



The Arc  
High Street  
Clowne  
Derbyshire  
S43 4JY

Date: 4 April 2014

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 14 April 2014 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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Chief Executive Officer: Wes Lumley, B.Sc., F.C.C.A.  
The Arc, High Street, Clowne, Derbyshire, S43 4JY

CUSTOMER  
SERVICE  
EXCELLENCE



## **EXECUTIVE AGENDA**

**Monday 14 April 2014 at 1000 hours**  
**Council Chamber Suites 1 & 2, The Arc, Clowne**

<b>Item No.</b>		<b>Page No.(s)</b>
	<b>PART 1 – OPEN ITEMS</b>	
1	<b>Apologies for absence</b>	
2	<b>Urgent Items of Business</b>  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	<b>Declarations of Interest</b>  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	<b>Minutes</b>  To approve the minutes of a meeting of the Executive held on 17 March 2014	Previously circulated
5	<b>Recommended Items From Other Standing Committees</b>  <u>Improvement Scrutiny Committee, 24 February 2014</u>  Use of Consultants Action Plan <b><i>Recommendations on page 4</i></b>	4-12
6	Annual Review of the Single Equality Scheme 2011 – 2015 <b><i>Recommendations on page 14</i></b>	13-41

7	Sheffield City Region Combined Authority <b><i>To formally appoint the Leader as the Council's representative on the SCR Combined Authority with the Deputy Leader as substitute.</i></b>	
8*	Local Enterprise Growth Initiative <b><i>Recommendations on pages 43-44</i></b>	42-44
9	Housing Quarterly Report <b><i>Recommendations on page 46</i></b>	45-47
10	Asbestos Management within BDC Housing Stock <b><i>Recommendations on page 50</i></b>	48-50
11*	Medium Term Financial Plan <b><i>Recommendations on page 54</i></b>	51-55

## **PART 2 – EXEMPT ITEMS**

***The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a.***

### Paragraph 3

12*	50kWh Solar Electricity System for The Arc, Clowne: Efficiency East Midlands Framework Tender Return <b><i>Recommendations on page 58</i></b>	56-66
13*	Increases to contract sums to enable additional work to carried out within existing budgets <b><i>Recommendations on page 68</i></b>	67-69
14	Item Referred from Safe and Inclusive Scrutiny Committee, 9 April 2014	To Follow

\* Denotes Key Decision

Improvement Scrutiny Committee – 24<sup>th</sup> February 2014

**0873. USE OF CONSULTANTS ACTION PLAN**

The Executive Director of Operations presented the report which gave Members details of the work carried out against the approved Action Plan.

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

The Executive Director of Operations noted that the Council had considerably tightened up its budget procedures over the last couple of years. As such, all consultant spend was now approved by SAMT.

Moved by Councillor J.E. Smith and seconded by Councillor R. Turner

**RESOLVED** that the above target be signed off as complete.

2. To ensure that steps are put in place to improve the recording of expenditure on agency staff, software purchases. Hired/contract services and professional/consultancy fees so that it is easier to analyse and monitor trends.

The Executive Director of Operations noted that there had been a decline in all areas of expenditure covered by this element of the coding structure. The transparency agenda had been helpful in providing a more detailed analysis and allowed Members to review all spend over £250 as it was now publicised on the Council's website.

Members asked how services were assessed as value for money and the Executive Director of Operations explained that all tenders were assessed on service value as well as price. Questions were also asked regarding individual items included on the Analysis of External Payments 2012/13 which were answered by the Executive Director of Operations.

Moved by Councillor J.E. Smith and seconded by Councillor R. Turner

**RESOLVED** that the above target be signed off as complete.

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

Members felt that the review should be scrutinised on an annual basis.

Moved by Councillor J.E. Smith and seconded by Councillor R. Turner

**RESOLVED** that the Use of Consultants Review be scrutinised on an annual basis.

(Scrutiny Officer)

## Agenda Item No. 12

### IMPROVEMENT SCRUTINY COMMITTEE : FEBRUARY 2014 USE OF CONSULTANTS

#### 1. Introduction.

- 1.1. The Improvement Scrutiny Committee produced its original findings concerning the Use of Consultants in the April of 2012. Further reports have been provided since which have updated the information provided at the time of the original report and which have tracked progress in implementing the recommendations of the Committee.
- 1.2. The Action Plan agreed as a result of the original report is set out in Appendix 1 together with details of the actual outcome. Section 2 below provides more details in respect of the key recommendations.

#### 2. Progress against Original Recommendations.

2.1. The original report set out three recommendations which are summarised below.

**Recommendation 1** : *Establish a system to ensure that the engagement of Consultants is subject to the same controls as the recruitment of temporary or agency workers i.e. signed off by the Director of Corporate Resources and the Chief Executive Officer.*

The Council's financial position and its financial management arrangements have changed significantly since the time of the original report. In particular the ongoing reductions in the level of Government Grant available to fund General Fund services have resulted in a significant reduction in non employee budgets in order to allow the Council to operate within the available level of resources. This leaves officers with a significantly reduced scope to fund consultancy or indeed any non day to day running costs type of expenditure. Given the closer examination of budgets both by the Accountancy Team and by Members at the quarterly Finance, Performance and Risk meetings there is an effective on-going scrutiny of all budget heads in place.

While revenue budgets have been tightened any use of financial reserves earmarked by departments now requires the approval of SAMT to transfer resources into the

revenue account to enable expenditure to take place. Salary budgets are now reduced to reflect staff leaving, maternity leave, etc. Such underspends can therefore no longer be used to fund consultants, agency staff. Where managers wish to retain these savings in order to be able to deliver services they must secure the approval of SAMT to reinstate the budget.

The range of controls outlined above – which are now part of the Council’s budget procedure – ensures that the employment of consultants, or any other unusual expenditure is subject to appropriate controls. In summary it is reasonable to conclude that recommendation 1 has been fully implemented.

## **Recommendation 2 :**

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

As part of the process of improvement to the Council’s budgetary control arrangements the accountancy team has provided training to help ensure that cost centre managers are coding expenditure appropriately. The data given at Appendix 2 compares the position reported at the time of the original Scrutiny Report with subsequent levels of expenditure. While Improvement Scrutiny may wish to consider the details provided in Appendix 2 there would appear to have been a general downward trend of expenditure.

At a similar point in time to the Improvement Scrutiny report both Internal and External Audit were critical of the Council’s arrangements for coding expenditure. These concerns have now been satisfied and the Council’s arrangements are now seen as fit for purpose.

While the Councils arrangements are now fit for purpose it does need to be recognised that the nature of consultancy expenditure means that it is difficult to capture in a single set of codes. The definition of consultancy work arrived at in the original Improvement Scrutiny report clearly highlights that consultancy work can cover a range of types of work which are difficult to capture in a limited number of financial codes. Subsequent reports to Improvement Scrutiny have highlighted that the Transparency Data – or creditor lists – provide a more robust source of information for Members as they detail the full range of organisation (including consultants) with whom the Council does business.

On the basis of the work that has been undertaken subsequent to the original budget scrutiny report it would seem reasonable to conclude that coding arrangements have improved, but equally important is the fact that the Transparency Data has been identified as an alternative source of information which is capable of highlighting the information sought by the Improvement Scrutiny Committee. The Transparency Data is particularly useful because ultimately the coding of expenditure does require an element of judgement by the officer who is undertaking the coding. Incorrect coding or subjective interpretation can therefore undermine the reliability of the information held

within the coding structure. Given that the Transparency Data provides the full level of information concerning all expenditure it is easier to interpret this data to resolve specific questions.

