the Joint Committee/EPB in improving economic prosperity.</p> <p>Establish support requirements for the Joint Committee/EPB.</p>	
<p>2. a) To act as the local public sector decision making body for strategic economic development at the D2 level (Derbyshire and Derby City)</p>	<p>Develop process 'map' for the relationship between the Joint Committee and individual authorities' roles and responsibilities for economic development.</p> <p>Ensure alignment of approval processes within each authority for participation in the Joint Committee/EPB.</p> <p>Lead liaison with BIS and other key stakeholders on the work of the Joint Committee/EPB.</p>			
<p>2. b) To develop and subsequently monitor investment plans utilising Government and EU funds for Derby and Derbyshire</p>			<p>Develop draft investment plan for known and potential resources.</p>	
<p>2. c) To be the accountable body for decision making on Single</p>			<p>Establish legal agreements required between accountable</p>	

Appendix 5

<p>Local Growth Fund and EU funding streams allocated to the Committee by the D2N2 LEP</p>	<p>body and LEP and between accountable body and delivery partners.</p>						
<p>2. d) To own, monitor and review the Derby and Derbyshire Growth Plans and associated investment plans</p>	<p>Conduct review of current investment plans and revision timetables at City, County, District and Borough level.</p>						
<p>2. e) To maintain an ongoing dialogue with the Derby and Derbyshire business community through the relevant Economic Advisory Boards (i.e. the Derbyshire Economic Partnership and the Derby Renaissance Board))</p>	<p>Act as the representative(s) of D2 on each Board and establish communication protocols with Joint Committee and each individual authority.</p>						
<p>2. f) To oversee the planning, alignment and performance of delivery partners and organisations in order to achieve more effective and efficient commissioning and ultimately better outcomes</p>	<p>Establish framework for D2 to be able to hold 'single conversation' with D2N2, Government departments and agencies.</p>						
<p>2. g) To hold to account relevant bodies whose work impacts on the economic well-being of Derby and Derbyshire</p>	<p>Establish definitive picture of the bodies falling within scope, the nature of their relevant activity and a framework for establishing their impact. To include</p>						

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Appendix 5

	Sheffield City Region.			
2. h) To ensure a smooth transition of activities and functions from the Joint Committee to the EPB	No action prior to establishment of EPB.			

DRAFT

Committee:	Executive	Agenda	7
Date:	9 th December, 2013	Item No.:	
		Status	Open
Category	2. Decision within the functions of Executive		
Subject:	Working Neighbourhoods Fund and Work & Skills Plan Update – April to September 2013		
Report by:	Partnership Consultant Programme Manager		
Other Officers Involved	Chief Executive's and Partnership Manager		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Deputy Leader of the Council – Cabinet Member for Regeneration Leader of the Council		

RELEVANT CORPORATE AIMS

REGENERATION – Developing healthy, prosperous and sustainable communities. The use of Working Neighbourhoods Fund affects the wider determinants of Worklessness by commissioning activity that takes account of the effects upon the wellbeing of residents in local communities in respect of their health, wealth and secure employment; all of which contributes to building sustainable communities in the district.

TARGETS

National Indicator (NI) 153 measured progress on reducing concentrations of worklessness within local authority areas, particularly those in receipt of the WNF. Specifically, the indicator measured the out-of-work benefits claimant rate in the worst performing neighbourhoods – these were defined as Lower Super Output Areas (LSOA) with a benefit claimant rate of 25% or more as at February 2007 (4 quarter rolling average).

A local target was negotiated within the Derbyshire Local Area Agreement (LAA) to reduce the average claimant rate in the worst performing neighbourhoods from 28.7% to 25.7% by March 2011. To take account of the impact of the economic downturn this target was later revised to an average claimant rate in the NI153 areas that was 1.1 percentage points lower than that of the East Midlands.

Following the change of Government in 2010, NI153 figures ceased to be published centrally and the target is no longer active within the LAA. However, the Chief Executives and Partnership Team continues to calculate and publish the same 'out of work benefit claimant' data for the purpose of consistently monitoring the impact of the WNF programme.

VALUE FOR MONEY

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

THE REPORT

Background

1. Executive Members will recall the Authority's award of Working Neighbourhoods Fund in 2008 (Minute No. 886 refers). The Working Neighbourhoods Fund (WNF) was introduced as part of the Local Government Finance Settlement and was paid as one element of the Area Based Grant. It provides resources to local authorities to tackle worklessness and low levels of skills and enterprise in their most deprived areas.

The WNF allocation to Bolsover District Council was £7,066,100.

2. As part of the Council's approach to tackling worklessness, a Commissioning Framework was established to allocate the funding in two ways:-
 - i) the Local Authority's focus upon the people who are **already receiving benefits** and are unemployed and try to encourage them back into work and off benefits, and
 - ii) tasking the Local Strategic Partnership for Bolsover with identifying measures to address and **prevent the need to be in receipt of benefits** or become unemployed
3. All WNF has now been received by the Council as it was paid over the 2008-11 period. As the WNF is non-ringfenced it has been carried into future years to enable interventions and their impact to continue in the District.

Working Neighbourhoods Fund and Work and Skills Plan Update

4. The attached report titled 'Working Neighbourhoods Fund and Work & Skills Plan Update – April to September 2013' provides:
 - An updated spend/financial position for WNF monies allocated to the Council and Bolsover Partnership at the end of September 2013;
 - An outline of activity currently taking place in relation to WNF planning, commissioning, and future activity in relation to securing additional funding;
 - Details of other initiatives that are currently being worked on that impact on the Work and Skills agenda;
 - An update on unemployment statistics for the district including an analysis of the National Indicator (NI) 153, Job Seekers Allowance claimant counts, and the number of 16-18 year olds Not in Employment, Employment or Training (NEET);
 - An updated Work and Skills plan for the period ending September 2013.

ISSUES/OPTIONS FOR CONSIDERATION

None.

IMPLICATIONS

Financial: Detailed in the report.

Legal: None

Human Resources: None

RECOMMENDATION

That the report be received.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

To ensure that WNF is targeted to best effect.

ATTACHMENTS: Y

FILE REFERENCE:

SOURCE DOCUMENT:

Committee:	Executive	Agenda Item No.:	8
Date:	9 th December 2013	Status	Open
Category	1. Key decision included in Forward Plan 2. Decision within the functions of Executive		
Subject:	Corporate Plan Targets, April - September 2013 Update Report		
Report by:	Assistant Director- Strategy and Performance		
Other Officers Involved	Relevant Assistant Directors/ Directors/ Heads of Service		
Director	Chief Executive		
Relevant Portfolio Holder	Leader of the Council		

RELEVANT CORPORATE AIMS

This report is an update on all of the corporate plan targets as follows:

COMMUNITY SAFETY – Ensuring that communities are safe and secure

CUSTOMER FOCUSED SERVICES – Providing excellent customer focused services

ENVIRONMENT – Promoting and enhancing a clear and sustainable environment

REGENERATION – Developing healthy, prosperous and sustainable communities

SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning.

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

TARGETS

As detailed in the report.

VALUE FOR MONEY

All targets have a template which is housed within the Performance Management System (PERFORM). Within this template target owners have identified any financial challenges and provided details of the expected outcomes to customers.

THE REPORT


The Corporate Plan 2011 - 2015 was approved by members in September 2011 following internal and external consultation exercises. The Annual Performance Plan for 2012/13 was completed in July 2013.

Within the report are the performance updates for the period April to September 2013. The targets have been presented to Scrutiny Committee for consideration. The following is an exception report per Corporate Plan Aim.

Community Safety

To date two Community Safety targets have been successfully achieved.

The target to reduce incidences of flytipping, dog fouling and littering is underperforming due to an increase in the number of incidents of flytipping reported. This could have a significant impact on the end of year target and the previous downward trend.


CS 04 - Reduce the incidence of flytipping, dog fouling and littering by 20% by March 2015.	Health & Wellbeing	On track	 <p>September 2013 - During the 2nd quarter actions have continued to improve performance and meet the target. Details of these actions are available from Environmental Health. The total number of incidents for the first 2 quarters are:</p> <p>Fly tipping -359 Dog Fouling – 264 Litter -147</p> <p>Total 632</p>	Tue-31-Mar-15
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All other Community Safety targets are reported as on track.


Customer Focused Services

To date four Customer Focused Services targets have been successfully achieved.

The average relet times of Council properties target is currently failing as performance is 31 days against a target on 22.

CFS 06 - Reduce average relet times of Council properties from 25 days to 22 days by March 2015.	Neighbourhoods	Failing	 <p>Sept 2013: Performance at 31 days. This appears to be linked to welfare reform with some larger properties in unpopular areas (for example New Bolsover) becoming difficult to let. Status moved to 'Failing' – Joint Cabinet/SAMT 12/11/13.</p>	Tue-31-Mar-15
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Although the target for processing all new Housing and Council Tax benefit claims remains above target, significant improvement has been made in the last quarter. It is hoped that the target can improve further to bring it back in line.


CFS 10 - Process all new Housing and Council Tax benefit claims within 20 days.	Corporate Resources	Failing 	Average for year to date = 20.19 days Quarter 2 = Average 17.28 days Quarter 1 = Average 23.10 days	Tue-31-Mar-15
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All other Customer Focused Services targets are reported as on track.


Environment

To date one Environment target has been successfully completed.

The target for completing and adopting the residential development planning guide has been achieved this quarter. The target date had been extended previously.

E 07 - Complete and adopt residential development guide as Supplementary Planning Guidance by December 2012.	Development	Achieved (behind target) 	October 2013 Adopted by Council on 4th October as supplementary planning guidance in decisions on housing applications.	Mon-30-Sep-13
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The target for reducing waste sent to landfill is still failing against the original target, though it is noted that there is little the Council can do and this will be dealt with when the Corporate Plan is refreshed in 2014.

E 02 - Reduce the level of municipal waste land filled by reducing the quantity of the	Neighbourhoods	Failing 	September 2013 (Q2) Estimated 140kg waste (280kg over 2 quarters) per household disposed to landfill (4,800 tonnes	Tue-31-Mar-15
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household waste sent to landfill to 15,000 tonnes by 2015.				approx.). Estimated based Q2 (2012\13) due to Waste Data Flow information (WDF) not qualified until December 2013.	
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The target to increase street cleanliness is currently behind target due to an increase in the amount of detritus recorded. Plans are underway within Streetscene to address the issue.

E 06 - Increase the Standard of Cleanliness, so that 96% of streets each year meet the criteria of an acceptable standard, established by Keep Britain Tidy Group Local Environment Quality Standards (LEQS).	Neighbourhoods	Failing	■	September 2013 (Q2) LEQS report litter levels at 4% and Detritus at 9% of Streets falling below cleanliness standard. Therefore, the average combined E06 performance is 93.5% of streets/land meeting cleanliness standards at ending September 2013.	Tue-31-Mar-15
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The target for considering whether the former Coalite site meets the statutory definition of contaminated land has been extended until March 2014.

E 08 - Consider whether the former Coalite site meets the statutory definition of contaminated land by March 2012	Health & Wellbeing	Extended	■	Sept 2013: The draft report from the contractor has been received and is being reviewed with all interested parties and once agreed, a decision regarding the current status of the site can be made. Demolition and removal of hazardous materials is continuing by site owners and possible future planning application for the site is likely by the end of the year. Work progressing	March 2014
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			with NEDDC and Environment Agency and liaison with all interested parties continuing to ensure a long term sustainable solution. Extended to March 2014 by SAMT - 12/11/13	
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All other Environment targets are reported as on track.

Regeneration

To date five Regeneration targets have been successfully achieved.

The target to deliver a retail development at Shirebrook by March 2014 will not be achieved but work is progressing.

R 07 - Deliver a retail development to Shirebrook Town Centre by March 2014.	Development	On track	■	Oct 2013 - demolitions starting on site. New proposals received for smaller store but still in position near town. Officers and Members are actively pursuing.	Mon-31-Mar-14
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The target to support 60 existing businesses and create 39 new businesses by December 2013 is still showing as on track. Existing businesses have been supported but to date only 14 have been created. However 4 businesses have been created this quarter.


R 13 - Assist economic growth within the district through direct support for 60 existing businesses and the creation of 39 new businesses by December 2013.	Development	On track	■	Sept 2013 No of businesses supported - 60 Complete. No of new businesses created – 14. An increase of 4 on last quarter based at the Tangent Business Centre.	Tue-31-Dec-13
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The remaining Regeneration targets are reported as on track.

Social Inclusion

To date five Social Inclusion targets have been successfully achieved.


The target for preventing homelessness is showing as on track, but is currently under performing.

SI 02 - Prevent homelessness for more than 50% of people who are facing homelessness each year.	Neighbourhoods	On track	 April - Sept 2013 - 117 approaches for advice and assistance and 52 cases were prevented. (44%). This is an improvement from the last quarter. However, still includes live cases from previous quarter.	Tue-31-Mar-15
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All other Social Inclusion targets are showing as on track.

Strategic Organisational Development

The target to reduce the Council's overall spend by March 2013 has been marked off as achieved this quarter

SOD 01 - Reduce the Council's overall spend in accordance with the Savings Strategy by March 2013.	Corporate Resources	Achieved	 Actual Outturn 2012/13 The position in respect of the General Fund outturn is detailed in the report to Executive in July 2013. In summary there has been an under spend in the year on the net cost of services of £910,727. After taking into account the variances on capital financing transactions the under spend is reduced to £796,292. This overall position has arisen from under spending on budgets, additional income and efficiency savings. The incidence of the under spend is spread across all Directorates of the Council. The outturn position has meant that the Transition Grant was not required to finance	Sun-31-Mar-13
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			<p>expenditure and as such remains available within the reserves of the Council. The General Fund balance has been improved by £0.053m and at 31 March 2013 stand at £1.442m. Officers have examined the under spend position and identified where these savings will continue into 2013/14 and budget savings adjustments of £0.168m have been made. One main under spend area related to salaries where secondments have been put in place between the two Councils. These are now captured and removed from the budget as they are agreed. Target Achieved.</p>	
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All other Strategic Organisational Development targets are reported as on track.

IMPLICATIONS

Financial: None within this report.
 Legal: None within this report.
 Human Resources: None within this report.

RECOMMENDATION(S)

That Executive notes the progress against the Corporate Plan 2011-2015.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

In line with the Executive function.

Committee:	Executive	Agenda Item No.:	9
Date:	9 th December 2013	Status	Open
Category	3. Part of the Budget and Policy Framework		
Subject:	Information Requests – April to September 2013		
Report by:	Information & Engagement Manager		
Other Officers Involved	Information Assistant		
Director	Chief Executive		
Relevant Portfolio Holder	Leader of the Council		

RELEVANT CORPORATE AIMS

CUSTOMER FOCUSED SERVICES – Providing excellent customer focused services

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

The effective management of requests for information made under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection Act 1998 provides requesters with a customer focused service and ensures compliance with the legislation.

TARGETS

Local performance indicator for replying to requests within standard.

VALUE FOR MONEY

A centrally administered information requests service enables a large number of requests to be administered by a small team. It also enables effective co-ordination of information and application of knowledge.

THE REPORT

To provide information on requests made under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection Act 1998 for the period 1st April 2013 to 30th September 2013.

Freedom of Information and Environmental Information Requests

Volumes

- 197 Freedom of information (FOI) requests
- 40 Environmental information requests (EIR)
- 237 Requests received in total for processing

Table A provides a breakdown of requests by department. Please note that some requests are sent to more than one department so the volumes will not tally with the number of actual requests above.

Performance

Target: 100% of requests to be responded to within 20 working days.

- 237 (100%) FOI and EIR requests were responded to within 20 working days.

Other Information

Table B provides a summary of the FOI requests received by date order.

For this period we have received multiple requests for information on discretionary housing payments (6 requests), council tax scheme details (5 requests), the 'bedroom tax' and its implications (3 requests) and zero rated contracts (3 requests). Other multiple requests have concerned information we regularly publish on our website – details of public health funerals, business rate accounts in credit and empty commercial properties.

Table C provides a summary of the EIR requests received by date order. Please note that the summary does not contain the 32 requests for Con 29 questions i.e. property search information.

Data Protection Requests

We receive requests from individuals seeking their own personal data (subject access requests) and requests from third parties seeking personal data under one of the subject access exemptions listed under the Data Protection Act 1998.

Volumes

- 1 Subject Access request received
- 19 Third party requests received for personal data held

Performance

- All responded to within 40 calendar days – the prescribed timescale within the Act.

ISSUES/OPTIONS FOR CONSIDERATION

None

IMPLICATIONS

Financial: None
Legal: None
Human Resources: None

RECOMMENDATION

That the report be received.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

To keep Members informed of volumes and trends regarding information requests.

ATTACHMENTS: Y
FILE REFERENCE: N/A
SOURCE DOCUMENT: N/A

Table A: Information Requests by Department April to September 2013

Department/Section	April to September 2013			
	No. of requests	Freedom of Information	Data Protection	Environmental Information
Chief Executive and Partnership Team	3	3		
Human Resources & Payroll	20	20		
Legal	13	13		
Democratic Services	9	8		1
Strategy & Performance	21	21		
Financial Services	16	16		
Contact Centres	5	3	2	
Revenues & Benefits	72	54	18	
Shared Procurement Unit	4	4		
Shared ICT	12	12		
Regeneration	14	13	1	
Planning	43	7		36
Environmental Health	68	37		31
Leisure	5	5		
Streetscene Services	6	6		
Community Safety	2	2		
Housing	36	26	10	
Internal Audit				
BCN (Building Control)	32			32
Totals	381	250	31	100

Table B: Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
02/04/13	F/001/1314	Total number of people applied for housing benefits and claimants whose nationality is from an EU country in last year	Benefits	14	No information held
02/04/13	F/002/1314	Information on SSL certificates for externally facing websites for 12/13	ICT	14	Yes
02/04/13	F/003/1314	Information on business rates	Strategy & Performance (Revenues)	3	Yes – web link provided (Section 21 – available by other means)
03/04/13	F/004/1213	Records held for charges for all tax bands and average rent charged in as many financial years held	Revenues, Housing, Democratic Services	16	Yes and web link provided (Section 21- available by other means)
03/04/13	F/005/1314	Details of public health funeral for resident who passed away on 12th December 2012	Strategy & Performance (Environmental Health - Residential)	3	Yes – web link provided (Section 21 – available by other means)
09/04/13	F/006/1314	Information on how funding to local authorities is increasingly creating financial pressure	Finance	15	No information held
05/04/13	F/007/1314	Information pertaining to Freedom of Information requests since the start of the Act	Strategy & Performance	12	Partially, some not held
05/04/13	F/008/1314	Details of a prosecution brought by BDC against a Limited company for breach of an abatement notice	Legal	18	Partially, some not held
08/04/13	F/009/1314	Breakdown of credit balances accrued since earliest records for amounts owing to incorporated companies	Strategy & Performance (Revenues)	3	Yes – web link provided (Section 21 – available by other means)

Table B: Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
08/04/13	F/010/1314	List of all empty commercial properties with a Rateable Value in excess of £2,600	Strategy & Performance (Revenues)	3	Yes – web link provided (Section 21 – available by other means)
09/04/13	F/011/1314	Cost of Olympic Torch Procession	Leisure	12	Partially, some not held
09/04/13	F/012/1314	Information on ICT contracts relating to fixed lines	ICT	11	Partially, some not held
11/04/13	F/013/1314	Addresses of empty one bedroom council houses	Housing	9	No information exempt Section 31 (1)(a) Law Enforcement
12/04/13	F/014/1314	Information on security officers	Regeneration	2	Yes
12/04/13	F/015/1314	Information on Kitchen Croft	Legal	2	Yes
15/04/13	F/016/1314	Copies of expense claims for the period April 2012 to March 2013 for Leader and Cllr Gilmore	H/R & Payroll	11	Partially with redactions, some not held
15/04/13	F/017/1314	Schedule of commercial property business rates in credit	Strategy & Performance (Revenues)	3	Yes – web link provided (Section 21 – available by other means)
15/04/13	F/018/1314	Information on proposed Morrisons' site	Regeneration, Legal	12	Yes
15/04/13	F/019/1314	Provide all FOI requests and responses in relation to Business Rates since 2005	Strategy & Performance	9	Partially, some not held

Table B: Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
16/04/13	F/020/1314	Information on whether Apple Tree Inn was occupied between 01/01/2000 to 01/01/2010	Revenues	3	Yes
17/04/13	F/021/1314	Request for information on Voice Risk Analysis software	ICT	9	Partially, some not held
18/04/13	F/022/1314	Number of page views that council website has had in the last year	Strategy & Performance	17	Yes
22/04/13	F/023/1314	Contact details for schools, colleges, suppliers, contractors, council board of directors and council offices	Strategy & Performance	3	Partially – some web links provided (Section 21 available by other means) and Section 12 applied (exceeds appropriate limit)
22/04/13	F/024/1314	Information on fixed penalty notices	Environmental Health (Commercial), Community Services	15	Yes
23/04/13	F/025/1314	Information on public health funerals and whether we publish notices in the press	Environmental Health(Residential)	5	Partially – some web links provided (Section 21) and some not held
23/04/13	F/026/1314	Alcohol and Late Night refreshment licenses	Environmental Health(Licensing), Strategy & Performance	8	Yes – web link provided (Section 21 – available by other means)
23/04/13	F/027/1314	Information on funding for Orchestras Live	Leisure	14	Yes

Table B: Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
24/04/13	F/028/1314	Provide contact details for certain departmental heads	Strategy & Performance	2	Yes – web link provided (Section 21 – available by other means)
24/04/13	F/029/1314	Content and outcome of any challenges/re-assessments raised by HMRC in last 6 years for VAT liabilities and recovery input tax and liabilities for direct taxes	Finance, Human Resources & Payroll	7	No information held
24/04/13	F/013a/1314	Further request for information in relation to one bedroom properties (by area)	Housing	7	Yes
25/04/13	F/030/1314	Information on outsourcing of local services	Procurement	6	Partially, some not held
25/04/13	F/031/1314	Information pertaining to electric car charging points	Regeneration, Housing	3	No information held
25/04/13	F/032/1314	Addresses and rateable values of all business properties that have historic credit on their account	Strategy & Performance (Revenues)	3	Yes – web link provided (Section 21 – available by other means)
29/04/13	F/033/1314	Culture and Leisure budgeted spending	Finance	12	Yes
29/04/13	F/034/1314	FOI responses in relation to Business Rates (credits, Empty properties, SBRR (small business rates relief) reliefs) since 2010	Strategy & Performance	4	Partially with redactions
29/04/13	F/035/1314	Public or welfare funerals or persons who have died with no next of kin since 01/11/12 to date	Strategy & Performance (Environmental Health)	2	Yes – web link provided (Section 21 – available by other means)

Table B: Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
30/04/13	F/036/1314	How much did authority spend on alcohol in last year	Strategy & Performance	2	No information held
30/04/13	F/037/1314	How much has been spent in each of last five years with following firms, PricewaterhouseCoopers, Deloitte, Ernst & Young, KPMG separated into payments for audit functions and any other functions	Finance	8	Partially, some not held
30/04/13	F/038/1314	Information on council newsletter or newspaper	Strategy & Performance	8	Yes
30/04/13	F/039/1314	Information on street bins and budget	Street Scene	8	Yes
01/05/13	F/040/1314	Information regarding any money received through New Homes Bonus scheme	Housing, Finance	7	Yes
02/05/13	F/041/1314	Information on violence and abuse in the workplace	Human Resources & Payroll	8	Yes
03/05/13	F/042/1314	List of all business rate properties in area and a list of businesses not receiving small business rate relief	Revenues	9	Yes (with redactions)
02/05/13	F/043/1314	Information on trips abroad by councillors and senior council officers (director level) over last five years	Democratic Services, CEPT	8	No information held
03/05/13	F/044/1314	Information about the council website	Strategy & Performance	7	Yes
03/05/13	F/045/1314	Information about social housing fraud	Housing	9	Partially, some not held
03/05/13	F/046/1314	Information about car parking facilities	Regeneration	7	Partially, some not held
06/05/13	F/047/1314	Information on charges for environmental information	Strategy & Performance	7	Yes
07/05/13	F/048/1314	List of business rate credits cancelled by a 'write on'	Revenues	8	Yes

Table B: Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
09/05/13	F/049/1314	List of serving councillors with unspent convictions	Democratic Services	7	No information held
10/05/13	F/050/1314	Information on council tax arrears	Revenues	7	Yes
13/05/13	F/051/1314	Information on zoo licences	Environmental Health (Commercial)	6	No information held
14/05/13	F/052/1314	Information on ICT frameworks	ICT	7	Yes – web link provided (Section 21 – available by other means)
14/05/13	F/053/1314	Information on businesses within the district and business rate arrears	Revenues	7	Partially, some not held
20/05/13	F/054/1314	Information on dog homes	Environmental Health (Commercial)	3	Partially, some not held
20/05/13	F/055/1314	Buildings now owned by private sector after being built with PFI/PPP's	Strategy & Performance	3	Partially, some web links provided (Section 21 available by other means), some not held
21/05/13	F/056/1314	Information on how many refuse collectors were assaulted by members of the public whilst carrying out council duties	Legal, Streetscene Services	6	No information held
21/05/13	F/057/1314	Any public health funerals carried out with no known next of kin from 01/11	Strategy & Performance (Environmental Health)	0	Yes – web link provided (Section 21 – available by other means)
24/05/13	F/058/1314	Information on businesses within the district registered to make cheese	Environmental Health (Commercial)	12	No information held

Table B: Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
23/05/13	F/059/1314	Details of all physical locations maintained where Bolsover Council provides internet access that is available to the general public	Contact Centres, Leisure	7	Yes
28/05/13	F/060/1314	Details on information security	ICT	2	Yes
29/05/13	F/061/1314	Information on Business Ratepayers who have a credit balance on their accounts	Strategy & Performance (Revenues)	1	Yes – web link provided (Section 21 – available by other means)
29/05/13	F/062/1314	Information relating to properties where BDC is the landlord and collects rent from the public	Housing	11	Partially, some web links provided (Section 21 available by other means), some not held
30/05/13	F/063/1314	Information on mobile and flexible working	Human Resources & Payroll	2	Yes
31/05/13	F/064/1314	Details of our insurance provider in relation to a water damage claim	Finance	1	Yes
03/06/13	F/065/1314	Information on public health funerals additional to what is held in public domain	Environmental Health (Residential)	3	Partially, some web links provided (Section 21 available by other means), some not held
03/06/13	F/066/1314	Information on parking services	Strategy & Performance	2	No information held and DCC details given

Table B: Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
05/06/13	F/067/1314	Any public health funerals carried out with no known next of kin from 01/02/13 to date	Strategy & Performance (Environmental Health)	0	Yes – web link provided (Section 21 – available by other means)
05/06/13	F/068/1314	Names and email addresses for various departments	Strategy & Performance	2	Partially, some web links provided (Section 21 available by other means), some not held
06/06/13	F/069/1314	A list of all live business rates accounts with a 2010 list Rateable Value greater than or equal to £25,000	Revenues	1	Partially, some not held
06/06/13	F/070/1314	How many public health funerals have been carried out since April 2012	Strategy & Performance (Environmental Health)	1	Yes – web link provided (Section 21 – available by other means)
06/06/13	F/071/1314	Organisational structure, vacancies and spend on staff for estates/facilities/capital projects	Human Resources & Payroll, Regeneration	6	Yes – web link provided (Section 21 – available by other means)
11/06/13	F/072/1314	Information on service delivery models of human resources	Human Resources & Payroll,	16	Yes
11/06/13	F/073/1314	Information on business rates accounts where Council has obtained a liability order and rateable value is £5,000 or more	Revenues	7	No information exempt Section 12 (exceeds appropriate limit)

Table B: Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
12/06/13	F/074/1314	Information on business rates accounts for current overpayment/credit if balance has not been carried forward and accounts where a write on has been used since April 1st 2000	Revenues	3	Yes plus web link (Section 21 – available by other means)
14/06/13	F/075/1314	Date Morrison's/Optimisation Developments Ltd will complete purchase of Sherwood Lodge land. When demolition will take place and how much BDC received so far from sale	Legal	10	No information held plus exempt Section 41 (information provided in confidence) and Section 43(2)(Commercial Interests)
14/06/13	F/076/1314	Information on construction contracts over £200k that have been completed in last five years	Procurement	14	Partially, some not held
17/06/13	F/077/1314	Information on one bedroom properties	Housing, Benefits	11	Yes
17/06/13	F/078/1314	Information on council properties managed by property guardians	Housing, Regeneration	3	No information held
17/06/13	F/079/1314	Business rates accounts in credit	Strategy & Performance (Revenues)	2	Yes – web link provided (Section 21 – available by other means)
17/06/13	F/080/1314	Information relating to environment, flooding and disaster planning and procurement	Regeneration, Procurement, Streetscene Services	14	Partially, some web links provided (Section 21 available by other means), some not

Table B: Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
					held
18/06/13	F/081/1314	Information on emergency housing	Housing	11	No information held
19/06/13	F/082/1314	Information on benefits from January 1997 to June 2013	Benefits	8	Partially, some not held
20/06/13	F/083/1314	Information on the Council's Local Area Network (LAN) provider	ICT	7	Partially, some not held
20/06/13	F/084/1314	Information on bedroom tax and impact on council house arrears and policies	Housing Benefits	18	Partially, some not held, some exempt Section 12 exceeds appropriate limit
24/06/13	F/085/1314	Information on Local Asset Backed Vehicles (LABVs) (Combined Financial/Regeneration product)	Finance	9	No information held
21/06/13	F/086/1314	Information on temporary agency staff usage	Human Resources & Payroll	10	No information held
24/06/13	F/087/1314	Information on Legal Case Management System	Legal	9	Partially, some not held
25/06/13	F/088/1314	Information on public health funerals additional to what is held in public domain	Environmental Health (Residential)	8	Partially, some web links provided (Section 21 available by other means), some not held

Table B: Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
25/06/13	F/089/1314	Information on income generation in the Public Sector	Strategy & Performance, Leisure, Regeneration, CEPT, Streetscene Services	15	Partially, some not held
26/06/13	F/090/1314	Data pertaining to mobile users on your website	Strategy & Performance	13	Partially, some not held
27/06/13	F/091/1314	Information on refuge provision	Housing	13	No information held
27/06/13	F/092/1314	Information on Sanctuary scheme	Housing	13	No information held
28/06/13	F/093/1314	Details on who has died with no known next of kin from 01/03/13 to date	Strategy & Performance (Environmental Health)	1	Yes – web link provided (Section 21 – available by other means)
01/07/13	F/094/1314	Transfer of funds from general fund to housing revenue account for last three years	Finance	11	No information held
01/07/13	F/095/1314	Information held relating to mini Zoo's in the area	Environmental Health (Commercial)	11	No information held
02/07/13	F/096/1314	Request pertaining to Fire Alarm Systems and compliance to the Regulatory Reform (Fire Safety) Order 2005	Regeneration	16	Partially, some not held
03/07/13	F/097/1314	Copy of regulations for Local Council Tax support	Strategy & Performance (Benefits)	1	Yes – web link provided (Section 21 – available by other means)
04/07/13	F/098/1314	Further request for regulations on Local Council Tax support (s13A policy document)	Benefits	8	Yes

Table B: Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
04/07/13	F/099/1314	Information on private hire and hackney carriage licences	Environmental Health (Licensing), Finance, Legal	19	Partially - some exempt Section 12 (exceeds appropriate limit)
05/07/13	F/100/1314	Information on council tax arrears since April 2012	Revenues	8	Yes
08/07/13	F/101/1314	Information on animal welfare regarding abandoned/neglected horses	Environmental Health (Commercial)	7	Partially, some not held
09/07/13	F/102/1314	Information on any Ltd company or PLC that will be moving into authority area from 1st June 2013 to end of July 2013	Revenues	19	Yes
09/07/13	F/103/1314	Data on the percentage figures of the allocation of Social Housing in our county	Housing	11	Partially, some not held
26/06/13	F/104/1314	Buildings/open spaces that have been successfully placed on Assets of Community Value registers	Planning	17	No information held
11/07/13	F/105/1314	Information on credits held for ratepayers in respect of payment of Business Rates	Strategy & Performance (Revenues)	1	Yes – web link provided (Section 21 – available by other means)
11/07/13	F/106/1314	Cost of elected members training	Democratic Services	10	Partially, some not held
12/07/13	F/107/1314	Information on servicing and maintenance of automatic doors	Procurement	8	Partially, some web links provided (Section 21 available by other means), some not held

Table B: Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
12/07/13	F/108/1314	How much did artwork cost situated at The Arc commissioned by local artist	Regeneration	18	Yes
15/07/13	F/109/1314	People who have died with no known next of kin from 01/03/13 to date	Strategy & Performance (Environmental Health)	2	Yes – web link provided (Section 21 – available by other means)
16/07/13	F/110/1314	Names of leads on local Health and Well Being Board for specified diseases	CEPT	7	No information held (DCC details given)
16/07/13	F/111/1314	Information relating to public health funerals additional to that provided on website	Environmental Health (Residential)	9	Partially, some web links provided (Section 21 available by other means), some not held
16/07/13	F/112/1314	Information on council tax and which councillors voted for the setting of council tax bands	Revenues, Democratic Services	6	Partially, some not held
16/07/13	F/113/1314	Information on pest control	Environmental Health (Residential), Finance	19	Partially, some not held
17/07/13	F/114/1314	Information on Customer Service standards. The Localism Act. Disciplinary action taken against BDC staff re: conduct. Personal data in relation to liability for rent arrears. Salary scale for member of staff	Human Resources & Payroll, Legal	17	Partially, some out of scope of FOI, some web links provided (Section 21- available by other means)
19/07/13	F/115/1314	Information on benefit fraud for 2010/11, 2011/12 and 2012/13	Benefits	13	Yes

Table B: Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
23/07/13	F/116/1314	Number of residential properties used for housing of ex-offenders leased by BDC which are located within another local authority's boundaries	Housing	2	No information held
29/07/13	F/117/1314	Information on total amount of money paid to trade unions and the amount of staff time spent on trade union duties and/or activities and the payment of subscriptions	Human Resources & Payroll, Finance	1	Partially, some not held
30/07/13	F/118/1314	Information on 16 and 17 year olds who become homeless	Housing	16	No information held (DCC details given)
31/07/13	F/119/1314	Information on business rates accounts where rateable value is £0 - £1	Revenues	8	Partially with redactions, some not held
31/07/13	F/120/1314	Information on zero hours contracts	Human Resources & Payroll	11	Partially, some not held
31/07/13	F/121/1314	Information relating to cases filed against BDC under Health and Safety at Work Act	Legal, Finance	8	No exempt under Section 12 exceeds appropriate limit
01/08/13	F/122/1314	Information on tenants when applying and receiving the Discretionary Housing Payment (DHP)	Benefits	10	Yes
01/08/13	F/123/1314	Information on zero hours contracts over last five years	Human Resources & Payroll	10	Partially, some not held
02/08/13	F/124/1314	Information on BDC's planned capital works for the next 30 years	Housing	9	No information held

Table B: Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
02/08/13	F/125/1314	Information on number of one bedroom properties available to let, number of tenants deemed to be under-occupying and number of people on waiting list for one bedroom properties	Housing	12	Yes
05/08/13	F/126/1314	Listing of companies with rateable values upto £11,000 and not in receipt of small business rate relief	Revenues	8	Yes
05/08/13	F/127/1314	Detailed Information on public health funerals	Environmental Health (Residential)	16	Partially, some web links provided (Section 21 available by other means), some not held
06/08/13	F/128/1314	Information regarding the provision of translation and interpretation services	Strategy & Performance	9	Partially, some not held
06/08/13	F/129/1314	Information on Youth Democracy	Strategy & Performance, Democratic Services	11	Partially, some not held
06/08/13	F/130/1314	Information on major parks/country parks and neighbourhood play areas	Leisure, Planning	16	Partially, some not held
06/08/13	F/131/1314	Information on hospital kitchen inspection reports	Environmental Health (Commercial)	11	Yes - with redactions
06/08/13	F/132/1314	Information on council staffing (zero hours contracts, redundancy, unfair dismissal, equal pay)	Human Resources & Payroll, Legal	12	Partially, some not held

Table B: Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
06/08/13	F/133/1314	Information on rent arrears since January 2013 in relation to bedroom tax	Housing	11	Partially, some exempt (Section 12 exceeds cost limit)
07/08/13	F/134/1314	Information relating to IT hardware maintenance and associated costs	ICT	8	Yes
07/08/13	F/135/1314	Confirmation that national criteria is being met for recruitment of parish councillors	Democratic Services	8	Yes – web link provided (Section 21 – available by other means)
07/08/13	F/136/1314	Information on Section 106 receipt and expenditure for construction of a playground in Doe Lea	Planning	3	Yes
09/08/13	F/137/1314	Information on discretionary housing payments for 2013	Benefits	6	Yes
09/08/13	F/138/1314	Information on Pet Shop licenses and Dog Breeding licenses	Environmental Health (Commercial)	12	Yes
12/08/13	F/139/1314	Information on all licensed riding establishments in the region	Environmental Health (Commercial)	5	Yes
12/08/13	F/140/1314	Information on the impact of the benefit cap on families	Benefits, Housing	7	Partially, some not held
12/08/13	F/141/1314	Information on public or welfare funerals and persons who have died with no known next of kin since 01/03/13	Strategy & Performance (Environmental Health)	2	Yes – web link provided (Section 21 – available by other means)
12/08/13	F/142/1314	Information pertaining to G-Cloud	ICT	11	No information held
13/08/13	F/143/1314	Information on claimants of Council Tax Support (CTS)	Revenues, Benefits	11	Partially, some not held