### **Recommendation 3 :**

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

Since the submission of the original report subsequent reports to the Improvement Scrutiny Committee have been based upon data provided through the Transparency Agenda which details all creditors over £500. The use of this data does provides a better understanding of what is spent on consultants, which organisations are the main providers and what services the Council actually procures through this route. An analysis of the transparency data demonstrates that the analysis of what a Consultant does – as provided within the original Scrutiny Review of April 2012 – provides a useful categorisation of the types of role that consultants play within the Council.

- 1.1. A Consultant may be defined as: an expert, a professional or a specialist. But in the context of the Council, examples of ‘Consultants’ could be defined as:
  - 1.1.1. An Interim Manager – an individual employed on a temporary contract that’s renewed on a regular basis. For instance, an Interim Manager will quite often be used to fill the gap between an Officer leaving and the recruitment of a replacement. Housing had an *interim* Repairs and Maintenance Manager in place for 2 years.
  - 1.1.2. The Council has used specialists, for instance, the Chartered Institute of Housing (CIH Housing) – This not-for-profit organisation has been employed by the Council to produce major (Housing-related) policy documents where there is a statutory requirement or presumption to have these items in place, for example, the new HRA Business Plan.
  - 1.1.3. Technical specialists – Housing used a company to install the new Mobile Working system; the company provided the software and the necessary training to run the system.
  - 1.1.4. Structural Engineers – for instance, Housing has used Structural Engineers in the past to provide professional advice on building safety. Also advice has been sought from Asbestos and Legionella experts.
  - 1.1.5. More widely; Training – the Council has often used organisations both commercial and not-for-profit, to deliver training on specialist subjects. For example, delivery of LGBT training, Sweeper Driver training, Fire Warden training, First Aid training, etc.
  - 1.1.6. Investors in People Assessors – in order for the authority to demonstrate compliance with the requirements of the Investors in People regime, an on-site assessment - every 3 years - has to be paid for. This also applies to the

Customer Service Excellence (CSE) award's (former CharterMark) annual assessment.

1.1.7. External Audit (Corporate) – there is a statutory requirement for the authority to engage external auditors

### **3. Current Position.**

3.1 Appendix 3 to this report which is extracted from the Transparency Agenda gives an outline of some of the key items of consultancy expenditure in the current financial year. While there have been significant improvements in financial management arrangements since the original Scrutiny report the Committee may wish to give consideration to any of the individual items of expenditure highlighted within the data provided in Appendix 2 or 3. It does, however, appear to be relatively clear that the framework of managerial controls is now much more robust than at the time of the original Scrutiny report. APPENDIX 3 IS TO FOLLOW.

3.2 While it is clear that in the current financial climate any expenditure on consultancy does represent a significant call on local authority funding the key issue is to ensure that 'consultancy' or any other external expenditure supports the provision of a cost effective service to local residents, that its use is minimised and that it is appropriately procured. The same tests that should apply to all expenditure should be applied to Consultancy expenditure i.e.

- Is the expenditure necessary to provide a priority service to the public (the effectiveness question)
- Has the service been secured at the most economical price (the economy question)
- Is the service that has been purchased the most appropriate method of delivering priority services to local residents (the efficiency question)

4. The Improvement Scrutiny Committee will be aware that as part of its measures to balance the budget over the last few years that the Council has taken steps to minimise external expenditure on goods and services. There will therefore be less scope within the Council's budgets to pay external suppliers and accordingly the usage of such suppliers will have to decline. The current limitations to budgets and the closer scrutiny of expenditure should help ensure that the Council does not make unjustified payments either to "Consultants" or to any other external organisation.

**Executive Director (Operations): February 2014.**



Use of Consultants Scrutiny Review

Improvement Plan

<b>Improvement</b>	<b>Lead Officer</b>	<b>Target Date</b>	<b>Expected Outcome</b>	<b>Resources</b>	<b>Progress Update</b>	<b>Actual Outcome</b>
Establish a system to ensure that the engagement of Consultants is subject to the same controls as the recruitment of temporary or agency workers i.e. signed off by the Director of Corporate Resources and the Chief Executive Officer.	SAMT to consider this  Recommendation further.		A co-ordinated approach to the recruitment of staff, whether temporary, agency or consultant.  <b>Exec expressed concerns in respect of a potential increase in bureaucracy balanced by the need to ensure expenditure was controlled. It was agreed that the issues raised would be considered by SAMT. (28 May 2012)</b>		Will be considered by SAMT on 30 <sup>th</sup> July 2012 – awaiting outcome of discussion at SAMT to progress the recommendation.	This action has been completed as a result of the tighter process of budget management which includes removing vacancy savings and requiring all virement of funds to be approved by SAMT.
Ensure that steps are put in place to improve the recording of expenditure on Agency Staff, Software Purchases, Hired/Contract Services and	Bryan Mason – Joint Director – Corporate Resources		An effective ‘sort’ mechanism put in place to allow assessment of the costs of ‘bought in’ services.		Copy of report and recommendations sent to Joint Director of Corporate Resources – scheduled for review 7 <sup>th</sup>	Improvements in coding within the financial ledger have been identified, however, subsequent work by the Improvement

<b>Improvement</b>	<b>Lead Officer</b>	<b>Target Date</b>	<b>Expected Outcome</b>	<b>Resources</b>	<b>Progress Update</b>	<b>Actual Outcome</b>
Professional/Consultancy Fees so that it is easier to analyse and monitor trends.					January 2013	Scrutiny Committee has indicated that a use of the creditors data within the Transparency Agenda does allow a more effective scrutiny of expenditure on both consultancy and other expenditure.
Revisit the 'Use of Consultants' Review when effective 'sort' mechanisms are in place that will allow an assessment of the costs of 'bought in' services; sorted by commissioning Officer and department.	Improvement Scrutiny Committee/ Scrutiny Officer	7 <sup>th</sup> January 2013	The Committee will be able to assess the costs of bought in services and provide a report to Executive on their findings.	Committee time	Copy of report and recommendations sent to Joint Director of Corporate Resources – scheduled for review 7 <sup>th</sup> January 2013	Appendix 2 provides details of trends in expenditure since the original Scrutiny Report. Appendix 3 which is to follow will provide details extracted from the Transparency dat.