Table B: Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
13/08/13	F/144/1314	Information on the local authority contracting for the provision of external legal services and spending on internal and external legal services over the past 3 years	Legal, Finance	14	Partially, some not held
14/08/13	F/145/1314	Information on DHP data (Discretionary Housing Payments)	Benefits	11	Yes
14/08/13	F/146/1314	Information on properties that have had a rateable value reduction in either 2005 or 2010 rating list in last 6 months	Revenues	11	Yes
15/08/13	F/147/1314	Information on tenants who are in rent arrears	Housing	15	Yes
16/08/13	F/148/1314	Information on 2013 canvass	Democratic Services	9	Yes
16/08/13	F/149/1314	Information on G-Cloud	ICT	9	No information held
16/08/13	F/150/1314	Information on use of snares to trap animals	Environmental Health (Residential)	11	Partially, some not held
19/08/13	F/151/1314	Information on business rates	Revenues	8	Yes plus web link (Section 21 – available by other means)
19/08/13	F/152/1314	Information on all live business rates accounts with a 2010 list rateable value of between £5,000 and £25,000	Revenues	8	Yes (with redactions)
19/08/13	F/153/1314	Information on food safety activities undertaken by BDC	Environmental Health (Commercial)	16	Partially, some not held
20/08/13	F/154/1314	Information on houses under multiple occupancy (HMO)	Housing, Environmental Health, Planning, Benefits	19	Yes

Table B: Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
21/08/13	F/155/1314	Information on health and safety provisions and arrangements for future procurement	Human Resources & Payroll, Regeneration	8	Partially, some not held
22/08/13	F/156/1314	Information on transparent pay	Human Resources & Payroll	10	Yes
23/08/13	F/157/1314	Information on hackney carriage and private hire vehicles	Environmental Health (Licensing)	16	Yes
23/08/13	F/158/1314	Information on dog breeding establishments	Environmental Health (Commercial)	12	Yes
23/08/13	F/159/1314	Information on who is responsible for payment of business rates at a specified property	Revenues	2	Yes
27/08/13	F/160/1314	Information on staff expenditure/ council expenditure and what services have been affected by spending reductions	Human Resources & Payroll, Finance, Regeneration, Environmental Health, Strategy & Performance	8	Partially, some not held
27/08/13	F/161/1314	Information on the council tax support scheme	Revenues, Benefits	11	Partially, some not held
27/08/13	F/162/1314	Information on parking charges and how many households in authority	Strategy & Performance	2	Partially, some not held
27/08/13	F/163/1314	Information on how many homes for affordable rent will be started in next 3 years and how many have been built since May 2010	Planning (Housing Strategy)	12	Yes
27/08/13	F/164/1314	Information on plans for council tax support in 2014/15	Benefits	11	Yes
27/08/13	F/165/1314	Information on public toilets	Regeneration	11	Yes

Table B: Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
29/08/13	F/166/1314	Information on pay rates for NJC workers and if adopted the Living Wage	Human Resources & Payroll	2	Yes
30/08/13	F/167/1314	Information on land registry and public health funerals	Environmental Health, Legal	10	Yes
02/09/13	F/168/1314	Information in relation to sold properties under Right to Buy scheme and how many social homes for rent have been built since May 6th 2010	Housing, Planning (Housing Strategy)	9	Yes
30/08/13	F/169/1314	Information on records going back to 1 April 2000 to confirm outstanding credits or overpayments on accounts for Adidas UK Ltd, Reebok International Ltd, Reebok UK, Rockport UK	Revenues	10	No information held
03/09/13	F/170/1314	Information about Wi-Fi provider and use	ICT	12	Partially, some not held
04/09/13	F/171/1314	Information about post - Senior Information Risk Officer and data protection breaches	Financial Services Strategy & Performance	12	Partially, some not held
04/09/13	F/172/1314	Information on work experience placements	Human Resources & Payroll	12	No information held
04/09/13	F/173/1314	Information on new businesses who have registered for business rates during August 2013	Revenues	12	Yes
05/09/13	F/174/1314	Information on compromise agreements from 2007	HR & Payroll	10	Partially, some exempt (Section 40 Personal information)
06/09/13	F/175/1314	Information on public health burials since 01/06/13	Strategy & Performance (Environmental Health)	1	No information held
10/09/13	F/176/1314	Information on telephony contract	ICT	19	Yes

Table B: Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
11/09/13	F/177/1314	Information on parking tickets and revenue	Strategy & Performance	1	No information held
12/09/13	F/178/1314	Information on damp or mould complaints (Council Housing in 2011/12)	Housing, Legal, Contact Centre, Customer Services	8	Partially, some not held
10/09/13	F/179/1314	Information on Members Allowances for BDC and NEDDC	Strategy & Performance	4	Yes - web links provided (Section 21 - available by other means)
13/09/13	F/180/1314	Information on business rate accounts in credit	Revenues (Strategy & Performance)	1	Yes - web link provided (Section 21 - available by other means)
17/09/13	F/181/1314	Overview of total spend on ICT	ICT	15	Partially, some not held
17/09/13	F/182/1314	Data in respect of Housing Benefit claims	Benefits	6	No (as no clarification received)
17/09/13	F/183/1314	Information on sickness absence outturn for 2012/13	Human Resources & Payroll	6	Partially, some not held
19/09/13	F/184/1314	Information on BDC's vehicle, leasing and maintenance contracts	Street Scene Services	15	Yes
20/09/13	F/185/1314	Information on Discretionary Housing Payments	Benefits	12	Yes plus web link (Section 21 – available by other means)
20/09/13	F/186/1314	Information on housing register and housing benefits	Housing, Benefits	19	Partially, some not held

Table B: Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
20/09/13	F/187/1314	List of all commercial properties who qualify for a rate reduction under Small Business Rates Relief where rateable value is under £12,000	Revenues	3	Yes
20/09/13	F/188/1314	Information on CCTV enforcement vehicles for past 5 years and revenues from parking fines and traffic contraventions	Community Safety, (DCC), Finance	12	Partially, some not held
23/09/13	F/189/1314	Information on sickness absence over the last 2 years	Human Resources & Payroll	11	Partially, some not held
24/09/13	F/190/1314	Information on home extensions	Planning	10	No exempt under Section 12 exceeds ceiling cost
24/09/13	F/191/1314	Information on abandoned cars	Environmental Health (Commercial)	10	Yes
25/09/13	F/192/1314	How much was spent on Housing Benefit payments and Local Housing payments for 2012/13	Benefits	6	Yes
27/09/13	F/193/1314	Information on public health funerals since beginning of 2013 additional to what is held in public domain	Environmental Health (Residential)	14	Partially, some web links provided (Section 21 available by other means), some not held
27/09/13	F/194/1314	Information on public health funerals from 01/03/13 to date additional to what is held in public domain	Environmental Health (Residential)	13	Partially, some web links provided (Section 21 available by other means), some not held

Table B:Freedom of Information Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Request Sent To	No of work days	Information released
30/09/13	F/195/1314	Information on recycling and waste contracts	Street Scene Services	6	Yes
30/09/13	F/196/1314	Information on use of Empty Dwelling Management Orders (EDMOs) from 2006	Housing, Environmental Health, Revenues	18	Partially, some not held

Table C:Environmental Information Regulations Requests Summary April to September 2013

Date Received	Reference	Summary of Request	Departments Sent To	No of work days to process	Information released
02/05/13	E/08/1314	Information on complaint against erection of garden shed	Planning	8	Yes with redactions (Complainant details - Regulation 13 - personal data)

**Table C:Environmental Regulations Requests Summary
April to September 2013**

Date Received	Reference	Summary of Request	Departments Sent To	No of work days to process	Information released
07/06/13	E/17/1314	Details on all wind turbine applications, submitted, decided, appealed, judicially reviewed, called-in or otherwise formally processed by Planning between 1st January 2009 and 1st June 2013	Planning	9	Partially, some information provided, some exempt Section 21 available by other means - website details
28/06/13	E/21/1314	Information on planning permissions granted for development on Green Belt land	Planning	12	No -Information exempt Section 12 exceeds appropriate limit
15/08/13	E/30/1314	Information on planning permission for bio diesel manufacturing plant and the air filters concerned with the plant	Planning, Environmental Health (Commercial)	12	No information held
16/08/13	E/31/1314	Information on trees in Barlborough conservation area	Planning	18	Yes
16/08/13	E/32/1314	Information on derelict buildings and Section 215 notices issued under Town and Country Planning Act 1990 in 2012/13	Planning	9	Partially, some not held
09/09/13	E/35/1314	Information in relation to planning application 13/00184/Retro	Planning Democratic Services	6	Yes
09/09/13	E/37/1314	List of all companies that have registered cooling towers	Environmental Health (Commercial)	3	Yes (Link to website provided)

Committee:	Executive	Agenda Item No.:	10
Date:	9 th December 2013	Status	Open
Category	2. Decision within the functions of Executive 3. Part of the Budget and Policy Framework		
Subject:	Local Government Ombudsman's decision in relation to the appropriation of the land at Sherwood Lodge		
Report by:	The Monitoring Officer		
Other Officers Involved	Support Officer, Customer Services		
Director	Chief Executive Officer Director of Corporate Resources		
Relevant Portfolio Holder	Councillors E Watts and Alan Tomlinson Leader of the Council and Deputy Leader of the Council		

RELEVANT CORPORATE AIMS

CUSTOMER FOCUSED SERVICES – Providing excellent customer focused services.

SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning.

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

To ensure that the organisation is fair to all service users.

TARGETS

Local performance indicators for handling Ombudsman complaints.

VALUE FOR MONEY

To review procedures to prevent a similar situation from happening again.

THE REPORT

The Local Government Ombudsman (LGO) investigated a complaint from Mrs B.

In October 2012 Mrs B complained to the LGO about the way the Council decided to appropriate land at Sherwood Lodge to sell for development. She had previously obtained documentary evidence from Derbyshire County

Council's archives and advised the Council of this when she complained through the Council's complaints process in June 2012.

The Council was unaware that the site included land which was designated as public open space in 1941 as it did not hold records from its predecessor council. Mrs B said that members of the public, including herself, had used the land for recreational purposes for many years.

Instead of advertising its intentions for the disposal of the land designated as public open space as required under the Local Government Act 1972, the Council decided to appropriate the land for planning purposes in an Executive meeting, in June 2011, from which the public were excluded. The intention was to thwart a village green application from residents which could have delayed the sale and development of the land. As the meeting was held in private, members of the public were not aware of the Council's intention to appropriate the land and had no opportunity to object.

The LGO, when referring to maladministration and service failure has used the word 'fault' to refer to them.

The full report is appended, however amongst the reasons the Council gave the LGO were that, had it known the space was designated open space, it would have known there was no prospect of a successful village green application. The land had formed part of the Council's main office complex since 1994 and was used infrequently by the public. The use of the land had been significantly developed since 1941 and the Council had developed it in the 1970s and in 1993 without any objections from the public. All the changes had required planning permission and therefore consultation had taken place with the public. When the new council offices were opened in 1994, the main grassed section of the grounds to Sherwood Lodge was used as an overspill staff car park. There is nothing in the title deeds to suggest the land was public open space. Additionally, the application to make the space a village green was rejected by Derbyshire County Council in June 2013.

However, the LGO found fault with the Council as follows:

- The Council should have held records from its predecessor authority and known the land at its former headquarters was dedicated open space
- The Council should have checked the status of the land and/or carried out a search with other agencies
- Being aware that there was open space should have alerted it to check whether it was dedicated
- Whilst awareness that it was dedicated would not have prevented the Council from appropriating the land for planning purposes, it did require the advertising and consideration of any objections prior to appropriation

- Subsection(1) of the Local Government Act 1974, section 122, requires the Council to decide that the land is no longer required for the purpose for which it was held immediately before the appropriation. This requires a council to consider the public need within the locality for the existing use. The LGO says that if members of the public had been included in the meeting it would have become clear that the land was open space.
- The Council has pointed out it was entitled to exclude the public because the report contained legally privileged information but this was not the reason it gave in its Executive report
- The Council's Disposal and Acquisition of Land and Property Assets Strategy does not cover the disposal of land designated as public open space

The LGO recommended that the Council should:

- apologise in writing to Mrs B
- pay Mrs B £250 to acknowledge the outrage and the loss of opportunity she has experienced
- revise its Disposal and Acquisition of Land and Property Assets Strategy to include procedures on how to deal with land designated as public open space and report the outcome to me within six months of the date of their report

ISSUES/OPTIONS FOR CONSIDERATION

The findings of the Local Government Ombudsman and the actions taken to deal with the particular issues raised/faults found as outlined in the Local Government Ombudsman's report and this report.

It should be noted that the Council, whilst accepting fault in some areas, disputed the interpretation of the Ombudsman in relation to some of the matters not leading to fault.

The Monitoring Officer is statutorily required to report to members any finding of maladministration or injustice.

If the Council disagrees with the Local Government Ombudsman's report, the consequences are that the Ombudsman can issue a further report. After this, if the Council still does not take satisfactory action it must publish a statement in a local newspaper explaining why it has refused to follow the Ombudsman's recommendations.

IMPLICATIONS

Financial: Avoiding maladministration and future compensation claims.
Payment of compensation in this particular case.

Legal: Section 5A Local Government and Housing Act 1989 – this section requires the Monitoring Officer to report to the Executive where there has been a finding of maladministration or injustice by the Ombudsman and to consult the Head of Paid Service and Chief Finance Officer over the report. The Monitoring Officer's report must be sent to all Councillors as soon as it is prepared. Once the Executive has considered the report and decided what to do, the Executive is required to present a report to all Councillors and the Monitoring Officer outlining their actions in response. It is intended that the matter is reported to Council in January 2014.

Human Resources: None

RECOMMENDATION(S)

1. That the report be received.
2. To write a letter of apology to Mrs B.
3. To compensate Mrs B to the amount of £250 to acknowledge the outrage and the loss of opportunity she has experienced with regard to the appropriation.
4. To review procedures with regard to the disposal of land designated as public open space and include in the Disposal and Acquisition of Land and Property Assets Strategy.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

To ensure that Open Space is dealt with as required by statute when it is part of a site which may be disposed of in the future.

ATTACHMENTS: Y

Appendix A: The Local Government Ombudsman's report.

FILE REFERENCE: N/A

SOURCE DOCUMENT: N/A

Committee:	Executive	Agenda Item No.:	11
Date:	9 December 2013	Status	Open
Subject:	Budget Monitoring Report, Quarter 2 – April to September 2013		
Report by:	Assistant Director – Accountancy and IT.		
Other Officers Involved	Chief Accountant, Principal Accountant.		
Director Relevant Portfolio Holder	Director of Corporate Resources 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

This report is intended to demonstrate that the Council has in place an appropriate framework for managing the budget. Robust budget management is an essential foundation for securing Value for Money.

1 Purpose of Report

- 1.1 To update the Executive Committee on the financial position of the Council following the second quarter's budget monitoring exercise for the General Fund, the Housing Revenue Account, Capital Programme and Treasury management activity.

2 Background Information

- 2.1 Officers have continued the integrated approach to budget monitoring in the second quarter with Performance, Risk and Finance being considered together at Directorate meetings held during October 2013. The scope of this report is therefore to report the current financial position following the 2013/14 quarter two monitoring exercise as part of the wider exercise which has considered Finance, Performance and Risk.

3 Issues for Consideration

General Fund Revenue Account

- 3.1. The General Fund Revenue Account summary is shown as **Appendix 1**. The original budget for 2013/14 included a savings target of £0.884m. The current budget now shows that this target is reduced to £0.293m which means that the Council has secured budget savings of £0.591m in the first half of the financial year. The budget savings which have been secured are distributed to the appropriate services or income lines within the budgets. With regard to the savings targets it can be seen from the table below the original target, the savings achieved to the half year point and the outstanding position at 30 September 2013:-

Savings Programme 2013/14			
	Original Target £000	Savings achieved to quarter 2 £000	Balance outstanding £000
Vacancies savings	100	55	45
Leisure Savings Clowne	60	1	59
Street Scene	50	36	14
Director Secondment	100	0	100
Secondments and joint working NEDDC	100	97	3
Property Rationalisation (Clowne relocation)	100	0	100
Garage Fleet Review	25	25	0
Other Savings (inc Leisure & Income Generation)	80	17	63
Other Savings to be identified	269	360	(91)
Totals	884	591	293

- 3.2. It can be seen from Appendix 1 and the table above that this is a net position with some of the savings targets exceeding budgeted targets and some not achieving the savings anticipated in the first half year. Further work is ongoing on these items so they remain separately identified as part of the Savings Programme. It should be noted that the approved budget reductions arising from the under spend recorded in 2012/13 (£0.168m) have now been fed into the budget as well as the updated retained NNDR figure (£0.155m). Officers have also reduced the salary budgets where savings in the first half year have been identified. All these measures have helped to secure the required level of savings. The remaining savings target items do raise some concern as there appears less likelihood of achieving some of these savings within the current year. The Accountancy Section is currently finalising the Revised Budgets for the current year and the position on all the savings targets is being reviewed. The Revised Budget position will be available for the December Executive meeting which will also provide an indication of the roll forward budget position with regard to 2014/15 and future years.

3.3. Within the main Directorates the main points to note are:-

- The Chief Executives Directorate shows a small adverse variance of £0.005m. The main item within this directorate relates to the possibility that some of the CEPT revenue grant funding will not be drawn down to support employee costs. This action if agreed by the Council will increase the in year costs to the Council by £0.034m. Other favourable variances across a number of cost centres reduce the net position to the £0.005m.
- The Corporate Resources Directorate shows a favourable variance of £0.036m. These favourable variances are spread over a number of cost centres throughout the Directorate. There are no budget pressures to report.
- The Development Directorate has a favourable variance at quarter 2 of £0.064m. This figure is a net position and reflects the following:
 1. Planning Fee income is above the profiled budget by £0.074m.
 2. Planning Policy expenditure is £0.024m below the budget profile.
 3. Pleasley Vale facilities maintenance expenditure is below the profiled budget but rental income has significantly increased to show a net favourable variance of £0.063m.
 4. Sherwood Lodge – net cost £0.032m above the profiled budget (general running costs are above the estimated position – reflecting that the sale of the asset was anticipated to be completed earlier in the financial year). Any further delays to the sale will increase the operating cost to the Council. These costs will, however, be charged against Efficiency Grant and thus will not adversely impact upon the Council's revenue position.
 5. The Tangent Business Hub – expenditure is £0.035m above the profiled budget. The position on the Tangent is improving as more tenants have been secured which brings in rental income and reduces the empty rate liability. Officers are also awaiting the outcome of a rating revaluation which if successful will reduce the Council's liability but also make the units more attractive to prospective tenants. The position will continue to be closely monitored. In addition there is some mitigation in the current year as a proportion of the net running costs are grant funded until December 2013. It should be noted that the Council will have to meet the full running costs from that point onward.
 6. Other variances within the Directorate are not significant nor considered a budget pressure at this stage of the financial year.
- The Health and Wellbeing Directorate shows an adverse variance of £0.005m. The Environmental Health service shows as an over spend of £0.024m at the end of the second quarter. Officers are working to address a small number of identified issues and are anticipating that a balanced position will be secured by the year end. There are still a few areas within the leisure budgets where income is behind the profiled budget and officers are carefully monitoring this position. The main area to be aware of at this point in time is that Cresswell Leisure Centre income is £0.023m below the budgeted position. At this stage officers within leisure services do not anticipate that these areas will develop into budget pressures for the Council.