**Cost Code Budgets 2011/12**

**APPENDIX 2**

			<b>2011 / 2012 Budgets</b>					
<b>Cost Code</b>	<b>Ledger Title</b>	<b>Number of entries in the Ledger</b>	<b>General Fund Budget</b>	<b>2011/12 Spend</b>	<b>Balance</b>	<b>HRA Budget</b>	<b>HRA Spend</b>	<b>HRA Balance</b>
1028	Agency Staff	369	150,560	130,844	19,716	2,500	4,359	(1,859)
4046	Software Purchases	47	88,740	45,122	43,618	0	0	0
5001	Hired / Contract Services	2665	1,255,630	1,168,550	87,080	99,220	93,601	5,619
5008	Professional / Consultancy Fees	172	618,300	347,084	271,216	17,980	17,244	736

**Cost Code Budgets 2012/13**

			<b>2012 / 2013 Budgets</b>					
<b>Cost Code</b>	<b>Ledger Title</b>	<b>Number of entries in the Ledger</b>	<b>General Fund Budget</b>	<b>2012/13 Spend</b>	<b>Balance</b>	<b>HRA Budget</b>	<b>HRA Spend</b>	<b>HRA Balance</b>
1028	Agency Staff	239	93,270	87,608	5,662	10,000	9,000	1,000
4046	Software Purchases	31	86,020	32,223	53,797	0	6,600	(6,600)
5001	Hired / Contract Services	2630	1,215,225	1,112,957	102,268	114,500	66,877	47,623
5008	Professional / Consultancy Fees	211	506,360	400,035	106,325	5,980	2,485	3,495

**Cost Code Budgets 2013/14**

			2013 / 2014 Budgets (as at 13/2/14)					
Cost Code	Ledger Title	Number of entries in the Ledger	General Fund Budget	2013/14 Spend	Balance	HRA Budget	HRA Spend	HRA Balance
1028	Agency Staff	130	37,250	26,341	10,909	0	0	0
4046	Software Purchases	46	40,150	37,634	2,516	0	0	0
5001	Hired / Contract Services	2026	1,279,071	619,984	659,087	609,180	163,465	445,715
5008	Professional / Consultancy Fees	118	422,074	226,385	195,689	6,000	509	5,491

**APPENDIX 3 : ANALYSIS OF EXTERNAL PAYMENTS TO FOLLOW**

### APPENDIX 3: ANALYSIS OF EXTERNAL PAYMENTS 2012/13

		Total Expenditure 2012/13 £000's	Expenditure 2013/14 (To Feb 14) £000's
Disability Dynamics	Partnership Team Project Funded by European Funding (ERDF) "Work for Yourself Project".	120	134
KPMG	External Audit – Statutory Requirement	100	93
Michael Dyson Associates	Housing Stock Condition Survey	0	89
ARI Environmental Services	Provision of Environmental Health Officers to cover vacant posts, etc.	81	8
Turner and Townsend Project Management Ltd.	Professional Fees for Work on Enterprise Centre (ERDF Funded).	71	0

Audit Commission	External Audit – Statutory Requirement	66	1
Frank Haslam Milan	Professional Fees for work on New Houghton Scheme	55	0
Cushman and Wakefield LLP	Shirebrook Town Centre Regeneration Project	54	0
Abstrakt Creative Limited	Work on Fitting out the Tangent	52	1
RPS Business Healthcare	Provision of an Occupational Health Service to the Council and its employees.	20	11
Archaeological Research Services Ltd.	Archaeological Surveys on Development Sites	8	46
GI Group	Agency Employees for Street Scene to cover sickness, etc.	24	15
Arcus Consulting	General Fund Asset Survey	0	30
David Cottie Associates	Affordable Housing Policy Review	25	0
Total		676	428

**Bolsover District Council**

**Executive**

**14 April 2014**

**Annual Review of the Single Equality Scheme 2011 - 2015**

**Report of the Assistant Director – Customer Service and Improvement**

This report is public

**Purpose of the Report**

- To present the annual review of the Equality Scheme for consideration.

**1 Report Details**

- 1.1 Public bodies have legal duties relating to equality which are specified in the Equality Act 2010. The public sector duty consists of a general duty with three main aims, as set out in section 149 of the Equality Act 2010; and specific duties as set out in the Equality Act 2010 (Statutory Duties) Regulations 2011. The specific duties are designed to help public bodies meet the general duty.
- 1.2 The Single Equality Scheme 2011 - 2015 assists the Council in meeting these duties by setting out the Council's equality objectives and the steps it will take to achieve them. The objectives were set with the involvement of local interest groups. The third Annual Review of the Single Equality Scheme evidences the progress made in 2013 - 2014.

**2 Conclusions and Reasons for Recommendation**

- 2.1 For members of the Executive to consider the third Annual Review (2012-13) of the Single Equality Scheme 2011-2015.

**3 Consultation and Equality Impact**

- 3.1 As set out in the report.

**4 Alternative Options and Reasons for Rejection**

- 4.1 None.

**5 Implications**

## 5.1 **Finance and Risk Implications**

Within existing resources.

## 5.2 **Legal Implications including Data Protection**

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

## 5.3 **Human Resources Implications**

Identified within the document.

## 6 **Recommendations**

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

## 7 **Decision Information**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
<b>District Wards Affected</b>	All.
<b>Links to Corporate Plan priorities or Policy Framework</b>	Delivery of actions identified in the Single Equality Scheme is a target in the Corporate Plan 2011-2015.

## 8 **Document Information**

<b>Appendix No</b>	<b>Title</b>
A	Single Equality Scheme Action Plan
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
None.	



Report Author	Contact Number
L Cheong	01246 242407

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

Updated March 2014

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
1. Publish Single Equality Scheme and undertake regular reviews	JADCSI EIO	Mar 2011	Publish Scheme	Officer time  Costs of consultation & feedback	First Draft SES  Jan. 2011	<b>Completed.</b>  Single Equality Scheme approved and adopted by Council in March 2011; information circulated to interest groups and published on intranet and corporate website:  <a href="http://www.bolsover.gov.uk/index.php/community-living/equality-diversity">http://www.bolsover.gov.uk/index.php/community-living/equality-diversity</a>
	JADCSI EIO	Mar 2012	Produce Annual Review of Scheme	Officer time  Costs of consultation & feedback	Draft first Annual Review to Improvement Group on 12 June 2012 and to Executive on 2 July 2012. Also reported to Equality Panel in September 2012 and at look	

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
		<p data-bbox="638 742 781 790">Mar 2013</p> <p data-bbox="638 1276 781 1324">Mar 2014</p>			<p data-bbox="1352 343 1724 422">Beyond the Label event on 5 October 2012.</p> <p data-bbox="1352 518 1724 758">Draft second Annual Review to Improvement Group on 19 March 2013 and to Executive on 8 April 2013. Also reported to Equality Panel on 15 March 2013.</p> <p data-bbox="1352 853 1724 1013">Draft third Annual Review to Improvement Group on 18 March 2014 and to Executive on 14 April 2014.</p>	

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
		Mar 2015				
	IEM UEO	Sept 2011  Sept 2012  Sept 2013	Undertake annual on-line equality questionnaire via Ask Derbyshire;  Consultation Report showing year on year data feeding into annual review of SES	Officer time Costs of consultation & feedback	Engagement Plan 2010-11  On-line questionnaire Sept-Oct 2010/11 – baseline data analysed.	<b>Completed.</b>  Annual Engagement Plan embedded in Corporate Plan 2011-2015.  <a href="http://www.bolsover.gov.uk/index.php/your-council/polices-plans-strategies/113-your-council/performance/337-corporate-plan">http://www.bolsover.gov.uk/index.php/your-council/polices-plans-strategies/113-your-council/performance/337-corporate-plan</a>  Equality questions incorporated into Citizen's Panel Survey, November 2011.  Survey findings reported in 'Listening Bolsover' report and

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
						published on Ask Derbyshire website: <a href="http://www.askderbyshire.gov.uk/bolsover">http://www.askderbyshire.gov.uk/bolsover</a>
2. Meet requirements of public sector equality duty	JADCSI JADHR&P EIO	July 2011  Apr 2012	- Publication of required equalities data in existing formats  - Publication of required equalities data in open formats  - Publish open data annually		SES incorporates a range of equalities data; data analyses published in CSV format, July 2011.  Corporate and service level data published on website and work ongoing: <a href="http://www.bolsover.gov.uk/index.php/community-living/equality-diversity">http://www.bolsover.gov.uk/index.php/community-living/equality-diversity</a>  Open data published on corporate website and updated periodically: <a href="http://www.bolsover.gov.uk/">http://www.bolsover.gov.uk/</a>	

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
		Jan 2013-2015			<a href="http://index.php/community-living/equality-diversity">index.php/community-living/equality-diversity</a>  Engagement Plan produced annually and published on Intranet: <a href="http://ericssrv.bolsover.gov.uk/intranet/index.php?option=com_content&amp;view=article&amp;id=120&amp;Itemid=723">http://ericssrv.bolsover.gov.uk/intranet/index.php?option=com_content&amp;view=article&amp;id=120&amp;Itemid=723</a>	
		Apr 2014	- Engagement Plan(s) 2011-2014 to establish methods & timeframe for engagement			
3. Equality impact assessment programme	JADCSI EIO	Mar 2011	Monitor Impact Assessment process; ensure it remains fit for purpose; & feeds into decision-making processes:  - Review & report to EWG / ESDG - EIAs of review to Equality Panel	Officer time	Summary of services provided to vulnerable people completed March 2010, to inform EIA rolling programme:  <a href="http://ericssrv.bolsover.gov.uk/intranet/index.php?option=com_content&amp;view=article&amp;id=44&amp;Itemid=586">http://ericssrv.bolsover.gov.uk/intranet/index.php?option=com_content&amp;view=article&amp;id=44&amp;Itemid=586</a>	<b>Completed.</b>  Summary of services provided to vulnerable people completed March 2010, to inform EIA rolling programme:  <a href="http://ericssrv.bolsover.gov.uk/intranet/index.php?option=com_content&amp;view=article&amp;id=44&amp;Itemid=586">http://ericssrv.bolsover.gov.uk/intranet/index.php?option=com_content&amp;view=article&amp;id=44&amp;Itemid=586</a>

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
					Reports to EWG & ESDG.	
4. Promote involvement in civic & public life	EIO	Mar 2011	Evaluation of Equality Panel  - Feedback on satisfaction with involvement		To be completed Jan 2011	<b>Completed.</b>  Evaluation completed and reported to Equality Panel in May 2011.
	UEO	Mar 2015	Citizen's Panel  - % by gender - % who are disabled - % who are BEM		Derbyshire Citizen's Panel at May 2009:  - 49.6% females / 50.4% males  Bolsover Citizens Panel Report May 2012:  - 48.9% females / 51% males  - 99.5% White British or Irish / 0.4% Ethnic minority including White Other	

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
					<a href="http://www.askderbyshire.gov.uk/bolsover/strategy-performance/0-2012-13-citizenpanelmay">http://www.askderbyshire.gov.uk/bolsover/strategy-performance/0-2012-13-citizenpanelmay</a>	
	EIO UEO	Mar 2015	Feedback / evaluation from engagement events <ul style="list-style-type: none"> <li>- Peoples' experience of involvement</li> <li>- Equality monitoring data</li> </ul>		Evaluation Report on <i>Look Beyond the Label</i> engagement events, December 2010 and October 2012.  2012 event focused on Welfare Reform with public consultation on local council tax support scheme.  <a href="http://www.bolsover.gov.uk/index.php/community-living/equality-diversity">http://www.bolsover.gov.uk/index.php/community-living/equality-diversity</a>	
5. Evidence implementation of SES through the Equality	All	Mar 2011	Maintain Achieving level	Officer time	Update of corporate evidence in progress.	<b>Completed.</b>  Equality Framework 'Achieving' level maintained to March



Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
Framework or similar quality standard						2011.
		Mar 2011	Customer Service Excellence validation - linked to EFLG evidence	Allocated	Contact Centres achieved Customer Service Excellence in 2010;  Corporate Customer Service Excellence achieved April 2011.	<b>Completed.</b> Corporate Customer Service Excellence standard achieved April 2011: <a href="http://www.bolsover.gov.uk/council-news-2011/1221-customer-excellence-standard.html">http://www.bolsover.gov.uk/council-news-2011/1221-customer-excellence-standard.html</a>
6. Further develop standardised procurement which takes into account requirements of SES	SPU  EIO	Mar 2011	Develop Working Group to assess, prioritise & monitor key contracts	Officer time	Large contracts are more rigorously assessed for equality policy compliance through standard documentation.  <a href="http://www.bolsover.gov.uk/contract-management.html">http://www.bolsover.gov.uk/contract-management.html</a>   ‘Meet the Buyer’ event in February 2011 to engage	<b>Completed.</b>

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
					voluntary & community sector in future procurement.	
	SPU	Mar 2011	Review procurement documentation & processes		Full suite of model documentation reviewed by East Midlands Centre of Excellence to address requirements of Equality Act 2010.	<b>Completed.</b>
7. Raise awareness of mental health issues to address needs of customers and staff	EIO JADHR&P	Mar 2015	Consider training for managers & front line staff	Officer time	<p>'Aspects of Mental Health: supporting people in employment' training by Disability Dynamics delivered to partner organisations, September 2011.</p> <p>2x sessions of 'Introduction to Disability' delivered by Disability Dynamics during 2013; 1 further session delivered on 26 March 2014</p>	<b>Completed.</b>

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
					<p>which 14 participants attended.</p> <p>2x sessions of 'Aspects of Mental Health' delivered for 21 participants on 5 March 2014 by South Derbyshire Voluntary Sector Mental Health Forum.</p>	
8. Raise awareness of needs of deaf and hard of hearing customers and staff	EIO JADHR&P  JADs HoS	Mar 2015  Mar 2012	Consider training for managers & front line staff  Consider meeting criteria of RNID standard		<p>Representative from Derbyshire Police attended Equalities Services Development Group in January 2011, to share best practice &amp; learning from achieving Royal National Institute for the Deaf quality standard.</p> <p>Deaf / hard of hearing badges supplied at request of</p>	<b>Completed.</b>

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
	JADs HoS	Mar 2015	Consider BSL training for front line staff		<p>Contact Centre staff, via Disabled Employees Group.</p> <p>‘Disability in the Workplace’ training by Disability Dynamics, delivered to partner organisations, October 2011.</p> <p>Limited resources to achieve RNID standard or deliver BSL training for front line staff. 1 full time employee is a qualified BSL interpreter.</p>	
9. Raise awareness of LGBT issues	EIO	Mar 2015	Link into actions agreed by Derbyshire LGBT Forum		Derbyshire LGBT Forum development plan, Jan 2011 – actions met for publication of equality data.	<b>Completed.</b>

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
			Consider training for managers and front line staff		LGBT Awareness Training delivered for 23 participants in November 2011 and June 2012 by Derbyshire Friend.	
10. Ensure information on specialist support agencies is distributed widely and openly to encourage those experiencing domestic and sexual violence and abuse to seek help	DVO CSO	Mar 2011	Promotion through Community Safety campaigns & events		Delivered 11 Cracking Crime events April-Oct 2010.  Participated in Operation Relentless June & September 2010.  Produced leaflet in Polish, October 2010.	<b>Completed.</b>
	CO CSO	Mar 2011	Ensure website signposting to sources of information, advice & support		Information on sources of support provided on corporate website from June 2010:  <a href="http://www.bolsover.gov.uk/">http://www.bolsover.gov.uk/</a>	<b>Completed.</b>