- The Neighbourhoods Directorate shows a favourable variance of £0.060m which is spread over a number of cost centres. There are no budget pressures to report.

3.3 Provision for Pay Award

The pay award for 2013/14 has now been paid and the costs are now shown within the relevant service areas of each Directorate. The separate budget provision for the pay award therefore shows as an under spend in the accounts. This budget allocation will be redistributed to all cost centres as part of the revised budget process.

- ### 3.3 Interest rates are remaining very low which is impacting on the level of interest earned on invested balances. This is also affected by the prudent accounting arrangements now being taken for the funds tied up in Icelandic Banks. On the basis of these items Members should note there is an anticipated reduction of actual investment income received against the budgeted income position.

3.4 Section 106

In order to improve the monitoring and control of Section 106 monies received by the Council the sums due to be utilised in a financial year are now recorded within the General Fund directorate budgets and the expenditure against these sums is recorded as part of the monitoring of service expenditure.

General Fund Summary

- ### 3.5 The overall position at the end of quarter 2 shows that there is a small overall favourable variance of £0.002m which at this stage of the year is very positive and indicates that the Council is in a good position to deliver the necessary savings in order to balance its budget for 2013/14. A limited number of budget pressures have been identified and officers will continue to monitor and update the position on these. The savings target items will be reviewed as part of the revised budget process and any significant issues with these will be reported as part of the Revised Budget report in December.

Housing Revenue Account (HRA)

- ### 3.6. The Housing Revenue Account in respect of the second quarter of 2013/14 is set out in **Appendix 2** to this report.

Income

- ### 3.7. The quarter 2 income figures show a mix of variances which give a net position of £0.158m above the budgeted position for the half year. The main favourable variance relates to the supporting people income received which is better than estimated (£0.132m) and relates to the new contractual arrangements agreed with Derbyshire County Council.

Expenditure

- ### 3.8. Expenditure within each of the operating areas of the HRA continues to show under spends at the half year point. The overall expenditure position showing as

£0.227m below the profiled budget. There are therefore no budget pressures to report at this stage of the year on the HRA. It is likely that the under spends will continue during the year until the Stock Condition survey is completed giving detailed property by property information. The Survey is currently underway and is expected to be completed by December 2013. Officers will then be in a position to determine any back log repairs and maintenance issues and plan the long term work schedules for the total stock over the 30 year period of the HRA Business Plan.

- 3.9. Interest costs are anticipated to be lower than the original budget as the HRA borrowing is below the budgeted level at this stage of the year while interest rates remain at a very low level. A detailed recalculation of the interest costs is under taken as part of the revised budget process and further interest cost savings are anticipated.
- 3.10 In light of the above and the expenditure patterns to date – as detailed in Appendix 2 - there are no significant issues to report regarding the overall position for the HRA at the end of the second quarter.

Capital Investment Programme

Capital Expenditure

- 3.11. The second quarter monitoring position in respect of the Capital Programme is provided in **Appendix 3** to this report. The original programme was approved at £9.439m. The capital programme shown in Appendix 3 has been updated with the approved carry forwards from 2012/13 and now stands at £10.837m for the financial year 2013/14.
- 3.12 In headline terms the capital programme profiled budget for quarter 2 is £2.756m and the actual spend and known commitments total £1.895m, which is £0.861m behind the planned spend position. The main areas to highlight are listed below:
- Assets – no specific approval for the asset management plan work for 2013/14 has been requested.
 - Project Horizon – this scheme is now complete and officers anticipate significant savings against the approved budgets.
 - Sherwood Lodge disposal – a delay in forecast disposal date.
 - Private Sector Schemes
Disabled Facilities Grants – the actual spend against the approved grants is currently below profile. Other Private Sector Schemes show no activity during the first half year.
 - Fuel Poverty Fund – the scheme was completed at a lower level of expenditure than originally anticipated.
 - Vehicle Replacement – the replacement vehicles is anticipated to take place during the second half of the financial year. There may be some slippage of these purchases into 2014/15.
 - HRA – capital expenditure is below the profiled budgets in many areas at the half year point. This reflects the holding position being undertaken pending the results of the Stock Condition Survey work.

- 3.13. The capital programme has been profiled for a low level of expenditure during the first half year. However, the actual expenditure on schemes to 30 September 2013 is £0.861m below that profile. Whilst there are no significant financial issues to report regarding Capital Expenditure at the end of the second quarter it must be noted that the delivery of the approved capital programme is behind the forecast position as at quarter 2. Officers will continue to monitor the position and to the extent to which expenditure cannot be brought back into line with the Programme then it will be necessary to revise the Approved Programme accordingly.

Capital Resources

- 3.14. HRA - The Council has sufficient capital resources in place to finance the HRA actual expenditure and commitments at the end of the second quarter.

General Fund – The financing of the General Fund part of the capital programme is in line with the approved financing arrangements. The lower spend position does mean that lower prudential borrowing has been undertaken than forecast for the second quarter of the financial year. During the first quarter the Council received the outstanding capital receipt in respect of the sale of land at Shirebrook and the receipt in respect of the Sherwood Lodge site is anticipated to be received by January 2014.

Treasury Management

- 3.15. The treasury management function covers the borrowing and investment of Council money. This includes both the management of the Council's day to day cash position and the management of its long term debt. All transactions are conducted in accordance with the Council's approved Treasury Management strategy and the CIPFA Code of Practice. Good treasury management plays an important role in the sound financial management of the Council's resources.

- 3.16. The Council approved the 2013/14 Treasury Management Strategy at its meeting in March 2013. **Appendix 4** details the Treasury Management activity undertaken during the first half of 2013/14.

- 3.17 Co-Operative Bank

The Executive should note that the Council – in common with all other local authorities who use the Co-Operative bank - have received notification from the Bank that as part of its restructuring proposals it is withdrawing from local authority banking. The letter from the Co-operative Bank stated that it would honour existing contracts until their termination date – that of Bolsover District Council – runs until March 2017, although the letter sets out that the Co-operative Bank would not object to any local authorities terminating their contract at an earlier date. Officers are currently looking into the options that are open to the Council and it may well be worthwhile considering a move away from the Co-operative bank at the earliest opportunity. Once Officers have explored the available options then a report will be brought back to Members with recommendations. In the meantime, however, it should be noted that officers are looking at the options of opening a new bank account with a separate UK based bank to provide a backup reserve current account facility. This is essentially a business continuity issue which is being pursued. In the light of the fact that competing banks are prepared to offer back up

current accounts at reasonable terms it would seem appropriate that the Council moves to establish such a back up account at the earliest opportunity.

4 Legal Aspects

- 4.1 There are no legal issues arising directly from this report.

5 Risk Management

- 5.1 The issue of Financial Risks is covered throughout the report. In addition, however, it should be noted that the risk of not achieving a balanced budget is outlined as a key risk within the Council's Strategic Risk Register. While officers are of the view that these risks are being appropriately managed it needs to be recognised that there will be pressures on all of the Council's main budgets as these have been or are being reduced to minimum levels, and that these will need to be managed carefully during the course of this financial year if we are to secure a balanced budget and protect the existing levels of financial balances.
- 5.2 There are increased risks identified with the position of the Council's bank and officers will continue to monitor the situation. There are some actions in place to reduce the Council's financial exposure and approval to explore contingency plans is sought from recommendations in this report. Longer term plans to transfer from the Co-Operative Bank will now be drafted and reported to Members.

6 Policy and Performance

- 6.1 This report is intended to monitor progress in achieving the objectives set out within the Medium Term Financial Plan, this in turn being linked to the full range of the Council's Corporate Strategies. The achievement of the targets set out in the Medium Term Financial Plan is therefore crucial for achieving against a range of key policy issues.

7 Financial Implications

- 7.1 Financial issues and implications are covered in the relevant sections throughout this report. In summary these are:

General Fund

The savings target is now reduced from £0.884m to £0.293m at the end of the second quarter.

The monitoring position shows a small net favourable variance position at the half way point in the financial year of £0.002m. There are a number of budget pressures being highlighted which are being carefully monitored. In overall terms, however, Officers are of the view that the Council is making good progress at the half year point to achieve the full level of General Fund savings of £0.884m by the year end.

HRA

The HRA is showing a net under spend of £0.415m in the second quarter and is now expected to outturn below the original budget. The revised budget process will most likely confirm the under spend position and officers will explore what opportunities the position presents.

Capital Expenditure

There are no significant areas of concern to report regarding the Capital Programme in the second quarter of 2013/14. The main issue relates to the delivery of the approved programme in the financial year given that a relatively low level of expenditure has been achieved in the first half of the year.

Capital Income

The Council has sufficient capital resources in place to finance the actual expenditure and commitments of the capital programme at the end of the second quarter.

Treasury Management

There are no significant areas of concern to report regarding Treasury Management activities in the second quarter of 2013/14.

Co-Operative Bank

Officers undertaking the daily treasury management activity are seeking to minimise the overnight exposure of the Council by leaving minimal balances with the Co-Operative Bank overnight.

8 Equalities Issues / Human Resources Implications / Environmental Considerations

- 8.1 There are no equalities, human resource or environmental implications arising directly out of this report.

9 Crime and Disorder/ Community Safety Implications

- 9.1 There are no crime and disorder or community safety implications arising directly out of this report.

10. Recommendations

- 10.1 That Executive notes the monitoring position of the General Fund at the end of the second quarter as detailed on Appendix 1 (a net favourable variance of £0.002m against the profiled budget) and the key issues highlighted within this report.
- 10.2. That Executive notes the position on the Housing Revenue Account (HRA), the Capital Programme and Treasury Management at the end of the second quarter.

- 10.3. That Executive requests officers to continue to actively manage all budgets to ensure that savings targets are achieved by the year end and that the Council operates within Approved Budgets in respect of the General Fund, the Housing Revenue Account and the Capital Programme.
- 10.4 That Executive notes the content of the letter that has been received from the Co-operative Bank concerning their intention to withdraw from local authority banking and that officers are undertaking work to consider the most appropriate future option for the Council's banking arrangements. It should also be noted that the Council's finance team are working to establishing a backup reserve current account facility in order to support the Council's business continuity arrangements.
- 10.5 That Officers report back to Executive on the proposed arrangements of how and when the Council should prepare and undertake the transfer from the Co-Operative Bank.

11 Reasons for Recommendations

- 11.1 To inform Executive of the position on the Council's budgets at the end of the second quarter of the 2013/14 financial year.

Background Papers

Location

Held in Accountancy

**BOLSOVER DISTRICT COUNCIL
GENERAL FUND 2013/14**

APPENDIX 1

Description	Current Budget £	Qtr 2 Budget £	Qtr 2 Actual £	Variance £
General Fund				
Chief Executive	2,127,584	1,052,192	1,057,628	5,436
Corporate Resources	3,942,202	1,908,599	1,872,987	(35,612)
Development	1,850,555	915,278	851,416	(63,862)
Health and Wellbeing	1,582,520	819,160	824,738	5,578
Neighbourhood	3,653,530	1,796,765	1,736,838	(59,927)
Recharges to HRA and Capital	(3,344,400)	(1,672,200)	(1,672,200)	0
Provision for Pay Award	83,455	41,728	0	(41,728)
<u>S106 expenditure due to be spent in year</u>				
Development	305,385	239,785	239,785	0
Health and Wellbeing	516,129	27,895	27,895	0
<u>Savings Programme</u>				
Vacancies savings	(45,096)	0	0	0
Leisure Savings Clowne	(59,460)	(20,000)	0	20,000
Street Scene	(14,142)	0	0	0
Director Secondment	(100,000)	(50,000)	0	50,000
Secondments and joint working NEDDC	(3,208)	0	0	0
Property Rationalisation	(100,000)	(50,000)	0	50,000
Garage Fleet Review	0	0	0	0
Other Savings (inc Leisure & Income Generation)	(63,034)	(26,506)	0	26,506
Other Savings to be identified	91,929	0	0	0
Total Net Expenditure	10,423,949	4,982,696	4,939,087	(43,609)
Minimum Revenue Provision (MRP)	647,516	323,758	323,758	0
Interest Received	(129,069)	(64,535)	(20,138)	44,397
Interest Paid	347,289	173,645	170,342	(3,303)
				0
	11,289,685	5,415,564	5,413,049	(2,515)
Net Contribution to/(from) Reserves & Holding Accounts	(1,496,240)	(748,120)	(748,120)	0
	9,793,445	4,667,444	4,664,929	(2,515)
Parish Precepts	2,144,612	2,144,612	2,144,612	0
Council Tax Support Grants	434,978	434,978	434,978	0
Total Net Expenditure	12,373,035	7,247,034	7,244,519	(2,515)
Revenue Support Grant	(3,842,732)	(1,921,366)	(1,921,366)	0
Business Rates Retention	(2,711,628)	(1,355,814)	(1,355,814)	0
8.5% limitation Grant	(16,359)	(8,180)	(8,180)	0
New Homes Bonus 11/12	(117,312)	(58,656)	(58,656)	0
New Homes Bonus 12/13	(193,346)	(96,673)	(96,673)	0
New Homes Bonus 13/14	(191,308)	(95,654)	(95,654)	0
Council Tax Freeze Grant 13/14	(30,649)	(15,325)	(15,325)	0
Council Tax - BDC	(3,064,877)	(1,532,439)	(1,532,439)	0
Council Tax - Parishes	(2,144,612)	(2,144,612)	(2,144,612)	0
Collection Fund Deficit	0	0	0	0
New Burdens Grant	(60,212)	(60,212)	(60,212)	0
Transfer from General Fund Q2 re - profiling	0	41,896	41,896	0
Total Financing	(12,373,035)	(7,247,034)	(7,247,034)	0
Transfer to/(from) General Fund Balances	0	0	(2,515)	(2,515)

Housing Revenue Account

APPENDIX 2

Description	Full Years Budget £	Quarter 2 Budget £	Quarter 2 Actuals £	Quarter 2 Variance £
Expenditure				
Repairs and Maintenance	4,446,160	2,230,393	2,063,200	(167,193)
Supervision and Management	4,487,950	2,062,907	2,050,307	(12,600)
Special Services	688,230	299,262	263,214	(36,048)
Supporting People	783,540	420,050	412,913	(7,137)
Tenants Participation	88,250	44,143	36,583	(7,560)
Provision for Doubtful Debts	150,000	75,000	75,000	0
Debt Management Expenses	12,000	6,000	9,000	3,000
Total Expenditure	10,656,130	5,137,755	4,910,217	(227,538)
Income				
Rents	(19,517,400)	(9,758,602)	(9,676,220)	82,382
Garage Rents	(300,000)	(150,000)	(210,859)	(60,859)
Garage Site Rents	(36,000)	(36,000)	(35,932)	68
Supporting People	(597,500)	(298,870)	(430,794)	(131,924)
Special Services	(264,000)	(132,052)	(188,863)	(56,811)
Leasehold Flats and Shops Income	(12,650)	(6,325)	(1,308)	5,017
Income - Repairs and Maintenance	(14,000)	(7,000)	(8,034)	(1,034)
Income - Repairs and Maintenance Contribution & Other	(20,990)	(20,990)	(20,985)	5
Income - Supervision & Management/Rents/Rates/Taxes	(420)	(210)	(82)	128
Other Income	(13,160)	(6,589)	(1,293)	5,296
Total Income	(20,776,120)	(10,416,638)	(10,574,370)	(157,732)
Net Cost of Services	(10,119,990)	(5,278,883)	(5,664,153)	(385,270)
Appropriations				
Voluntary Debt Repayment	2,000,000	1,000,000	1,000,000	0
Interest Costs	3,452,580	1,726,290	1,710,214	(16,076)
Depreciation	2,132,600	533,150	533,150	0
Transfer to Major Repairs Reserve	1,183,620	591,810	591,810	0
Contingency for Inflation	31,830	15,915	0	(15,915)
Contribution to Insurance Reserve	50,000	25,000	25,000	0
Contribution to Capital Project Reserve	1,250,000	625,000	625,000	0
Use of Reserves	(4,590)	(2,295)	0	2,295
Net Operating (Surplus) / Deficit	(23,950)	(764,013)	(1,178,979)	(414,966)

APPENDIX 3

Fund	CAPITAL PROGRAMME SUMMARY	Full Years Budget £	6 months Budget £	6 months Actuals £	6 months Variance £
General Fund					
Assets					
ASS	AMP - PV Lodges	77,760	38,880	35,543	(3,337)
ASS	AMP - Prior to Exec Approval	494,980	0	0	0
ASS	CCTV - Riverside Depot	53,733	26,867	14,448	(12,419)
		626,473	65,747	49,991	(15,756)
Project Horizon					
HOR	ICT infrastructure - Project Horizon	82,016	41,008	(13,231)	(54,239)
HOR	Bolsover Mini Hub	2,433,000	0	0	0
HOR	Clowne Campus - Refurbishment	619,605	309,803	176,620	(133,183)
HOR	Sherwood Lodge Disposal	453,345	0	657	657
		3,587,966	350,811	164,046	(186,765)
ICT Schemes					
ICT	ICT infrastructure	201,799	100,900	64,769	(36,131)
ICT	Fleet Management System	23,560	11,780	12,000	220
		225,359	112,680	76,769	(35,911)
Leisure Schemes					
LEI	Playbuilder	13,020	13,020	12,524	(496)
LEI	Clune Street Recreation Ground	12,626	6,313	1,231	(5,082)
LEI	P Vale Outdoor Education Centre Ph 2	53,485	26,743	5,562	(21,181)
LEI	Bols Improv Play Pitches Initiative	34,242	34,242	32,599	(1,643)
		113,373	80,318	51,916	(28,402)
Private Sector Schemes					
PS	Disabled Facility Grants	505,000	252,500	87,127	(165,373)
PS	Portland Street Group Repair	17,479	0	0	0
PS	Group Repair (WT)	20,228	0	0	0
PS	New Houghton Renewal Area	200,780	0	695	695
PS	Pte Sector Decent Homes	16,736	0	(5,000)	(5,000)
PS	Station Road Shirebrook	141,518	0	5,000	5,000
PS	Verney & Crompton Street	50,000	0	0	0
PS	Fuel Poverty Fund	152,570	76,285	78,175	1,890
		1,104,311	328,785	165,997	(162,788)
Vehicles and Plant					
VEH	Van (CAN AG05 LYW)	12,000	0	0	0
VEH	Van (Health FY53 DEU)	12,000	0	0	0
VEH	Van (Health FL05 JFE)	12,000	0	0	0
VEH	Refuse Vehicle (VX55 CVA)	140,000	140,000	139,002	(998)
VEH	Refuse Vehicle (VE07 ENT)	140,000	0	0	0
VEH	Refuse Vehicle (VE07 ENU)	140,000	0	0	0
VEH	Tractor (FJ55 UAL)	35,000	0	0	0
VEH	Van Streetscene (YN56 HFW)	60,000	0	0	0
VEH	Pick up Streetscene	22,000	0	0	0
VEH	8 x Hedgecutters (GM)	4,000	0	0	0
VEH	10 x Strimmers (GM)	5,000	0	0	0
VEH	1 x Luton Van (Leisure)	853	0	(136)	(136)
		582,853	140,000	138,866	(1,134)
Total General Fund		6,240,335	1,078,339	647,585	(430,754)
Housing Revenue Account					
HRA	Group Dwellings Safety Work	179,460	89,730	1,855	(87,875)
HRA	Housing Asset Management	38,000	19,000	15,300	(3,700)
HRA	External Wall Insulation	43,038	0	(10,484)	(10,484)
HRA	Window Replacement	9,748	4,874	2,585	(2,289)
HRA	Electrical Rewiring Decent Homes	286,804	50,000	47,652	(2,348)
HRA	Cavity Wall + Loft Insulation	26,452	13,226	195	(13,031)
HRA	External Door Replacements	483,821	175,000	152,675	(22,325)
HRA	Heating Upgrades	25,126	25,126	39,475	14,349
HRA	Environmental Works	100,020	50,010	5,895	(44,115)
HRA	Decent Homes - External	119,407	59,704	37,008	(22,696)
HRA	Kitchen Replacements - Decent Homes	183,202	91,601	76,376	(15,225)
HRA	Tarran Preliminary Costs	18,935	0	0	0
HRA	Mobile Working	61,624	0	0	0
HRA	HRA New Build - Lang Junction	352,533	176,267	55,554	(120,713)
HRA	Regeneration Mgmt & Admin	200,000	100,000	100,000	0
HRA	Choice based lettings IT Scheme	2,656	0	0	0
HRA	HRA New Build - Disturb Pymts Lang J	31,073	0	0	0
HRA	HRA New Build - New Houghton	2,160,000	750,000	674,262	(75,738)
HRA	Sprinkler Systems	20,000	0	0	0

APPENDIX 3

Fund	CAPITAL PROGRAMME SUMMARY	Full Years Budget	6 months Budget	6 months Actuals	6 months Variance
HRA	Soffit and Facia Replacement	75,000	0	0	0
HRA	Vehicle Tracking Devices	18,525	18,525	18,467	(58)
HRA	HRA New Build - New Houghton -Dist Payments	90,000	45,000	21,089	(23,911)
HRA	Ford Fiesta Rent Collector (Housing)	10,250	10,250	9,924	(326)
HRA	Van (R & M YP56 VFZ)	18,000	0	0	0
HRA	Van (R & M DY56 OFB)	18,000	0	0	0
HRA	Van (R & M YS56 LYG)	10,000	0	0	0
HRA	Van (R & M YP10 KTK)	15,000	0	0	0
	Total HRA	4,596,674	1,678,312	1,247,828	(430,484)
TOTAL CAPITAL EXPENDITURE		10,837,009	2,756,651	1,895,413	(861,238)

Activity 2013/14**PWLB Borrowing**

During the current financial year no new loans have been taken out with the PWLB.