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
					<a href="http://www.bolsover.gov.uk/component/content/article/107-domestic-violence/145-hs-dv-domestic-violence.html">component/content/article/107-domestic-violence/145-hs-dv-domestic-violence.html</a>	
	CSO DVO EIO	Mar 2015	Service user monitoring data	Officer time	<p>Reported in Gender Equality Scheme to 2011; SES; and in Community Safety Partnership Annual Plans:</p> <p><a href="http://www.bolsover.gov.uk/community-safety-partnership.html">http://www.bolsover.gov.uk/community-safety-partnership.html</a></p> <p>Monitoring data across 5 equality strands – age, gender, LGBT, ethnicity and disability (with sub-categories for physical, mental health and learning disabilities) - now collected at county level for all services. All services monitoring</p>	<b>Completed.</b>

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
					information reported to the LCJBs Domestic Violence and Serious Sexual Violence Governance Board.	
	CSO DVO EIO	Mar 2011	<p>Improve practice and participate in case reviews where appropriate</p> <ul style="list-style-type: none"> <li>- N. Derbyshire Domestic Abuse Group</li> <li>- Police Public Confidence Panels</li> </ul>	Officer time	Hate crime and domestic violence cases now reviewed by Police Public Confidence Panels. Officer attendance at PPCP November 2010 and July 2011.	<b>Completed.</b>
11. Link into county-wide work to tackle sexual violence	CSO	Mar 2011	<p>* Work led by Local Criminal Justice Board's Sexual Violence Group</p> <p>Community Safety Campaigns &amp; SCTAG actions</p>		<p>Some service user data reported in Gender Equality Scheme &amp; Single Equality Scheme</p> <p>Participation in Operation Relentless, June &amp; September</p>	<p><b>Completed.</b></p> <p>Actions set out in Derbyshire Community Safety Agreement 2011-2015:</p> <p><a href="http://www.bolsover.gov.uk/images/departments/community_Services/csp_plan_2012.pdf">http://www.bolsover.gov.uk/images/departments/community_Services/csp_plan_2012.pdf</a></p>

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
					2010.	
12. Reduce repeat victimisation rate to 29% (National Indicator 32*)	JADCS HoS Housing Legal	Mar 2011	County target for * NI 32  - Performance monitoring (data on cases reviewed at Multi Agency Risk Assessment Conferences)		Safer Derbyshire performance data reported in Gender Equality Scheme & SES  Repeat victimisation rate: - 13.04% in 2009-10.  - 15.45% at June 2010.  - 17.93% at September 2010.  (MARAC implementation on track).	<b>Completed.</b>  Outcome 2010 - 2011: 24.16%  * National Performance Indicator now removed by government
13. Carry out scheduled reviews to Equal Pay Audit	JADHR &P	Dec 2011	Carry out a light touch review of the Equal Pay Audit, December 2009.	Officer time	Gender pay gap reported in Gender Equality Scheme from 2007- 2011 and in SES.  The identification of Equal	<b>Withdrawn due to action to complete an Equal Pay Audit of all posts this year.</b>



Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
					Pay issues remains ongoing on an adhoc basis. Also there is an outstanding action below for 2014 to complete an audit of all posts for this year	
	JADHR &P	Dec 2014	Carry out a complete Equal Pay Audit of all posts	Officer time	<p>A light touch review of the recommendations from the Equal Pay Audit conducted in 2009 was to be completed by 31/03/2013.</p> <p>Due to service changes in HR&amp;P and planned review of the People Strategy, this action has been delayed.</p>	
14. Workforce diversity	JADHR&P	Mar 2011	<p>Local Performance Indicator retained to 2011:</p> <ul style="list-style-type: none"> <li>- Top 5% of earners</li> </ul>	Officer time	Local Performance Indicator retained for 2011 – 2012.	<p><b>Completed.</b></p> <p>Local performance indicators</p>

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
			<p>who are female</p> <ul style="list-style-type: none"> <li>- Top 5% of earners who are disabled</li> <li>- % of workforce who are disabled</li> <li>- % of workforce who are BEM</li> </ul>		<p>Top 5% of earners who are female:</p> <ul style="list-style-type: none"> <li>- 45.16% out-turn for 2009-10.</li> <li>- 45.16% at June 2010.</li> <li>- 43.75% at September 2010.</li> <li>- 45.16% Outturn 2010 - 2011.</li> </ul> <p>Top 5% of earners who are disabled:</p> <ul style="list-style-type: none"> <li>- 6.45% at June 2010.</li> <li>- 9.37% at September 2010.</li> <li>- 9.67% Outturn 2010 - 2011.</li> </ul> <p>% of disabled employees:</p>	<p>retained for 2011 – 2012 and reported with our equality information:</p> <p><a href="http://www.bolsover.gov.uk/equalities-information.html">http://www.bolsover.gov.uk/equalities-information.html</a></p>

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
					<p>- 5.65% at June 2010.</p> <p>- 7.33% at September 2010.</p> <p>- 7.06% Outturn 2010 - 2011</p> <p>% of workforce who are BEM:</p> <p>- 0.64% at June 2010.</p> <p>- 0.63% at September 2010.</p> <p>- 0.64% Outturn 2010 – 2011.</p>	
	JADHR&P JADSP	Mar 2012	Publish workforce monitoring data across required equality strands	Officer time	<p>All workforce monitoring scrutinised by Union Employer Consultative Committee; minutes published on council website.</p> <p>Some data published in SES, Workforce data report and in open data format on website.</p>	<p><b>Completed.</b></p> <p>Workforce data published on the corporate website, January 2012:</p> <p><a href="http://www.bolsover.gov.uk/equalities-information.html">http://www.bolsover.gov.uk/equalities-information.html</a></p> <p>Gaps in workforce information identified; to be addressed in</p>

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
						2012-13 following internal service reviews & organisational restructure.
15. Raise awareness and address hate incidents and harassment	JADHR&P	Mar 2014	Monitoring of workforce policies	Officer time	Ongoing – reported quarterly to Union Employer Consultative Committee; minutes published on council website.	<b>Completed.</b>
	JADHR&P	Mar 2015	Monitoring of workforce policies via Biennial Employee Survey	Officer time Costs of external support for survey analysis allocated	Ongoing – reported to Senior Management Team  Employee Survey conducted in November 2011. Findings from all Employee Surveys are published on the intranet.  From 2007-2009, there was no increase in the number of respondents to the Employee Survey stating that they have	<b>Completed.</b>

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
					<p>encountered harassment or bullying at work. Compared to 2004 (27%) there was a fall of 17% in 2009 (10%) in staff reporting of harassment and bullying from another employee, elected member, or member of the public.</p> <p><i>Revised Harassment and Bullying at Work Procedure</i> introduced in January 2011, following feedback through the HR and Payroll Customer Satisfaction Survey 2010 and the Employee Survey 2009:</p> <p>The Employee Survey 2013 focused on employee motivations for working at the Council, views on the appraisal process, learning</p>	

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
					<p>and development opportunities, management and leadership, contribution at work, corporate values and change.</p> <p>The Employee Survey 2013 Report is available to all staff via the intranet:</p> <p><a href="http://ericssrv.bolsover.gov.uk/intranet/images/Repository/E/Employee_Survey_Report_2013.pdf">http://ericssrv.bolsover.gov.uk/intranet/images/Repository/E/Employee_Survey_Report_2013.pdf</a></p>	
	CSO EIO	Mar 2011	Monitor Hate Incident Reports		<p>Ongoing work by Community Safety.</p> <p>All performance is reported via the Safer Derbyshire website:</p> <p><a href="http://www.saferderbyshire.gov.uk/">http://www.saferderbyshire.gov.uk/</a></p>	<p><b>Completed.</b></p> <p>There were 40 police reported hate incidents in Bolsover District in 2010 – 2011.</p> <p>Derbyshire wide, total contacts with the Stop Hate service have increased from 33 to 157 in</p>

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
						2011 – 2012.
	CSO EIO	Mar 2011	<p>Improve practice and participate in case reviews where appropriate</p> <ul style="list-style-type: none"> <li>- N. Derbyshire Hate Crime Consultative Group</li> <li>- Police Public Confidence Panels</li> </ul>		Officer attendance at Police Public Confidence Panels November 2010 and July 2011	<b>Completed.</b>
	CO EIO	Mar 2011	<p>Promote reporting mechanisms in the district through corporate communications</p> <ul style="list-style-type: none"> <li>- Stop Hate</li> <li>- Eyes &amp; Ears scheme</li> </ul>		<p>Eyes &amp; Ears Scheme re-launched September 2010:</p> <p><a href="http://intranet/intranet/latest-news/247-eyes-and-ears.html">http://intranet/intranet/latest-news/247-eyes-and-ears.html</a></p>	<b>Completed.</b>
16. Raise awareness of Council's equality	EIO CO	Mar 2012	<p>Consider using 'Did You Know' touring board(s)</p> <ul style="list-style-type: none"> <li>- Contact Centres</li> </ul>	Officer time Costs of printing &	'Did you Know' posters & flyers distributed / publicised	<b>Completed.</b>

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
services			<ul style="list-style-type: none"> <li>- Parish Councils</li> <li>- Local groups</li> <li>- Events</li> <li>- Website page</li> </ul> <p>Publicise in corporate communications</p>	distribution	in June 2012.	
	CCM EIO	Mar 2011	Promote CRM system		CRM data now collected via Contact Centre leading to improved take up.	<b>Completed.</b>
	CCM	Mar 2014	<p>Annual National Customer Service Week events</p> <ul style="list-style-type: none"> <li>- Outcomes</li> </ul>	Officer time	<p>National Customer Service events delivered in 2011 and 2012.</p> <p>3x public events held in 2014 to shape new qualitative Customer Service Standards.</p>	<b>Completed.</b>
17. Audit of services to vulnerable people	JADCSI	Ongoing	Identify gaps & priorities		Summary of services provided to vulnerable people, March 2010. Circulated to Equality	<b>Completed.</b>



Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
					Services Development Group; also available on intranet.	
18. Develop community cohesion activities / resources	JADCSI EIO	Mar 2015	Explore development of joint project work with partner agencies  - Consider developing a multicultural event  - Consider developing a shared history project bringing together local people		Cohesion Project Group established and project outline developed in partnership with Police Migrant Worker Outreach Workers.  This work was delayed due to limited internal and external resources.  March 2014: Cohesion Strategy being developed by local multi-agency Cohesion Group.	

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
19. Actions to address any relevant targets set in Corporate Plan 2011-2015	JADs HoS	Mar 2015	Identify any relevant targets and determine actions in service plans to achieve them		SES completion is a Corporate Plan target monitored as part of the Performance Management Framework.	

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

**Abbreviations used:**

JADCS Joint Asst. Director Community Services

JADHRP Joint Asst. Director Human Resources and Payroll

JADCSI Joint Asst. Director Customer Service & Improvement

HoS Heads of Service

SPU Shared Procurement Unit

CCM Contact Centre Manager

CO Communications Officer

IEM	Information and Engagement Manager
UEO	User Engagement Officer
EIO	Equality Improvement Officer
CSO	Community Safety Officer
DVO	Domestic Violence Officer

**Bolsover District Council**

**Executive**

**14th April 2014**

**Local Enterprise Growth Initiative**

**Report of the Monitoring Officer**

This report is public

**Purpose of the Report**

- To deal with outstanding issues resulting from the expiry of the Local Enterprise Growth Initiative (LEGI) partnership agreement between Bolsover District Council, Ashfield District Council and Mansfield District Council.

**1 Report Details**

- 1.1 On 12<sup>th</sup> June 2006 the Executive approved a proposal to establish the LEGI partnership and Alliance for Enterprise structure to deal with ERDF grant funding. This structure included a Board on which Councillor Tomlinson and David Eccles were nominated as representing BDC.
- 1.2 On 21<sup>st</sup> June 2007 the Council entered into the LEGI partnership with Ashfield District Council, as accountable body, and Mansfield District Council.
- 1.3 The LEGI objectives were to “encourage an entrepreneurial ethos, particularly among the young; to support pre-start and existing businesses; and to connect the target communities with new job opportunities resulting from inward investment or indigenous growth, to be delivered through local area agreements for Nottinghamshire and Derbyshire”.
- 1.4 Under the agreement "*all assets and funds for the Partnership will vest in and belong to the Accountable Body in respect of the Partnership firstly in respect of any liability of the Partnership and then be held for and on behalf of the Local Authority Partners. Any such assets and funds shall be used by the Accountable Body for the purposes of the Partnership only and shall not be used by the Accountable Body for any other purpose save with the agreement of the Board*".
- 1.5 The Partnership agreement expired on 31<sup>st</sup> March 2013 however there are still outstanding matters that need to resolving.

## 1.6 LEGI Surplus Funds

Ashfield District Council are still holding approximately £3,721 of ERDF funding and at the final meeting of the LEGI board it was proposed that this money be transferred to LEGI's successor organisation, LEO (Derby & Nottingham), for use in accordance with the original grant objectives. As the partnership agreement has expired there is no authority for Ashfield to transfer the money in this way and they must now seek approval from both Bolsover and Mansfield to comply with the final wishes of the LEGI board.

## 2 Conclusions and Reasons for Recommendation

### 2.1 In conclusion Members need to decide

Whether the Council approve the surplus funding held by Ashfield District Council under the old LEGI regime is paid to LEO (Derby and Nottingham).

Members are also asked to consider giving the Chief Executive Officer delegated authority to deal with any other issues that occur relating to the former LEGI partnership.

## 3 Consultation and Equality Impact

### 3.1 The Chief Executive Officer and Deputy Leader have been consulted in relation to this report.

## 4 Alternative Options and Reasons for Rejection

### 4.1 None.

## 5 Implications

### 5.1 Finance and Risk Implications

As contained in the report.

### 5.2 Legal Implications including Data Protection

As contained in the report.

### 5.3 Human Resources Implications

None.

## 6 Recommendations

### 6.1 To approve the payment of any residual LEGI monies held by Ashfield District Council to LEO (Derby and Nottingham);

6.2 To authorise the Chief Executive Officer to take any further decision in relation the former LEG1 in consultation with the Leader or Deputy Leader of the Council

**7 Decision Information**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	Yes
<b>District Wards Affected</b>	None.
<b>Links to Corporate Plan priorities or Policy Framework</b>	None.

**8 Document Information**

<b>Appendix No</b>	<b>Title</b>
	None.
<b>Background Papers</b> None	
None.	
<b>Report Author</b>	<b>Contact Number</b>
Jim Fieldsend, Senior Principal Solicitor	01246 242472

**Bolsover District Council** \*

**Executive**

**14 April 2014**

**Housing Quarterly Report**

**Report of the Head of Housing**

This report is public

**Purpose of the Report**

- To provide a quarterly update on performance in the Housing service.