As at 1 April 2013 the Authority's total outstanding PWLB debt amounted to £107,100,000. The profile of the outstanding debt is analysed as follows: -

PWLB BORROWING	Maturity Profile 31 March 2013 £	Maturity Profile 30 Sept 2013 £
Term		
12 Months	2,000,000	0
1 - 2 years	1,000,000	1,000,000
2 - 5 years	2,000,000	2,000,000
5 - 10 years	12,700,000	12,700,000
10 - 15 years	23,400,000	23,400,000
Over 15 years	66,000,000	66,000,000
Total PWLB Debt	107,100,000	105,100,000

At 30 September 2013 £2,000,000 has been repaid to the PWLB.

PWLB Interest

The interest cost to the Council of the PWLB debt for 2013/14 is shown in the table below. The cost is split between the HRA and General Fund based on the level of debt outstanding. Below is a table showing the amount of interest that has been paid to the PWLB for the current financial year.

Date	Amount Paid to PWLB £
07/05/13	323,187.50
08/07/13	20,812.50
06/08/13	91,200.00
10/09/13	37,625.00
28/09/13	1,373,400.00
Total Paid	1,846,225.00

Temporary Borrowing

Cash flow monitoring and management serves to identify the need for short term borrowing to cover delays in the receipt of income during the course of the year. During the current year to date short term borrowing from the Council's own bank incurred interest charges of £76.08. At the 30 September 2013 the Council had no temporary borrowing.

Temporary Investments

The tables below detail the short term investments to 30 September 2013 and interest earned in the first half of 2013/14.

Bank of Scotland

Counterparty Rating – 12 months			
Balance as 1 April 2013			4,911,335.11
The interest rate for Bank of Scotland is 0.5% until 21 April then 0.4% from 22 April on investments			
Interest Received to Q2		10,356.52	
Bank of Scotland balance at 30 September 2013			4,921,691.63

Ignis (Money Market Fund)

Counterparty Rating – 12 months			
Balance as 1 April 2013			200,000.00
Invested			
The interest rate for IGNIS is variable each day	02/04/2013	1,000,000.00	
	05/04/2013	500,000.00	
	10/04/2013	1,000,000.00	
	15/04/2013	2,200,000.00	
			4,700,000.00
Interest received			10,088.09
Withdrawn		0	
			0
Ignis at 30 September 2013			4,910,088.09

BNP Paribas (Money Market Fund)

Counterparty Rating – 12 months			
Balance as 1 April 2013			0.00
Invested			
The interest rate for BNP Paribas is variable each day	17/06/2013	800,000.00	
	28/06/2013	1,600,000.00	
	01/07/2013	1,000,000.00	
	03/07/2013	300,000.00	
	10/07/2013	400,000.00	
	28/08/2013	1,100,000.00	
			5,200,000.00
Interest received			3,778.64
Withdrawn	11/08/2013	(200,000.00)	
	19/09/2013	(1,300,000.00)	
	26/09/2013	(250,000.00)	
	27/09/2013	(300,000.00)	
	30/09/2013	(3,150,000.00)	
			(5,200,000.00)
BNP Paribas balance at 30 Sept 2013			3,778.64

Blackrock (Money Market Fund)

	Counterparty Rating – 12 months		
Balance as 1 April 2013			0
Invested			
The interest rate for	15/04/2013	3,700,000.00	
Blackrock is variable	29/04/2013	1,400,000.00	
each day	01/05/2013	1,700,000.00	
	13/05/2013	3,000,000.00	
	21/05/2013	1,000,000.00	
	03/06/2013	1,300,000.00	
	13/06/2013	500,000.00	
	17/06/2013	1,900,000.00	
	15/07/2013	2,500,000.00	
	29/07/2013	1,000,000.00	
	01/08/2013	1,400,000.00	
	15/08/2013	2,900,000.00	
	30/08/2013	1,000,000.00	
	01/09/2013	1,000,000.00	
	04/09/2013	600,000.00	
	28/08/2013	500,000.00	
			25,400,000.00
Interest Received			2,687.99
Withdrawn	19/04/2013	(3,000,000.00)	
	26/04/2013	(700,000.00)	
	30/04/2013	(1,400,000.00)	
	17/05/2013	(600,000.00)	
	20/05/2013	(1,500,000.00)	
	23/05/2013	(900,000.00)	
	28/05/2013	(1,500,000.00)	
	19/06/2013	(1,700,000.00)	
	24/06/2013	(200,000.00)	
	26/06/2013	(300,000.00)	
	05/07/2013	(2,600,000.00)	
	19/07/2013	(200,000.00)	
	22/07/2013	(1,300,000.00)	
	26/07/2013	(600,000.00)	
	07/08/2013	(150,000.00)	
	09/08/2013	(2,750,000.00)	
	16/08/2013	(200,000.00)	
	19/08/2013	(1,900,000.00)	
	23/08/2013	(600,000.00)	
	27/08/2013	(100,000.00)	
	18/09/2013	(2,800,000.00)	
	19/09/2013	(400,000.00)	
			(25,400,000.00)
Blackrock at 30 Sept 2013			2,687.99

Barclays

Counterparty Rating – 12 months			
Balance as 1 April 2013			0.00
Invested			
The interest rate for Barclays is 0.6% if balance retained for 12 months.			
	16/09/2013	<u>2,800,000.00</u>	2,800,000.00
Interest Received		15.34	
Withdrawn		0	
		<u>0</u>	
Barclays balance at 30 Sept 2013			2,800,015.34

From the above tables it can be seen that the Council has £12.638m invested at 30 September 2013.

Interest Received

Below is a table showing the interest received against the budget set as at 30 September 2013: -

Bank Name	Amount Received
Bank of Scotland	(10,356.52)
Ignis	(10,088.09)
Blackrock	(2,687.99)
Bnp Paribas	(3,778.64)
Barclays	(15.34)
Iceland Investments	0
Total	<u>(26,924.58)</u>

Compliance with Treasury Limits

During the first half of the financial year the Council continued to operate within the treasury limits set out in the Council's Borrowing and Investment Strategy.

	Actual to Date 2013/14	Approved Limits 2013/14
Authorised Limit (total Council external borrowing limit)	111,675	126,673
Operational Boundary	111,675	121,673

Committee:	Executive	Agenda Item No.:	12
Date:	9 December 2013	Status	Open
Subject:	Revised General Fund, Housing Revenue Account and Capital Programme budget for 2013/14		
Report by:	Assistant Director – Accountancy and IT.		
Other Officers Involved	Chief Accountant, Principal Accountant.		
Director Relevant Portfolio Holder	Director of Corporate Resources 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

This report is intended to demonstrate that the Council has in place an appropriate framework for managing the budget. Robust budget management is an essential foundation for securing Value for Money.

1 Purpose of Report

- 1.1 To inform Executive of the outcome of the revised budget process undertaken during October and November 2013 and to seek approval for the revised budget for the General Fund and Housing Revenue Account for 2013/14 and to note the revised position of the Capital Programme based on Council approvals during the course of the financial year and the re-profiling of some approved schemes.

2 Background Information

- 2.1 Officers commenced the budget process in October 2013 in order to establish the revised budget figures for the current year and provide an early indication of the financial position of the General Fund to allow adequate time for budget discussions with Officers and Members. Officers at the same time have prepared Revised Budgets for the Housing Revenue Account (HRA) and the Capital Programme. The scope of this report is therefore limited to the Revised Budget

position on the General Fund and HRA and an update on the Capital Programme position. It was particularly important to commence the Revised Budget process early to ensure that all possible savings could be identified and captured at the earliest opportunity in order to balance the budget for the current financial year. The timely process ensures that all budget managers are working to the revised budgets in the General Ledger and in the provision of their services. Given the extent of the financial pressures that will face the Council in the next financial year (2014/15) it is critical that the budget in respect of the current financial year is managed in a manner that will assist the Council in addressing the financial pressures that have arisen from the Comprehensive Spending Review.

- 2.2 The budgets recommended within this report will be used as the basis of budget monitoring and management. They will then be the basis of the Medium Term Financial Plan reported to Executive in January 2014 and Council in March 2014.

3 Issues for Consideration

General Fund Revenue Account

- 3.1 The revised budget process is now complete and the proposed revised budget for 2013/14 for the General Fund is attached at **Appendix 1**. The appendix shows the Original Budget for 2013/14 which was agreed in March 2013 on a Directorate basis together with the proposed Revised Budget for 2013/14. The revised budget shows that the **Total Spending Requirement** has been reduced to £12.114m which is £0.918m below the Original Budget figure of £13.032m. The reduction reflects the achievement of many of the £0.615m savings targets which are being delivered and implemented by officers in the current year. It also reflects where budget officers have sought to identify and manage reductions in their budgets whilst maintaining service delivery standards. For budget management purposes the savings target items are now reflected in the relevant service area of the budget. Other budget adjustments have also been made to reflect service needs and approved one-off costs related to service transformation, development and projects which will be funded from the use of reserves. The reserves utilised include the use of the Efficiency Grant, the Local Development Reserve for the local plan, Transition Fund, Transformation Reserve and General Reserve.
- 3.2 It can also be seen within the Revised Budget the S106 monies that the Council must utilise during the financial year to comply with S106 requirements (£0.801m).
- 3.3 In all areas the Assistant Directors and budget managers have been consulted and are in agreement of the budget changes proposed. Also, it has been a clear objective in the exercise not to make any budget changes that have a significant adverse impact on the service provision being delivered. **Appendix 2** shows the net cost of each cost centre by Directorate for further information.
- 3.4 The budget lines below the **Total Spending Requirement** line of **Appendix 1** have also been revised. The items below the Total Spending Requirement covers an increase of £0.05m in the amount of Council Tax Freeze Grant above the original forecast, an increase in the retained Business Rates of £0.155m above the Government baseline settlement reflecting growth in the district and an increase of £0.021m in the grant received in 2013/14 for New Homes Bonus. The total of these revised budgets gives an overall surplus to the General Fund in the current year of £0.275m.

- 3.5 The estimated £0.275m surplus in the year will clearly be dependent on the actual financial performance out-turning in line with the revised budgets. There may be further costs identified from the current restructuring process and other variances as the year progresses. Unless the estimated surplus is earmarked for other purposes then the sum will be transferred into the General Fund balances at the year end. Given the ongoing pressure to achieve financial savings it is crucial that the Council retains sufficient financial reserves to support any necessary transformation, development and restructuring costs.
- 3.6 From the original savings targets there remains two items which have not been moved into the relevant service areas. This is the vacancy allowance which officers anticipate may contribute a further £0.020m in the remainder of the financial year and the one off income sum of £0.100m estimated to be received from Amber Valley BC. If these savings target items are realised the surplus in the year is estimated to increase to £0.395m.

2014/15 to 2016/17 - Roll forward budget – indicative figures

- 3.7 In addition to developing the revised budget in respect of 2013/14, Officers have at the same time undertaken the work necessary to prepare a roll forward budget in respect of 2014/15 and future years. The figures are still being worked on by the Accountants but at this stage the position is as shown in the table below:

	2014/15 £000	2015/16 £000	2016/17 £000
Preliminary calculation of In year budget shortfall	752	997	814
Cumulative Shortfall position	752	1,749	2,563

- 3.8 These figures are still subject to change but they do indicate that the Council has made in-roads into the budget shortfall for 2014/15. The original MTFP approved in February 2013 indicated that the budget gap for 2014/15 was £0.993m. A key element securing the improvements identified above has been the minimisation of all budgets but it needs to be recognised that this approach does minimise the opportunities to manage any service pressures which develop during the course of the year.
- 3.9 Officers are currently planning that a report setting out the budget position in respect of 2014/15 will be prepared for consideration by Members in February 2014. In the mean time further meetings of SAMT and the Cabinet are planned and it is anticipated that these meetings will identify further possible savings options for consideration by Executive.

4 Housing Revenue Account (HRA)

- 4.1 The Housing Revenue Account revised budget proposal is set out in **Appendix 3** to this report.

Income

- 4.2 Rental income is shown as £0.312m more than the original budget which is partly due to the level of void properties being lower than anticipated. The Council has also seen an increase in the money received from Derbyshire County Council in respect of supporting people arrangements. This is as a result of new contractual service arrangements agreed with the County. Funding arrangements in this area, however, remain under review and it is important the position continues to be closely monitored.

Expenditure

- 4.3 The main variances reported within the expenditure side of the HRA relate to an increase in Supervision and Management costs. The net increase is £0.233m which reflects an increase in employee costs, the review of the charges between the General Fund, capital and the HRA and additional Council tax costs arising from the changes in empty property exemptions and property numbers affected within the HRA.
- 4.4 The other main variances within the expenditure side of the HRA relate to an increase in the contribution made to the Bad Debt provision (£0.050m). This increase is purely precautionary at this stage of the financial year and is requested to protect the Council's financial position with regards to rent arrears for the HRA. The year-end bad debt provision calculations will determine the actual top-up requirement from the HRA.
- 4.5 The large favourable variance within the HRA is a reduction in interest costs (-£0.149m). This is as a result of the continued low interest rates currently in place for the Council's borrowing, the earlier than planned repayment of HRA settlement debt and the fact that no prudential borrowing is expected to be incurred by the HRA this year.
- 4.6 The forecast position on the account will allow the introduction of a vehicle replacement reserve with the contribution set at £0.200m in the current year. This approach is as a result of the Council moving away from leasing its housing vehicles to purchasing them. The introduction of the reserve will mean there will be sufficient funds available to finance the vehicle purchases from the reserve without the need for prudential borrowing.
- 4.7 After all the proposed budget changes detailed above the HRA is anticipated to deliver a surplus in the current financial year of £0.086m. This is £0.062m above the original budget for 2013/14 and if realised will increase the level of HRA balances to £1.861m.

5 Capital Programme

- 5.1 The Council's capital programme is shown by Directorate as a summary on **Appendix 4** and on a scheme by scheme basis on **Appendix 5**. It has been updated from the Original Budgets to the proposed Revised Budget which reflects approvals within the year and the profiling of the individual schemes following approved changes by Members and from detailed discussions with budget officers.

- 5.2 The main changes between the original budget and the revised budget relates to the approved carry forward of schemes from 2012/13 and the inclusion of outstanding retention amounts from schemes that are capital creditors.
- 5.3 It can be seen on Appendix 4 that the total capital expenditure is anticipated to be £8.926m in the current year which is split between the General Fund £4.990m and the HRA £3.936m. The Council needs to ensure that sufficient capital financing for this expenditure is put in place which is affordable and sustainable.
- 5.4 The HRA financing is 100% secured and in place for 2013/14. The use of the Major Repairs Allowance and other Reserves to finance the HRA capital expenditure means that there will be no prudential borrowing undertaken which therefore has no impact on affordability for the HRA. The use of these reserves however will have a limited impact on the investment income being earned by the HRA i.e. if these reserves are utilised then they cannot be invested by the Council.
- 5.5 The General Fund financing relies on a significant level of capital receipts being received from the sale of Sherwood Lodge. The capital receipt from this sale is anticipated in January 2014 and as such will secure the final part of the financing for the General Fund capital programme. Some prudential borrowing is currently planned in order to finance the General Fund programme however, where possible officers will seek to minimise this form of financing when the full extent of capital receipts for the year is known and the approved debt repayment for prudential borrowing for the Project Horizon has been repaid. Any remaining available capital receipts will be used to reduce the need for prudential borrowing which in turn limits the impact with regard to affordability to the General Fund.

6 Legal Aspects

- 6.1 There are no legal issues arising directly from this report.

7 Risk Management

- 7.1 The issue of Financial Risk is covered throughout the report. In addition, however, it should be noted that the risk of not achieving a balanced budget is outlined as a key risk within the Council's Strategic Risk Register. While officers are of the view that these risks are being appropriately managed it needs to be recognised that continued reductions in budgets means that any adverse variances arising from particular issues or pressures will not now be able to be absorbed from favourable variances in other budgets and as such may result in an overspend against the revised budget.

There is also no provision within the revised budget to meet any costs of delivering financial savings required for future years. Consideration of the use of the forecast surplus in the current year must bear this in mind.