**1 Report Details**

- 1.1 This report is the scheduled quarterly update for Housing Services and should be read in conjunction to the statistical appendix.

Rent Arrears – The collection of rent arrears continues to be difficult in light of welfare reform and the current economic climate. The previously agreed targets for the recovery of arrears are looking more and more difficult. The Department has purchased an additional report that allows the Revenues section to run regular reports to identify the number of tenants in arrears who are subject to the bedroom tax. Initial analysis suggests that of the 1343 tenants in rent arrears, 306 were subject to the bedroom tax. (23%)

Allocations – As previously reported the introduction of the bedroom tax has changed the demand for council accommodation. There has been an increase in demand for one bed properties as people look to downsize, and a reduction in the demand for three bed houses in some areas. The stock conditions service has included additional questions regarding the size of bedrooms, which could allow some properties to be reclassified; this will be subject to a separate report.

Repairs – Repairs performance has shown a slight deterioration over the winter months. This is owing to increased damage caused by the weather, and compounded by the wet weather which has made external repairs difficult.

Gas Servicing – As reported at previous meetings, following an unsatisfactory audit report we changed the way of working and requested a reinspection. An interim Audit has taken place and found the flaws had been addressed, information about gas servicing now forms part of the statistical appendix.

Stock Condition Survey – The survey work has been completed and tender for the Stock Condition survey was let to Peter Dyson Associates through a framework agreement. The results of the survey will help to develop the HRA Asset Management Plan looking forward.

Supporting People - We continue to work with Chesterfield and South Derbyshire to develop a consortium to take over the monitoring of community alarms across Derbyshire. It is unlikely that this new arrangement will start before April 2015.

DCC have announced a series of cuts to funded schemes. The majority of council provided services are in phase 2 of the DCC plan from April 2015. This has been subject to separate reports to members. A formal response to the consultation will be provided.

## **2 Conclusions and Reasons for Recommendation**

2.1 To provide members with an update on performance within the Housing Department.

## **3 Consultation and Equality Impact**

3.1 None.

## **4 Alternative Options and Reasons for Rejection**

4.1 None.

## **5 Implications**

None.

## **6 Recommendations**

6.1 To note the contents of this report.

## **7 Decision Information**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
<b>District Wards Affected</b>	All
<b>Links to Corporate Plan priorities or Policy Framework</b>	STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation

## **8 Document Information**

<b>Appendix No</b>	<b>Title</b>
A	Statistical Performance Data



<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
None.	
<b>Report Author</b>	<b>Contact Number</b>
P Campbell	3038

Report Reference –

**Bolsover District Council**

**Executive**

**14 April 2014**

**Asbestos Management within BDC Housing Stock**

**Report of the Emergency and Responsive Maintenance Manager**

This report is public

**Purpose of the Report**

- To provide feedback to Executive regarding the Management of asbestos within the Council's housing stock.
- Explain why the Council does not immediately remove all asbestos type materials once they have been identified.

**1. Report Details**

- 1.1. The decision was taken in 2009 to carry out and complete 100% Asbestos Management surveys for all the Council's Domestic properties. This work was linked to our mandatory requirements to carry out asbestos surveys of all non domestic and communal areas. Currently we have completed surveys of some 25% of our properties (with a further five per cent undertaken each year) the results of which are included in an asbestos database detailing all the asbestos surveys undertaken. From the information gathered we have determined that Asbestos within our domestic properties is uncommon, is generally in good condition and consequently poses a low risk.
- 1.2. Once Asbestos has been identified in a property it is a legal requirement that it be re-inspected every year to ensure it remains safe and has not deteriorated in any way. Any asbestos that has deteriorated, been damaged or could be a danger to the tenant and other parties is removed as a matter of urgency. Asbestos containing materials such as gutters, soffits and rainwater goods are not removed as a matter of course but monitored annually and removed if they pose a risk as a result of deterioration or damage. These items tend to be out of reach / contact from people which may cause damage and as such is again deemed a low risk.
- 1.3. As a general principle it is considered that to remove undamaged asbestos is likely to pose greater risks than a policy of actively managing any asbestos which is identified. This is particularly the case where the asbestos is located within the property and tenants are in occupation. Where a property is void the Council does generally take action to remove any asbestos identified as it is more realistic to implement appropriate removal strategies safely when a house is unfurnished and not occupied.

- 1.4. While there is no legal obligation to inform tenants of any asbestos containing materials within their homes, the Council has taken a decision to increase awareness and reduce the potential risk. Accordingly a booklet called “Asbestos in your home” was posted to all tenants last year. The response from tenants was positive and coupled with the ongoing yearly surveys and repeated re-surveys has reduced the risk of asbestos contamination further.

## **2. Conclusions and Reasons for Recommendation**

- 2.1 In conclusion asbestos is identified in the home, managed, monitored and if deemed a risk due to being damaged removed as a matter of course.
- 2.2 The decision only to remove damaged Asbestos containing materials, to label and manage any identified Asbestos within communal areas and the decision to increase tenant’s awareness of any asbestos within their home was the result of consultation with the Councils Health & safety Officer and compliance with the Control of Asbestos Regulations 2012.

## **3 Consultation and Equality Impact**

- 3.1 The issue of asbestos has been raised with tenants where appropriate and all tenants have been provided with information identifying the risks. Any concerns raised are considered through the Council’s established processes and policies concerning tenant consultation.
- 3.2 The policies and practices that the Council has adopted apply to all tenants

## **4 Alternative Options and Reasons for Rejection**

- 4.1 Under the Council’s current policy only that asbestos which has been identified as very low risk remains in situation and once identified it is monitored on an annual basis. This policy is in line with recognised best practice. The only reasonable alternative is that a decision is taken to remove all asbestos at the earliest opportunity. That approach has been rejected as disturbing the asbestos would pose a greater level of risk to our tenants.

## **Implications**

### **5.1 Finance and Risk Implications**

This report is for information only and there are therefore no additional financial or risk implications arising as a result of the report. Executive should note that the Council’s policies and practices in respect of asbestos are designed to minimise the risk to tenants.

### **5.2 Legal Implications including Data Protection**

The Council’s policies and practices in relation to the handling of asbestos are in line with both our legal requirements and with recognised best practice.

### 5.3 **Human Resources Implications**

No direct implications.

### 6 **Recommendations**

6.1 That Executive notes the report.

### 7 **Decision Information**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
<b>District Wards Affected</b>	All.
<b>Links to Corporate Plan priorities or Policy Framework</b>	Customer Focussed Services

### 8 **Document Information**

<b>Appendix No</b>	<b>Title</b>
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
<b>Report Author</b>	<b>Contact Number</b>
Mark Dungworth – Emergency and Responsive Works Manager	01246 593037

**Bolsover District Council**

**Executive**

**14 April 2014**

**Medium Term Financial Plan**

**Report of the Executive Director - Operations**

This report is public

**Purpose of the Report**

- To set out for consideration an option to facilitate and provide financial support to a partnership initiative to create a temporary Community Cohesion post working in Shirebrook in order to help resolve issues around growing tension within the local community.