- 7.2 The HRA is progressing well under the new HRA reforms during 2013/14 and the identified additional resources are being allocated to finance vehicle replacement rather than take on prudential borrowing. The anticipated surplus in the year will increase the HRA balances to an estimated £1.861m which provides a reasonable level of cover for the risk managed by the Council.
- 7.3 The capital programme identifies and recognises the need to maintain the Council's assets in a fit for purpose state and to retain and attract income streams for the

Council. The financing of the capital programme for the HRA is secured for 2013/14 and the General Fund should be secured by January 2014 when the Sherwood Lodge asset sale is completed thus minimising the risk of any additional unplanned borrowing.

8 Policy and Performance

- 8.1 This report is intended to set the revised budgets for the HRA and General Fund and Capital Programme for 2013/14. In turn they will allow progress to be made in achieving the objectives set out in the Council's Corporate Strategies. The achievement of the targets set out in the Medium Term Financial Plan is therefore crucial for achieving against a range of key policy issues.

9 Financial Implications

- 9.1 Financial issues and implications are covered in the relevant sections throughout this report. In summary these are:

9.2 General Fund

The revised budget as detailed in Appendix 1 is estimated to show a surplus in the year of £0.275m and if the remaining target savings are achieved this may increase the surplus to £0.395m.

9.3 HRA

The revised budget for the HRA will accommodate a number of budget changes but is still anticipated to show a surplus in the financial year of £0.086m.

9.4 Capital Programme

The revised capital programme reflects the projects and schemes approved by the Council during the course of the financial year. Certain schemes have also been re-profiled by budget managers to reflect the anticipated spend for 2013/14.

10 Equalities Issues / Human Resources Implications / Environmental Considerations

- 10.1 There are no equalities, human resource or environmental implications arising directly out of this report.

11 Crime and Disorder/ Community Safety Implications

- 11.1 There are no crime and disorder or community safety implications arising directly out of this report.

12 Recommendations

- 12.1 That Executive approves the Revised General Fund operational budget for 2013/14 as set out in **Appendix 1** and detailed in **Appendix 2**.
- 12.2 That Executive approves the Revised HRA operational budgets for 2013/14 as set out in **Appendix 3**.

12.3 That Executive notes the Revised Capital Programme for 2013/14 as set out within **Appendix 4 and Appendix 5.**

13 Reasons for Recommendations

13.1 To set revised budgets as early as possible within the financial year for the General Fund and HRA which will ensure that identified budget savings are realised, that all budget managers are working to the revised budgets and to allow the planned changes in the HRA budgets to be delivered.

13.2 To update the 2013/14 capital programme to reflect schemes approved during the year and to note the re-profiling of certain schemes within the programme.

Background Papers

Location

Held in Accountancy

Room 317

**BOLSOVER DISTRICT COUNCIL
GENERAL FUND 2013/14**

APPENDIX 1

Description	Original Estimate 2013/14 £	Revised Budget 2013/14 £	
Chief Executive Directorate	2,178,404	2,138,555	
Corporate Resources Directorate	3,790,423	3,940,998	
Development Directorate	1,775,817	1,823,446	
Health and Wellbeing Directorate	1,484,697	1,598,703	
Neighbourhoods Directorate	3,629,323	3,402,141	
Recharges to HRA and Capital	(3,344,400)	(3,442,220)	
Provision for Pay Award	83,455	0	
<u>Debt Charges</u>	994,843	937,396	
<u>Investment Interest</u>	(129,108)	(70,902)	
<u>S106 Expenditure</u>			
Development	0	305,385	
Health and Wellbeing	0	496,509	
	10,463,454	11,130,011	
Appropriations:			
<u>Contributions to Reserves:</u>	247,850	217,850	
<u>Contribution from Earmarked Reserves:</u>	(261,696)	(899,244)	
<u>Contribution (from)/to Holding Accounts</u>	2,661	(112,144)	
<u>Contribution from S106 Holding A/cs</u>	0	(801,894)	
TOTAL EXPENDITURE	10,452,269	9,534,579	
Parish Precepts	2,144,612	2,144,612	
Council Tax Support Grant - Parish	423,487	423,487	
8.5% Grant limitation	11,491	11,491	
TOTAL SPENDING REQUIREMENT	13,031,859	12,114,169	(917,691)

**BOLSOVER DISTRICT COUNCIL
GENERAL FUND 2013/14**

APPENDIX 1

Description	Original Estimate 2013/14 £	Revised Budget 2013/14 £	
<u>Revenue Support Grant from SFA</u>	(3,842,732)	(3,842,732)	
Council Tax Grant (13/14)	(30,649)	(36,052)	
<u>Business Rates Retention from SFA</u>	(2,556,500)	(2,556,465)	
NNDR Growth 13/14	0	(155,079)	
New Homes Bonus Grant 11/12	(117,312)	(117,312)	
New Homes Bonus Grant 12/13	(193,346)	(193,346)	
New Homes Bonus Grant 13/14	(169,639)	(191,308)	
COUNCIL TAX - BDC precept	(3,064,877)	(3,064,877)	
8.5% Grant limitation	(27,850)	(27,850)	
Council tax - Parish element from above	(2,144,612)	(2,144,612)	
Council Tax - New Burdens Funding	0	(60,212)	
TOTAL FUNDING	(12,147,517)	(12,389,845)	(242,328)
FUNDING GAP / (SURPLUS)	884,342	(275,677)	(1,160,019)
<u>Savings Programme:</u>			
Vacancy and Other Savings	(100,000)	(20,000)	
Amber Valley Borough Council one-off	(100,000)	(100,000)	
Leisure Savings Clowne	(60,000)	0	
Street Scene Joint Cabinet report	(50,000)	0	
Joint working with NEDDC	(100,000)	0	
Clowne Business Case	(100,000)	0	
Remainder of garage/fleet review	(25,000)	0	
Other leisure savings/fees and charges	(80,000)	0	
	<hr/>	<hr/>	
	(615,000)	(120,000)	
NET FUNDING GAP / (SURPLUS)	269,342	(395,677)	

APPENDIX 2

List of net budgets per cost centre per directorate

2013/14

Revised

Budget

£

APP	G909	Cont. to/from Revenue Reserves (G909)	(1,595,432)
APP	G911	Provision for Repayment of External Loan (G911)	529,357
APP	G913	Precept Demand from Collection Fund (G913)	(5,237,339)
APP	G914	General Government Grants (G914)	(7,152,506)
APP	G916	Interest Received (G916)	(63,138)
APP	G918	Interest Paid - Bank (G918)	78
APP	G919	Interest Paid - PWLB (G919)	404,739
APP	G920	Interest Paid - Parish (G920)	1,155
APP	G924	Interest Received - Other (G924)	(4,223)
APP	G925	Internal Interest Received (G925)	2,106
APP	G927	Interest Received (G927)	(3,580)
APP	G928	Local Precepts (G928)	2,579,590
APP	G930	T/f of General Fund Balance (G930)	275,672
APP		Total for: Appropriations	<u>(10,263,521)</u>
CEO	G003	Reprographics (printing) (G003)	41,344
CEO	G005	Joint Chief Executive Officer (G005)	81,654
CEO	G006	CEPT (G006)	282,921
CEO	G015	Strategy & Performance (G015)	234,462
CEO	G052	Human Resources & Payroll (G052)	334,443
CEO	G054	Electoral Registration (G054)	52,840
CEO	G055	Democratic Representation & Management (G055)	536,825
CEO	G056	Land Charges (G056)	16,996
CEO	G057	District Council Elections (G057)	6,660
CEO	G058	Democratic Services (G058)	215,249
CEO	G059	Solicitor to the Council (G059)	33,321

APPENDIX 2

List of net budgets per cost centre per directorate

2013/14

Revised

Budget

£

CEO	G060	Legal Services (G060)	237,520
CEO	G086	Alliance (G086)	9,250
CEO	G168	Multifunctional Printers (G168)	55,070
CEO		Total for: CEO Directorate	<u>2,138,555</u>
DEV	G018	Public Conveniences (G018)	22,078
DEV	G050	Joint Director of Development (G050)	44,718
DEV	G073	Planning Policy (G073)	227,602
DEV	G074	Planning Development Control (G074)	45,813
DEV	G076	Planning Enforcement (G076)	75,440
DEV	G079	Planning Services Mgmt & Admin (G079)	58,581
DEV	G080	Engineering Services (ESRM) (G080)	66,040
DEV	G081	Drainage Services (G081)	3,300
DEV	G082	Tourism Promotion & Development (G082)	18,093
DEV	G083	Building Control Consortium (G083)	118,550
DEV	G085	Economic Development (G085)	121,424
DEV	G088	Derbyshire Economic Partnership (G088)	15,000
DEV	G089	Premises Development (G089)	(44,379)
DEV	G090	Pleasley Vale Mills (G090)	(196,491)
DEV	G092	Pleasley Vale Electricity Trading (G092)	(39,840)
DEV	G093	Sherwood Lodge (G093)	62,643
DEV	G095	Regeneration Mgmt & Admin (G095)	604,587
DEV	G096	Building Cleaning (General) (G096)	64,052
DEV	G099	Catering (G099)	6,000
DEV	G127	Development Management & Admin (G127)	48,215
DEV	G132	Planning Conservation (G132)	66,684

APPENDIX 2

List of net budgets per cost centre per directorate

2013/14

Revised

Budget

£

DEV	G133	The Tangent Business Hub (G133)	10,703
DEV	G138	Sherwood Lodge Development (G138)	40,000
DEV	G143	Housing Strategy (G143)	34,337
DEV	G144	Enabling (Housing) (G144)	19,186
DEV	G151	Street Lighting (G151)	4,500
DEV	G156	The Arc (G156)	266,724
DEV	G167	Facilities Management (G167)	51,386
DEV	G169	Closed Churchyards (G169)	8,500
DEV	G171	S106 Education (G171)	305,385
DEV		Total for: Development Directorate	2,128,831
H+W	G010	Neighbourhood Management (G010)	113,056
H+W	G017	Private Sector Housing Renewal (G017)	138,343
H+W	G020	Public Health (G020)	(1,600)
H+W	G021	Pollution Reduction (G021)	92,650
H+W	G023	Pest Control (G023)	43,727
H+W	G025	Food Safety (G025)	147,287
H+W	G026	Animal Welfare (G026)	84,552
H+W	G027	Emergency Planning (G027)	15,200
H+W	G036	Environmental Health Mgmt & Admin (G036)	227,940
H+W	G053	Licensing (G053)	(34,450)
H+W	G061	Bolsover Wellness Programme (G061)	(49,874)
H+W	G062	Extreme Wheels (G062)	(25,331)
H+W	G063	Football (G063)	10,204
H+W	G064	Bolsover Sport (G064)	36,011
H+W	G065	Parks, Playgrounds & Open Spaces (G065)	56,045

APPENDIX 2

List of net budgets per cost centre per directorate

2013/14

Revised

Budget

£

H+W	G066	Sports Development (G066)	86,836
H+W	G067	Culture & Heritage (G067)	50,015
H+W	G069	Kissingate Leisure Centre (G069)	70,000
H+W	G070	Outdoor Sports & Recreation Facilities (G070)	29,280
H+W	G071	Creswell Leisure Centre (G071)	159,330
H+W	G072	Leisure Services Mgmt & Admin (G072)	173,437
H+W	G107	Home Improvement Agency (G107)	4,880
H+W	G112	Frederick Gents School Community Use (G112)	28,287
H+W	G125	S106 Percent for Art (G125)	135,439
H+W	G126	S106 Formal and Informal Recreation (G126)	89,784
H+W	G139	Director of Health & Wellbeing (G139)	49,060
H+W	G145	Handy Van Service (G145)	10,681
H+W	G146	Pleasley Vale Outdoor Activity Centre (G146)	41,663
H+W	G160	Clowne Leisure Centre (G160)	21,449
H+W	G170	S106 Outdoor Sports (G170)	171,635
H+W	G172	S106 Affordable Housing (G172)	74,900
H+W	G176	Affordable Warmth	28,712
H+W	G181	BLACA	9,432
H+W	G182	Village Games	(986)
H+W	G183	Rounders	245
H+W	G184	SE Return 2 Sport	373
H+W	G185	Club Link Makers	3,000
H+W	G186	PL45 Satellite Programme	4,000
H+W		Total for: Health Wellbeing Directorate	2,095,212
NEI	G007	Community Safety - Crime Reduction (G007)	48,194

APPENDIX 2

List of net budgets per cost centre per directorate

2013/14

Revised

Budget

£

NEI	G013	Community Action Network (G013)	226,608
NEI	G024	Street Cleansing (G024)	352,782
NEI	G028	Waste Collection (G028)	895,279
NEI	G032	Grounds Maintenance (G032)	536,690
NEI	G033	Vehicle Fleet (G033)	716,153
NEI	G046	Homelessness (G046)	136,728
NEI	G048	Town Centre Housing (G048)	(23,000)
NEI	G094	Joint Director of Neighbourhood Services (G094)	51,826
NEI	G097	Groundwork & Drainage Operations (G097)	46,641
NEI	G106	Housing Anti Social Behaviour (G106)	65,600
NEI	G113	Parenting Practitioner (G113)	647
NEI	G123	Riverside Depot (G123)	168,321
NEI	G124	Street Servs Mgmt & Admin (G124)	53,327
NEI	G128	Neighbourhoods Management & Admin (G128)	94,629
NEI	G135	Domestic Violence Worker (G135)	38,029
NEI	G142	Community Safety - CCTV (G142)	71,270
NEI	G148	Trade Waste (G148)	(71,411)
NEI	G149	Recycling (G149)	(14,831)
NEI	G150	Waste Minimisation (G150)	500
NEI	G153	Housing Advice (G153)	8,159
NEI		Total for: Neighbourhoods Directorate	3,402,141
RES	G001	Audit Services (G001)	122,200
RES	G002	I.C.T. (G002)	684,815
RES	G014	Customer Contact Service (G014)	756,924
RES	G038	Concessionary Fares & TV Licenses (G038)	(6,924)
RES	G040	Corporate Management (G040)	133,705

APPENDIX 2

List of net budgets per cost centre per directorate

2013/14

Revised

Budget

£

RES	G041	Non Distributed Costs (G041)	1,253,800
RES	G043	Joint Director of Corporate Resources (G043)	48,880
RES	G044	Financial Services (G044)	375,610
RES	G100	Benefits (G100)	229,867
RES	G103	Council Tax / NNDR (G103)	258,910
RES	G104	Sundry Debtors (G104)	79,732
RES	G111	Shared Procurement Unit (G111)	68,141
RES	G155	Customer Services (G155)	121,617
RES	G159	Council Tax Benefit Reform (G159)	804
RES	G161	Rent Rebates (G161)	(55,504)
RES	G162	Rent Allowances (G162)	(131,575)
RES	G164	Support Recharges (G164)	(3,442,220)
RES		Total for: Corporate Resources Directorate	498,782
Total		Total for: General Fund	0

APPENDIX 3

Actual 2012/13 £	Details of Expenditure	Original Budget 2013/14 £	Revised Budget 2013/14 £	
HOUSING REVENUE ACCOUNT				
Expenditure				
4,293,358	Repairs and Maintenance	4,422,760	4,415,116	
3,990,074	Supervision and Management	4,499,140	4,731,870	232,730
538,764	Special Services	688,210	680,011	
726,490	Supporting People	771,240	774,455	
84,268	Tenants Participation	88,060	87,561	
155,566	Increase in Bad Debts Provision	150,000	200,000	50,000
3,331,700	Cost of Capital - Interest	3,452,580	3,303,539	(149,041)
1,000,000	Cost of Capital - Debt Repayment	2,000,000	2,000,000	
10,488	Debt Management Expenses	12,000	10,500	
0	Contingency for 1% Pay Award	31,830	0	
14,130,709	Total Expenditure	16,115,820	16,203,052	
Income				
(18,726,974)	Income	(19,859,500)	(19,918,400)	
91,943	Repairs and Maintenance	(14,000)	(34,990)	
(856)	Supervision and Management	(340)	(420)	
(322,026)	Special Services	(264,000)	(264,000)	
(630,431)	Supporting People	(605,500)	(837,500)	
(11,216)	Leased Flats	(10,000)	(10,000)	
(4,425)	Leased Shops	(2,650)	(2,650)	
(1,642)	Rents, Rates, Taxes & Other Chrgs	0	0	
(5,389)	Housing Subsidy Payable	0	0	
(19,611,016)	Total Income	(20,755,990)	(21,067,960)	(311,970)
(5,480,308)	Net Cost of Services	(4,640,170)	(4,864,908)	
Appropriations				
2,114,672	Depreciation	2,132,600	2,075,820	
1,563,536	T/f to/(from) Major Repairs Reserve	1,183,620	1,198,822	
50,000	Contribution to Insurance Reserve	50,000	50,000	
1,000,000	Contribution to Development Reserve	1,250,000	1,250,000	
0	Cont to Vehicle Replacement Reserve	0	200,000	
0	Use of Unapplied Revenue Grant	0	4,590	
(752,100)	Net Operating (Surplus) / Deficit	(23,950)	(85,676)	
(1,023,549)	Working Balance at Beginning of Year	(1,775,649)	(1,775,649)	
(752,100)	Contribution to/(from) Balances	(23,950)	(85,676)	(61,726)
(1,775,649)	Working Balance at End of Year	(1,799,599)	(1,861,325)	

APPENDIX 4

BOLSOVER DC CAPITAL PROGRAMME SUMMARY

Summary	Original Estimate 2013/14 £	Revised Budget 2013/14 £
Expenditure		
General Fund		
Resources	158,000	218,569
Development	2,933,000	3,556,386
Health & Wellbeing	365,000	913,684
Neighbourhoods	31,000	301,029
Total General Fund Capital Expenditure	3,487,000	4,989,668
HRA		
Neighbourhoods	5,412,220	3,866,964
Fees - Regeneration Mgmt & Admin	200,000	69,320
Total HRA Capital Expenditure	5,612,220	3,936,284
TOTAL CAPITAL EXPENDITURE	9,099,220	8,925,952
Financing		
General Fund		
Contributions from Reserves	(101,000)	(122,587)
General Fund Capital Receipts	(2,433,000)	(3,279,461)
Grants and Contributions	0	(578,276)
Prudential Borrowing	(588,000)	(759,344)
Specified Capital Grant	(365,000)	(250,000)
Total General Fund Capital Financing	(3,487,000)	(4,989,668)
HRA Capital Receipts	0	(114,683)
Major Repairs Allowance	(3,316,220)	(1,750,351)
HRA New Build Reserve	(2,250,000)	(2,000,000)
Contributions from Revenue	0	(10,250)
Contributions from Reserves	(46,000)	(61,000)
Total HRA Capital Financing	(5,612,220)	(3,936,284)
TOTAL CAPITAL FINANCING	(9,099,220)	(8,925,952)

APPENDIX 5

Fund	CAPITAL PROGRAMME SUMMARY	Original Budget £	Revised Budget £
	General Fund		
	Assets		
ASS	AMP - PV Lodges	0	72,740
ASS	AMP - PV Mills	0	11,253
ASS	AMP - Prior to Exec Approval	500,000	0
ASS	Shirebrook Enterprise Centre (Tangent)	0	59,038
ASS	CCTV - Riverside Depot	0	53,733
ASS	Bolsover Public Realm and Infrastructure	0	215,910
		500,000	412,674
	Project Horizon		
HOR	ICT infrastructure - Project Horizon	0	64,774
HOR	Bolsover Mini Hub	2,433,000	2,433,000
HOR	Clowne Campus - Refurbishment	0	311,100
HOR	Sherwood Lodge Disposal	0	453,345
		2,433,000	3,262,219
	ICT Schemes		
ICT	ICT infrastructure	158,000	153,795
ICT	Fleet Management System	0	23,560
		158,000	177,355
	Leisure Schemes		
LEI	Playbuilder	0	13,020
LEI	Clune Street Recreation Ground	0	12,626
LEI	P Vale Outdoor Education Centre Ph 2	0	53,485
LEI	Bols Improv Play Pitches Initiative	0	34,242
		0	113,373
	Private Sector Schemes		
PS	Disabled Facility Grants	365,000	250,000
PS	Portland Street Group Repair	0	27,644
PS	Group Repair (WT)	0	25,600
PS	Carr Vale Group Repair	0	2,406
PS	New Houghton Group Repair	0	5,887
PS	Church Drive Energy Project	0	9,579
PS	New Houghton Renewal Area	0	142,309
PS	Pte Sector Decent Homes	0	16,736
PS	Station Road Shirebrook	0	147,858
PS	Verney & Crompton Street	0	110,000
PS	Fuel Poverty Fund	0	78,175
		365,000	816,194

APPENDIX 5

Fund	CAPITAL PROGRAMME SUMMARY	Original Budget £	Revised Budget £
	Vehicles and Plant		
VEH	Van (CAN AG05 LYW)	0	12,000
VEH	Van (Health FY53 DEU)	0	12,000
VEH	Van (Health FL05 JFE)	0	12,000
VEH	Refuse Vehicle (VX55 CVA)	0	140,000
VEH	Refuse Vehicle (VE07 ENT)	0	0
VEH	Refuse Vehicle (VE07 ENU)	0	0
VEH	Tractor (FJ55 UAL)	0	0
VEH	Van Streetscene (YN56 HFW)	0	0
VEH	Pick up Streetscene	22,000	22,000
VEH	8 x Hedgecutters (GM)	4,000	4,000
VEH	10 x Strimmers (GM)	5,000	5,000
VEH	1 x Luton Van (Leisure)	0	853
		31,000	207,853

Total General Fund		3,487,000	4,989,668
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	Housing Revenue Account		
HRA	Group Dwellings Safety Work	150,000	169,460
HRA	Housing Asset Management	1,656,220	38,000
HRA	External Wall Insulation	0	44,910
HRA	Window Replacement	5,000	9,748
HRA	Electrical Rewiring Decent Homes	210,000	136,804
HRA	Cavity Wall + Loft Insulation	10,000	31,144
HRA	External Door Replacements	500,000	500,000
HRA	Heating Upgrades	35,000	134,328
HRA	Environmental Works	50,000	55,020
HRA	Decent Homes - External	100,000	97,562
HRA	Kitchen Replacements - Decent Homes	250,000	286,760
HRA	Tarran Preliminary Costs	0	18,935
HRA	Mobile Working	50,000	61,624
HRA	HRA New Build - Lang Junction	0	55,555
HRA	Regeneration Mgmt & Admin	200,000	69,320
HRA	Choice based lettings IT Scheme	0	2,656
HRA	HRA New Build - Disturb Pymts Lang J		0
HRA	HRA New Build - New Houghton	2,250,000	2,024,683
HRA	Sprinkler Systems	20,000	20,000
HRA	Sofifit and Facia Replacement	75,000	0
HRA	Vehicle Tracking Devices		18,525
HRA	HRA New Build - New Houghton -Dist Payments	5,000	90,000
HRA	Ford Fiesta Rent Collector (Housing)	0	10,250
HRA	Van (R & M YP56 VFZ)	18,000	18,000
HRA	Van (R & M DY56 OFB)	18,000	18,000
HRA	Van (R & M YS56 LYG)	10,000	10,000

APPENDIX 5

Fund	CAPITAL PROGRAMME SUMMARY	Original Budget £	Revised Budget £
HRA	Van (R & M YP10 KTK)	0	15,000
	Total HRA	5,612,220	3,936,284
TOTAL CAPITAL EXPENDITURE		9,099,220	8,925,952
Capital Financing			
General Fund			
	Specified Capital Grant	(365,000)	(250,000)
	Private Sector Contributions		(111,525)
	Prudential Borrowing	(588,000)	(759,344)
	Section 106		(32,262)
	Reserves	(101,000)	(122,587)
	External Grant		(434,489)
	Capital Receipts	(2,433,000)	(3,279,461)
		(3,487,000)	(4,989,668)
HRA			
	Major Repairs Allowance	(3,316,220)	(1,750,351)
	Reserves	(2,250,000)	(2,061,000)
	Prudential Borrowing	(46,000)	0
	Revenue Financing	0	(10,250)
	Capital Receipts	0	(114,683)
		(5,612,220)	(3,936,284)
TOTAL CAPITAL FINANCING		(9,099,220)	(8,925,952)
	Checks	0	0

Committee:	Executive	Agenda Item No:	13
Date:	9 December 2013	Status	Open
Subject:	Strategic Risk Register		
Report by:	Director Corporate Resources		
Other Officers Involved	Business Risk Group		
Director	Director of Resources		
Relevant Portfolio Holder	Councillor E. Watts, Leader of the Council.		

RELEVANT CORPORATE AIMS

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

TARGETS

All.

VALUE FOR MONEY

Risk Management arrangements are a key part of the Council's Governance arrangements which are necessary to secure value for money.

THE REPORT

Background Information

The Council's Strategic Risk Register has been developed by the Risk Management Group to take into account the issues raised within the Master Risk Register which outlines the service or operational risks faced by the Council. The Risk Management Group has also given separate consideration to the Strategic Risks which face the organisation.

In addition to the work undertaken at the Business Risk Group the Council also considers the issue of Risk Management at the Quarterly Directorate meeting. This allows senior managers to have a greater level of input into the shaping of the Strategic Risk Register and into the wider issues of Risk Management. It also allows service Registers to be independently reviewed on a more regular basis than was achieved by periodic review at the Business Risk Group. More recently the Register was considered as part of a Member Development Day. Finally, this report will also be considered at a meeting of the Council's Audit Committee.

In its approach to Risk Management the Council is seeking to secure a number of objectives and to operate in line with recognised best practice. In order to appreciate the importance of Risk Management it is useful to reiterate these objectives:

- To improve the way in which the Council manages its key risks so as to reduce the likelihood of them happening, and to mitigate their impact or magnitude in those cases where they do materialise. This is a key element in protecting service delivery arrangements, the financial position and the reputation of the Council.
- To strengthen the overall managerial approach of the Council. From a Governance perspective the effective operation of Risk Management is regarded as being a key element of the managerial framework operating within an authority.
- Effective Risk Management is a key component in ensuring that organisations are able to achieve their objectives, and that key projects proceed in line with plan.
- The identification of the risks attached to existing service delivery, or to a project or new initiative is important both to allow a fully informed decision to be made, and to ensure that all appropriate measures to mitigate (or reduce) the risk are in place from the outset.
- Finally, an appreciation of the risk environment within which the Council operates assists in determining an appropriate level of financial reserves for sound financial management, and ensures that the organisation has a better awareness of its overall risk exposure.

The Strategic Risk Register

The revised Strategic Risk Register as at 30 September 2013 is set out in **Appendix 1** for consideration and approval by Executive. The intention is that this review of the Register will secure the following objectives:

- Identify any newly emerging risks which need to be added to the Register and removing any risks that have been resolved. An ongoing review of the Strategic Risk Register ensures that a focus is maintained on current risks.
- Revising the Risk Register ensures that existing risks are reviewed, that appropriate mitigation remains in place, and where necessary risk assessment is revisited.
- The process also allows appropriate consideration to be given to the success of existing mitigation, and to the issue of whether any further mitigation is required.
- The Strategic Risk Register as set out in **Appendix 1** is structured so that those risks with the highest risk score are detailed first.

In overall terms a key element which emerges from the Strategic Risk Register is one of an ongoing requirement to maintain our current performance in respect of service delivery, performance and governance to local residents. The current position, however, needs to be maintained at a time when it will be increasingly necessary to manage the Council's finances in a more pro active way in order to ensure that our expenditure remains in line with the level of our resources at a time of declining financial support from central government. This is likely to entail some significant changes in the manner in which our services to local residents are delivered with the level of change required clearly having the potential to disrupt service provision with the associated risks that such disruption entails.

As part of the quarterly performance, finance and risk meetings two themes were identified as having a potential impact upon the Council's risk profile. The first of these was that the ongoing drive to secure financial savings whilst protecting levels of service to the public may overstretch the Council's managerial capacity. The Council has taken the approach of seeking to maximise the level of savings that are secured through a transformational agenda. This requires the introduction of new technology, together with projects such as the Senior Management review. Transformational work is time consuming and given that the level of managerial resource has already been significantly reduced the ability to deliver against agreed projects will clearly be a challenging one. Secondly, there continues to be concerns regarding the potential impact of welfare reform upon the Council's financial and operational capacity. A clear risk has been identified that expenditure will exceed the current budgets or that increases in workload will require a corresponding increase in administrative capacity. A further risk is that income in respect of Housing Rents and Council Tax may become more difficult to collect. Officers will continue to actively monitor the position and will provide further reports to Members as appropriate. Both these risks are both covered by the previous Strategic Risk Register with the net risk attributed to the issue of delivery has been reviewed to reflect the concerns that have been raised. Further work needs to be undertaken to identify appropriate mitigation actions for this risk.

The Risk Management Group at its meeting on 30th October 2013 identified a growing concern around the issue of data protection and the Strategic Risk Register has been amended in order to reflect that concern. A review and refresh of the Council's Risk Strategy remains outstanding and it is planned that this piece of work will be completed by the time of the next quarterly report to Executive concerning the Strategic Risk Register.

IMPLICATIONS

Financial Implications

There are no additional financial implications arising out of this report at this stage. While where appropriate additional mitigation measures have been identified and implemented during the course of preparing the Strategic and Master Risk Registers, the cost of implementing this mitigation will be met from within previously agreed budgets.

RECOMMENDATIONS

That Executive approves the Strategic Risk Register as at 30th September 2013 as set out in Appendix 1 to this report and requests that an updated Register as at 31st December 2013 together with a revised Risk Strategy be brought back to a subsequent meeting of Executive for approval.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

To advise members of the main risks facing the Council.

Background Papers

Master Risk Register

Location

Accountancy

TABLE 1
STRATEGIC RISK REGISTER SUMMARY
STRATEGIC RISK REGISTER SUMMARY AS AT: SEPTEMBER 2013

	Risk	Consequences	Risk Score (Likelihood x Impact)	Risk Score (Likelihood x Impact)Taking into Account Current Controls	Risk Owner / Lead Officer
1	Failure to deliver a balanced budget in line with the MTFP, at a time when the Council's reserves are at relatively low levels.	<ul style="list-style-type: none"> • Impact upon ability to deliver current level of services. • Unable to resource acceptable levels of service. • Significant adverse reputational Impact. 	4,4 16	3,4 12	SAMT / Chief Financial Officer
2	Adverse external economic position / government legislation, welfare reform etc. has an accelerating impact on Council (poor grant settlement), or upon the local economy (employment losses / benefits reforms).	<ul style="list-style-type: none"> • Unable to deliver a package of services that meet changing local needs and aspirations. • Unable to effectively support local communities. • Increased demands on Council services at a time when Council resource base is reducing. 	4,4, 16	3,4 12	SAMT / Political Leadership
3	Financial position makes it increasingly	<ul style="list-style-type: none"> • Deterioration in services to the 	4,4 16	3,4 12	SAMT / Asst Director HR

	Risk	Consequences	Risk Score (Likelihood x Impact)	Risk Score (Likelihood x Impact)Taking into Account Current Controls	Risk Owner / Lead Officer
	difficult to recruit to key posts or to replace key staff who leave, or workforce moral is adversely affected by as a result of pace of change, tightening financial circumstances or external circumstances	<p>public.</p> <ul style="list-style-type: none"> Increasing inefficiencies in service provision. Weakening of Internal Control arrangements. Increased pressure on other members of staff. 			
4	Delivery of the Council's Agenda is dependent upon effective delivery of both a number of major initiatives inc Regeneration Initiatives, HRA reform, Asset Management securing major financial savings and implementing a range of new government reforms whilst maintaining service quality, which may overstretch our reduced organisational capacity.	<ul style="list-style-type: none"> New initiatives are not delivered in a cost-effective manner. Failure to maintain / improve services in line with local aspirations. Failure to generate the savings required to balance the budget. Financial efficiencies weaken Governance / Internal Control arrangements. Service deterioration / failure arising from capacity issues. 	4,4 16	3,4 12	SAMT / Chief Executive
5	Emergency Planning and Business Continuity	<ul style="list-style-type: none"> Inability of Council to provide services 	3,5 15	2,5 10	SAMT / Director of Health and Well Being

	Risk	Consequences	Risk Score (Likelihood x Impact)	Risk Score (Likelihood x Impact)Taking into Account Current Controls	Risk Owner / Lead Officer
	arrangements fail to meet required standards when tested by flu pandemic, natural disaster (flood), etc.	<p>as a consequence of a severe catastrophic external event (e.g. flooding, major terrorist incident, flu pandemic, fire).</p> <ul style="list-style-type: none"> • Failure of IT infrastructure, leading to inability to effectively operate services and to safeguard income streams. • Business Continuity Plans prove ineffective in practice. 			
6	Failure to realise the opportunities presented by the Strategic Alliance / Joint Working.	<ul style="list-style-type: none"> • Deterioration in service quality / performance. • Failure to achieve required MTFP savings. • Deterioration in quality of governance and internal control arrangements. 	4,4 16	3,3 9	SAMT / Political Leadership
7	Lack of strategic direction from Members / Corporate Management, external partners change Strategic direction.	<ul style="list-style-type: none"> • Failure to deliver high quality services which address national and local priorities. • Deterioration in Governance Arrangements. • Refocus of current services necessary with 	3,4 12	3,3 9	Chief Executive / Political Leadership Team

	Risk	Consequences	Risk Score (Likelihood x Impact)	Risk Score (Likelihood x Impact) Taking into Account Current Controls	Risk Owner / Lead Officer
		associated disruption.			
8	A major operational or failure of data protection risk materialises resulting in a significant impact upon the Council's ability to secure its corporate objectives. Given the efficiency measures that have been introduced to date this is considered to be an increasing issue for the Council.	<ul style="list-style-type: none"> Deterioration in services to the public, potentially a major initial impact upon a local resident or a group of local residents. Significant staff and financial resources required to resolve position, impacting on other services. A major service has its operating capacity significantly impacted and is required to introduce major reform in its approach to service delivery. 	3,4 12	2,4 8	SAMT / Assistant Directors
9	Governance Arrangements including Performance, Finance and Risk Management need to be maintained in order to continue to operate effectively in a rapidly changing environment.	<ul style="list-style-type: none"> Adverse Impact upon Service Quality. Failure to deliver high quality services which address national and local priorities. Significant adverse reputational impact. 	3,4 12	2,4 8	Chief Financial Officer / Monitoring Officer

Committee:	Executive	Agenda Item No.:	14
Date:	9 th December, 2013	Status	Open
Category	Decision within the functions of Executive		
Subject:	Extension of Agreements with Derbyshire County Council		
Report by:	Senior Principal Solicitor		
Other Officers Involved	Consultant Programme Manager, Facilities Planning & Development Manager and Sustainability Officer / joint Affordable Warmth Coordinator		
Director	Solicitor to the Council		
Relevant Portfolio Holder	Cabinet Member for Social Inclusion Cabinet Member for the Environment Leader of the Council.		

RELEVANT CORPORATE AIMS

REGENERATION – Developing healthy, prosperous and sustainable communities. employment; all of which contributes to building sustainable communities in the district.

SOCIAL INCLUSION- Developing healthy, prosperous and sustainable communities

TARGETS

Contributes to improving the health of the District

VALUE FOR MONEY

Not applicable

THE REPORT

The Council currently provide public health services on behalf of Derbyshire County Council under several agreements which the County have inherited from the former PCTs. The services which are provided by Partnerships, Environmental Health and Leisure services are as follows-

- Partnerships- An agreement dated 1st April 2011 whereby funding is allocated to Bolsover Partnership. The Chief Executives and Partnership Team manages the Small Grants Fund which enables organisations and community groups to apply for up to £1000 for initiatives which contribute to the health agenda. The benefits to the

Council include the ability to offer small pots of funding to local groups which in turn has a positive impact on local communities;

- Environmental Health- An agreement relating to vulnerable people/fuel poverty dated 1st April 2011. This is a data sharing agreement with the Local Health Authority which assists the Council with fuel poverty identification work in order to deliver key national government targets in reducing deaths that are cold related. This data is shared through the Local Authority Energy Partnership (LAEP) which enables reduce excess winter. This agreement enables the Council to play a key role in supporting/delivering this project.

- Leisure- There are 3 related agreements, i.e. an agreement for Wellness, Wellness Plus and health referral dated 1st April 2012, an agreement for Healthy Lifestyle HUB service dated 1st April 2011 and an agreement for Five 60 services dated 1st September 2011. The Bolsover Wellness Programme consists mainly of a GP Referral programme to help tackle the decline in health issues for the residents of the district.. The scheme has a number of programmes incorporated including, Exercise Referral, Cardiac Rehabilitation Phase 3 & 4 classes, Chronic Obstructive Pulmonary Disease classes, Chair based exercise classes, walking for health schemes, active confidence programmes for mental health patients, outreach programmes and the five:60 childhood intervention programme. The scheme encourages GP Patients to enrol on a course of exercise rather than a course of medication to. Numerous classes and courses have been incorporated into the leisure centre programmes to encourage the clients to exercise. Throughout the first 12 weeks the individuals are supported by a referral officer and are continually assessed to ensure they are making progress towards their set goals, we then offer a subsidised rate to try and encourage the client to continue exercising after the initial period. The Council is experiencing very good retention rates through this scheme and therefore increasing memberships within our leisure facilities as a result. The Five:60 programme is delivered to all year three children throughout the district every year. This programme is trying to convey the message of healthy eating and exercise as an early intervention programme. Although we are adhering to the county specification on this, the funding we receive is not from the County Five:60 pot but is included in the locality funding through the Bolsover Wellness Plus contract. The total funding allows us to employ 4 full time and two part time referral officers and an exercise\referral coach in order to deliver the diverse wellness programme.

All the above agreements apart from the Five 60 agreement are due to expire on 31st March 2014 however the County has requested that the Council continues to provide the services until 30th September. However the County Council has reviewed the current provision of health services across Derbyshire and it does not intend to extend the agreements beyond 30th September 2014.

The Five 60 agreement expires on 31st July 2014 and it will not be extended. The Council, however, will continue to provide the services under the Wellness Plus contract.

It is important to note that the end of the contract does not necessarily mean the end of the Council's involvement in providing such services. It just means that service as provided pursuant to the old PCT agreement will end. It is likely that some or all of the services will continue under new contractual arrangements with the County Council.

ISSUES/OPTIONS FOR CONSIDERATION

There is no formal authority, either specific or delegated, that authorises an extension to any of the agreements. Member approval is therefore required to extend the service until 30th September 2014.

IMPLICATONS

Financial: As contained in the report

Legal: None

Human Resources: As contained in the report

RECOMMENDATION(S)

That Members authorise the extension of the agreements referred to in the report until 30th September 2014

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

To continue to provide the services as detailed in the report



The Arc
High Street
Clowne
Derbyshire
S43 4JY

EXECUTIVE

9 December 2013

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Notice of Intention to Conduct Business in Private

There are no items to be considered in private at the above meeting of the Executive.

W. Lumley BSc, FCCA,
Chief Executive Officer
29 November 2013

EXECUTIVE

Minutes of a meeting of the Executive held in the Chamber Suites, The Arc, Clowne, on Monday, 28 October 2013 at 1000 hours.

PRESENT:-

Councillor E Watts in the Chair

Members:-

Councillor R Bowler, D Kelly, B Murray-Carr, K Reid, and A Syrett.

Officers:-

W Lumley (Chief Executive Officer), B Mason (Director of Corporate Resources), P Hackett (Director of Health and Well Being), A Westray-Chapman (Assistant Director – Corporate Resources), S Brunt (Streetscene Manager), M Kane (Governance Manager), A Bedford (Support Officer), N Etches (Business Estates Manager) and L Cheong (Scrutiny Officer).

Councillors H Gilmour and J Smith were also present.

0524. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor A Tomlinson.

0525. URGENT ITEMS OF BUSINESS

There were no urgent items of business considered at the meeting.

0526. DECLARATIONS OF INTEREST

There were no interests declared at the meeting.

0527. MINUTES OF EXECUTIVE HELD ON 30 SEPTEMBER 2013

Moved by Councillor E Watts and duly seconded.

RESOLVED that the minutes of the meeting of Executive held on 30 September 2013 be approved as a correct record and signed by the Chairman.
(Governance Manager)

0528. RECOMMENDED ITEMS FROM OTHER STANDING COMMITTEES

There were no items recommended from other standing committees.

EXECUTIVE

0529. SCRUTINY REVIEW OF THE DISCRETIONARY HOUSING PAYMENTS POLICY

Executive considered a report of the Improvement Scrutiny Committee which set out the findings of its review into the Council's Discretionary Housing Payments Policy. The purpose of the review was to:-

- Consider the policy and ensure that Discretionary Housing Payments were awarded appropriately and fairly.
- Ensure that the policy and procedure was open and transparent.
- Consider the procedure(s) for completing an application for Discretionary Housing Payment to ensure that they are effective and efficient.

The review made seven recommendations based on evidence gathered during its review. These were as follows:-

- That the Discretionary Housing Payments Policy be amended to acknowledge single people claiming basic rate Job Seekers Allowance or Employment Support Allowance who have no other income as a priority group and consideration be given to providing additional support to this group to apply for a Discretionary Housing Payment on notification from the Department of Work and Pensions of this change in circumstances, e.g. contacting the individual and advising that they may be entitled to a Discretionary Housing Payment award.
- That the Discretionary Housing Payments Policy be amended to provide a guide as to how long Discretionary Housing Payments are awarded for.
- That the application form for Discretionary Housing Payments be amended to include the following;
 - Data Protection Statement
 - A statement to ensure that any person completing the application form is in receipt of housing benefit.
 - A space for the applicant to include their housing benefit reference number (*if known*)
 - That an additional box be included for applicants to expand on expenditure for health/care expenses where they are in receipt of disability benefits.
- That a set of minimum income standards is introduced as a broad guide for staff to ensure consistency and to ensure that the process is transparent. It is suggested that the Joseph Rowntree Foundation – A

EXECUTIVE

Minimum Income Standard for the UK in 2013 should be used as the guide however, this must remain as an internal document and not one which is published.

- That further consideration is given to a framework of when it is or isn't appropriate to use Discretionary Housing Payments for bonds or rent in advance in respect of applicants in private rented accommodation.
- That Housing Services contribute information to the proposed monitoring system which provides statistical information on those households affected by changes as a result of Welfare Reform.
- That a quarterly update be provided to major partners e.g. Citizens Advice Bureau and Derbyshire Unemployed Workers Centre on the availability of Discretionary Housing Payment funds in order to assist in the ongoing promotion of the service.

There was a discussion around recommendation six and some of the difficulties that may be encountered around the Housing Service providing statistical information on those households in the District that had been affected by the changes arising from welfare reform.

By approving this recommendation, officers would have an opportunity to investigate the potential for the provision of such information. This may impact on the requirement for the Executive to provide a full response to the recommendations but an update on the position would be given in any case within six weeks.

Moved by Councillor A Syrett and seconded by Councillor K Reid.

RESOLVED that:-

- (1) Executive approve the following recommendations made by the Improvement Scrutiny Committee arising from their review into the Discretionary Housing Payments Policy:
 - That the Discretionary Housing Payments Policy be amended to acknowledge single people claiming basic rate Job Seekers Allowance or Employment Support Allowance who have no other income as a priority group and consideration be given to providing additional support to this group to apply for a Discretionary Housing Payment on notification from the Department of Work and Pensions of this change in circumstances, e.g. contacting the individual and advising that they may be entitled to a Discretionary Housing Payment award.
 - That the Discretionary Housing Payments Policy be amended to provide a guide as to how long Discretionary Housing Payments are awarded for.

EXECUTIVE

- That the application form for Discretionary Housing Payments be amended to include the following;
 - Data Protection Statement
 - A statement to ensure that any person completing the application form is in receipt of housing benefit.
 - A space for the applicant to include their housing benefit reference number (*if known*)
 - That an additional box be included for applicants to expand on expenditure for health/care expenses where they are in receipt of disability benefits.
 - That a set of minimum income standards is introduced as a broad guide for staff to ensure consistency and to ensure that the process is transparent. It is suggested that the Joseph Rowntree Foundation – A Minimum Income Standard for the UK in 2013 should be used as the guide however, this must remain as an internal document and not one which is published.
 - That further consideration is given to a framework of when it is or isn't appropriate to use Discretionary Housing Payments for bonds or rent in advance in respect of applicants in private rented accommodation.
 - That Housing Services contribute information to the proposed monitoring system which provides statistical information on those households affected by changes as a result of Welfare Reform.
 - That a quarterly update be provided to major partners e.g. Citizens Advice Bureau and Derbyshire Unemployed Workers Centre on the availability of Discretionary Housing Payment funds in order to assist in the ongoing promotion of the service.
- (2) Executive provide a response on the review recommendations within six weeks in accordance with the Scrutiny Procedure Rules in order that an action plan can be drawn up to monitor implementation.

REASON FOR DECISION:

To enable Executive to consider the recommendations arising from the review and to enhance Council services to customers.

EXECUTIVE

OTHER OPTIONS CONSIDERED: The issues and methodology from the review was set out in the scrutiny review report.
(Governance Manager/Head of Housing)

0530. WELFARE REFORM/UNIVERSAL CREDIT UPDATE

Executive considered the report of the Assistant Director – Customer Services which provided an update on the Government’s programme of welfare reform.

The report advised of the following:-

- The Local Support Services Framework (LSSF) had been published in March 2013 as a consultation document for Universal Credit implementation and would be finalised by Government in autumn 2013. The document set out the context for which the Department for Work and Pensions (DWP) and local authorities would deliver Universal Credit.
- Regular meetings had been held with the DWP to understand the scope and expectations for partnership working. The view was that much was still to be decided by Central Government but a number of decisions would remain with local authorities.
- In July 2013, authorities undertaking pilot activity regarding the LSSF were asked to request an extension to their initial project. This was the first formal indication that the LSSF would be delayed.
- Advice Agency Liaison meetings continued to provide a constructive forum for policy consultation and information exchange with various partner agencies.
- Training had been delivered to frontline staff on personal budget coaching and conflict resolution and negotiation. Training on mental ill health awareness would commence in the autumn. Members had been briefed through the Member Development session on the Budget Buddy Programme.
- Benefit staff had undertaken work to promote discretionary housing payments to ensure that those people who were eligible received support. A scrutiny review of discretionary housing payments had been reported to Executive as part of the previous item.

As part of understanding the wider impact of welfare reform it was recognised that corporate monitoring needed to be undertaken to understand resource and policy implications. Attached as an appendix to the report was a monitoring form proposed to capture information on a quarterly basis which would allow members to monitor any developing trends.

Following questions by members, Executive was advised that the Council was working to ensure that any language barriers with Eastern European residents in the District were overcome.

EXECUTIVE

Moved by Councillor A Syrett and seconded by Councillor D Kelly.

RESOLVED that:-

- (1) Executive notes the advice from Central Government regarding the roll out of Welfare Reform and Universal Credit.
- (2) The form to be used corporately to monitor the impact of Welfare Reform, as attached as an appendix to the report, be approved.
- (3) The form referred to in resolution (2) above be incorporated within the Council's Quarterly Performance Management Framework.
- (4) Executive notes the wider activity undertaken on Welfare Reform and Universal Credit within the Contact Centres and Revenues and Benefits.

REASON FOR DECISION:

To update Members of the latest Government announcements regarding Universal Credit and to note Council's response to the changes already introduced. Also, to approve the Corporate Monitoring Form to assess the impact of Welfare Reform.

OTHER OPTIONS CONSIDERED:

None.

(Assistant Director – Customer Services)

0531. COMPLIMENTS, COMMENTS AND COMPLAINTS

Executive considered a report of the Support Officer which set out information on the numbers of compliments, comments and complaints for the second quarter of 2013/14 covering July to September 2013.

In total, 26 written compliments had been received expressing appreciation for service across the Council. This was down from 54 in the previous quarter.

Executive was advised that there had been almost double the number of complaints regarding the Council's waste collection service in the second quarter than from the first quarter. These were predominantly concerning missed domestic or green bin collection.

There had been 45 stage one complaints in the second quarter, of which 30 were responded to within time. A total of 47 stage two complaints had been received in the second quarter as well as seven stage three complaints. All stage two and stage three complaints had been responded to within time. A handful of complaints had been received via the Local Government Ombudsman but none of these required any action on behalf of the Council.

EXECUTIVE

Moved by Councillor E Watts and duly seconded.

RESOLVED that the report into compliments, comments and complaints in the second quarter of 2013/14 be received.

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

OTHER OPTIONS CONSIDERED: None.
(Support Officer)

0532. BANK HOLIDAY WASTE COLLECTION ARRANGEMENTS

Executive considered a report of the Joint Streetscene Services Manager which detailed arrangements for the organisation of the Council's waste collection arrangements over Bank Holiday periods throughout 2013/14, and in particular Christmas and New Year.

Executive had agreed at their meeting on 19 November 2012 to introduce seasonal suspension of green bin collection from the end of November 2013, recommencing on 10 March 2014. Residents would be advised by way of calendars over the forthcoming 12 month period.

The suspension of green bin collection throughout the winter period provided an opportunity to suspend black bin collections throughout the Christmas week and resume New Year week. Full details of collection days were set out in the report.

It was acknowledged that some residents may view suspension of green bin collection as a reduction in service. However, waste and recycling collection services had seen significant enhancements since the single weekly black bin collection arrangements. This included the introduction of green and burgundy bins for organic and other recycling requirements.

Staff who would undertake green bin collections during winter would provide increased resilience during periods of inclement weather and enhance other streetscene service areas.

Executive was advised that collection of "side waste" could be facilitated. Residents were asked to place waste/recycling in a plastic sack next to their bins.

Moved by Councillor D Kelly and duly seconded.

RESOLVED that Executive notes:-

- (1) That the Bank Holiday waste collection arrangements, and in particular those relating to Christmas and New Year as set out in the report, be noted.

EXECUTIVE

- (2) That calendars be produced and distributed to all District households ahead of green bin suspension in November 2013.
- (3) That prior publicity and media release be undertaken to inform Bolsover residents of suspension arrangements ahead of distributing collection calendars.

REASON FOR DECISION: To advise of the variations of collection days during Christmas and New Year Bank Holidays.

OTHER OPTIONS CONSIDERED: None
(Streetscene Manager)

0533. RENEWAL OF INSURANCE POLICIES 2013

Executive considered a report of the Director of Corporate Resources which set out the action he had taken under delegated powers to renew the Council's insurance policies.

The Council's insurance policies had been due for renewal on 1 October 2013 within a framework established by a three year long term agreement. The Council had granted delegated powers to the Director of Corporate Resources to renew the Council's insurance cover so that the most economically advantageous outcome could be achieved.

The report set out the detail of each type of insurance, including reasons for premiums increasing and decreasing. The table below sets out the variance from 2012/13 to 2013/14:-

	2012/2013 £	2013/2014 £	Variance £
Vehicles			
➤ Fleet	79,360	71,614	(7,746)
➤ Lease Cars	10,540	1,761	(8,779)
➤ Grey Fleet Contingency Liability	750	825	75
➤ MAPS Recovery Loss Agent	697	601	(96)
Total Vehicles premiums	91,347	74,801	(16,546)
Casualty			
➤ Public liability / Libel & Slander	24,272	33,455	9,183
➤ Employers liability	15,879	20,000	4,121
➤ Officials indemnity / Land Charges	4,646	4,635	(11)
➤ Professional Indemnity	4,626	2,320	(2,306)
Total Casualty premiums	49,423	60,410	10,987
Property			

EXECUTIVE

	2012/2013 £	2013/2014 £	Variance £
➤ Housing Stock	107,926	110,370	2,444
➤ Leased Flats	3,130	3,245	115
➤ General Properties	31,954	33,133	1,179
➤ Play Areas	1,321	1,488	167
➤ Contents	3,493	3,598	105
➤ Car Parks	1,019	1,049	30
➤ Work In Progress	3,652	2,957	(695)
➤ Business Interruption	3,166	3,332	166
➤ All Risks	801	806	5
➤ Money	329	329	0
➤ Council Tools (in vehicles)	757	780	23
➤ Pleasley Vale B P Mills	9,405	9,687	282
➤ Pleasley Vale B P Lodges	412	427	15
Total Property premiums	167,365	171,201	3,836
Minor Classes			
➤ Fidelity Guarantee	2,508	2,534	26
➤ Computer	1,832	1,539	(293)
➤ Engineering (hired plant & inspection)	8,437	9,894	1,457
Total Minor premiums	12,777	13,967	1,190
Sub Total (exc IPT)	320,912	320,379	(533)
Less low claims rebate (Property)	(10,624)	(8,885)	1,739
I.P.T. @ 6%	18,126	18,644	518
Premium Total (inc IPT)	328,414	330,138	1,724
Inc NEDDC insurance recharges	6,916	6,690	(226)
Overall Grand total	335,330	336,828	1,498

The overall annual sum allocated to cover insurance and risk was £500,328 which was a slight increase on the 2012/13 figure of £498,830.

Moved by Councillor E Watts and duly seconded.

RESOLVED that the action of the Director of Corporate Resources, acting under delegated powers, in continuing to secure the Council's insurance policies within the framework established by the long term agreement be noted.

REASON FOR DECISION:

To ensure the Council is adequately covered against any losses or damage to its assets.

OTHER OPTIONS CONSIDERED:

The Council had assessed value for money, quality and service issues and selected the option financially beneficial to the Council.

EXECUTIVE

The relevant considerations were set out in the report.

(Director of Corporate Resources)

0534. ARREARS – IRRECOVERABLE ITEMS OVER £1,000

Executive considered a report of the Billing and Recovery Manager which sought the write-off of a number of irrecoverable items, including costs, amounting to £72,951.02.

This included £63,448.97 arising from bankruptcy and liquidation cases and £9,502.05 where the debtor was no longer traceable. A schedule setting out the exact details of each debtor was provided in the report.

Where debtors left properties without forwarding addresses extensive efforts had been made to trace them. In addition to departmental checks, statutory undertakers and other agencies were contacted and enquiries had been made with neighbours and family or employers, where known. Where it was known that a person had moved to another area, contact was made with the relevant authority.

Moved by Councillor E Watts and duly seconded

RESOLVED that the write-off of irrecoverable items, including costs, amounting to £72,951.02 be approved 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.

OTHER OPTIONS CONSIDERED: None.
(Recovery and Billing Manager)

0535. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

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 Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.

0536. EXEMPT – PARAGRAPH 3 ARREARS – IRRECOVERABLE ITEMS OVER £1,000

Executive considered a report of the Billing and Recovery Manager which sought the write-off of a number of irrecoverable items, including costs, amounting to £7,433.38.

EXECUTIVE

This included £1,382.09 arising from a death, £1,586.29 where a business had ceased to trade, £3,103.77 that was statute barred and £1,361.23 which was not cost effective to recover. A schedule setting out the exact details of each debtor was provided in the report.

Moved by Councillor R Bowler and duly seconded

RESOLVED that the write-off of irrecoverable items, including costs, amounting to £7,433.38 be approved 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.

OTHER OPTIONS CONSIDERED: None. (Recovery and Billing Manager)

0537. EXEMPT – PARAGRAPH 3 OXCROFT LANE DEPOT LETTING

Executive considered a report of the Director of Development which sought a short term letting of Oxcroft Depot to Groundwork Creswell, Ashfield and Mansfield for six years.

Back in December 2010, Executive had decided that Oxcroft Depot should be retained by the Council and let on a short term basis of three years. Since then the property had been on the open market but no offers had been received. During this time the property had been severely vandalised and subject to substantial metal theft resulting in repair costs.

Following a long negotiation period the Council had agreed heads of terms for letting the whole site to Groundwork Creswell, Mansfield and Ashfield for a period of six years. The site would be used as a depot and training facility which would allow Groundwork to consolidate their assets and enable them to work with more young people in vocational opportunities.

The letting would result in Groundwork leaving South Normanton Depot. However, they had agreed to remain in occupation of the depot and take on all liabilities on a peppercorn rent until the Council could find a new tenant. The site was being marketed through the Council's commercial agent.

A number of the buildings on the Oxcroft Depot site were beyond their viable life and a long term strategy for the site was redevelopment. To enable this, the lease agreement would not be a secure tenancy and would be excluded from the Landlord and Tenant Act 1954.

EXECUTIVE

Moved by Councillor E Watts and duly seconded.

RESOLVED that:-

- (1) Executive agree to enter into a short term letting of Oxcroft Depot for six years with Groundwork Creswell, Ashfield and Mansfield in accordance with the heads of terms attached to the report.
- (2) Executive agree to enter into a peppercorn lease arrangement with Groundwork Creswell, Ashfield and Mansfield for Meadow Lane Depot until a new tenant was found. This contract was determinable by the Council by serving two weeks' notice.

REASON FOR DECISION:

To develop vibrant town centres and flourishing rural communities by securing the future of a regeneration agency and employer within the Bolsover District and to ensure commercial buildings were kept in the appropriate employment use.

OTHER OPTIONS CONSIDERED:

None.

The meeting concluded at 1115 hours.

Executive Mins (BDC) 1028 (2013)AJD