**1 Report Details**

**Proposal for a Community Cohesion Officer at Shirebrook**

- 1.1 Executive will be aware that over recent months there has been increasing evidence of tension within the Shirebrook Community. These growing tensions between local groups have been discussed by local partners led by the Community Safety Partnership. A range of issues have been alleged including organised fly tipping, littering, burning of rubbish, street drinking, road safety / transportation, rogue landlords and overcrowding. These and similar allegations are promoting mistrust and misunderstanding between local communities. In response the Community Safety Partnership working with the local community, the Police, Health have taken the view that an Outreach / Migrant worker would be the most appropriate way forward to address the issues and reduce tensions. The discussions between the partner agencies has come to the view that the most appropriate place for the post to be based is within the Council's Community Safety Team.
- 1.2 The table given in Appendix 1 provides a summary of the roles and responsibilities of the post. The intention is that it will provide a source of robust information regarding the issues, the capacity necessary to deliver multi agency initiatives, a point of contact for all local residents and groups and will help inform the local community about the concerns that are being raised. As will be clear from Appendix 1 the post will drive a number of initiatives and while the intention is to commence with a broad based approach over time there should emerge a better understanding of what works and where resources should be concentrated.

- 1.3 The agencies have reached a common view that the post should initially be for a period of two years, although it is accepted that funding constraints may result in the need to compromise on a one year period. On the basis of current information it is estimated that the post will require a salary of up to £30,000 p.a. with oncosts (N.I. Superannuation, travel, office expenses) amounting to a further £10,000 p.a. An indication of the seriousness with which all of the agencies regard the problem is that all have offered to make a financial contribution to funding the post. The indicative amounts concerned are as follows:

<b>Agency</b>	<b>Potential Amount (£000's)</b>
Bolsover District Council (Host / On –costs)	10
Derbyshire Police	6
Hardwick Clinical Commissioning Group	5
DCC Public Health	10
Bolsover Community Safety Partnership	5
Retail – Distribution Company	15
<b>Total</b>	<b>51</b>

- 1.4 While the amounts offered from the public sector are considered to be firm commitments much of the funding comes from a local private sector company which has indicated that it is actively considering providing up to £15,000 p.a. for a period of up to two years. On the basis of the current position with only the funding that has been secured from the public sector taken into account the shortfall would be one of £4k. That would leave this Council with a maximum cost of some £14,000 in the worst case scenario. Officers are, however, confident of securing the £15,000 p.a. from the private sector company. This would unlock further funding from the public sector agencies which would enable the post to continue for a two year period. A two year project would cost some £10,000 p.a. or £20,000 in total.
- 1.5 Given the importance of having the worker in place over the summer months it is recommended that Bolsover District Council move to advertise the post at the earliest opportunity. It should be possible to come to a view relatively quickly as to whether a one or two year appointment would be appropriate in the circumstances.

## **2 Conclusions and Reasons for Recommendation**

- 2.1 The option outlined within this report is proposed in order to help address the growing levels of community tension within the Shirebrook area. By undertaking a pro active role in addressing these issues it is considered that the growth in tension can be reversed thereby removing the need for more costly interventions at a future

point in time. Securing a reduction in the growing levels of tension is crucial to improving the quality of life for all local residents.

### **3 Consultation and Equality Impact**

- 3.1 This report is based upon the outcome of extensive work between the partner agencies involved in the Shirebrook area and within the local community. One of the main purposes of the proposed post is to support the development of dialogue with local communities in order to agree a longer term way forward to reduce the current levels of tension.
- 3.2 The proposals within this report are intended to assist in the reduction of hate crime and related community tensions. They are therefore intended to have a positive outcome in respect of the Council's equality agenda, meeting the Council's public sector equality duties under the Equality Act 2010, S.149 (1) and in particular, section (c), the duty to foster good relations.

### **4 Alternative Options and Reasons for Rejection**

- 4.1 The main option at this stage would appear to be a 'do nothing' option. Given the growing tension within the Community and the risk of further escalation the 'do nothing' option is not considered to be an appropriate way forward. The initiative that has been proposed is one of minimal cost and would span a maximum period of two years. Part of the purpose of this initiative is to evaluate what approaches work in practice and this project will provide both the Council and its partners with a better understanding of what options are available should further or an extended period of intervention prove necessary.

## **Implications**

### **5.1 Finance and Risk Implications**

The financial implications are set out in Section 1 to this report. Given that the Council is in effect the employer at law in this instance it needs to be recognised that the financial risk associated with this proposals will inevitably fall upon the Council. On the basis of the information currently available a one year scheme will cost a maximum of £14,000 with a two year scheme costing a maximum of £20,000. These costs will be met from the Council's Transition Reserve. The issue of whether the project will cover a one or a two year period is dependent upon the level of additional partner funding that can be secured for the scheme. While the project will require an additional financial commitment from this Council Executive should note that the costs of not effectively addressing growing community tensions could significantly exceed the possible costs of employing a Community Cohesion worker.

### **5.2 Legal Implications including Data Protection**

There are no legal issues arising directly from this report. On the basis that the recommendation is accepted Officers will ensure that appropriate employment contracts are in place and that the other partner organisations enter into appropriate contractual arrangements with the Council. Consideration should be given to positive action in the recruitment process to encourage candidates from ethnic

minority backgrounds and / or appropriate language skills, as permitted under Equality Act 2010, S.158.

### 5.3 **Human Resources Implications**

These are covered throughout the report.

## 6 **Recommendations**

- 6.1 That Executive recommend to Council that it be agreed that a post of Community Cohesion worker be approved for a period of up to two years to work with the wider partnership as outlined in this report in order to assist in addressing growing Community tensions in the Shirebrook area.
- 6.2 That the costs of the District Council in this matter which would amount to £20,000 should a two year project be agreed be charged against the Transition Reserve.

## 7 **Decision Information**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
<b>District Wards Affected</b>	Shirebrook.
<b>Links to Corporate Plan priorities or Policy Framework</b>	

## 8 **Document Information**

<b>Appendix No</b>	<b>Title</b>
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Outline Business Case	
<b>Report Author</b>	<b>Contact Number</b>
Safer Communities Team / Executive Director Operations	



## APPENDIX 1

### **Shirebrook Community Cohesion Officer Post**

#### **Overview of the role and key objectives**

The post holders will form part of the existing Bolsover District Council / Bolsover CSP / Derbyshire Police Community Safety Team

The post will involve the mapping of the migrant worker groups living and working in the Shirebrook area and will also link with relevant organisations across the Nottinghamshire border in Mansfield. The officer will desirably possess relevant language skills (Polish) and will undertake community engagement and integration activities within both the migrant and host communities of Shirebrook.

More specifically this will involve the following:

- Establishing an effective mechanism for tension monitoring within Shirebrook communities especially around Hate Incident / Crime issues and formulating and co-ordinating relevant preventative strategies.
- Sharing relevant information in respect of any community / racial tensions with relevant agencies to ensure early multi-agency interventions and preventative measures to prevent an escalation are formulated.
- Attending relevant partnership and local community meetings.
- Scoping and ongoing monitoring of numbers and location of new communities.
- Producing and developing appropriate literature/communication media to address knowledge gaps in UK laws and customs for new and emerging communities in Shirebrook.
- Producing appropriate literature/communication media to 'myth bust', with established, host communities;
- Undertaking engagement sessions with new communities and host communities to tackle and improve integration by 'myth busting';
- Establishing a 'Migrant Forum' or similar external reference group;
- Enhancing existing partnership activity in this area by supporting the ongoing work of stake-holding professionals and agencies. For example support the work of the local SNT , Bolsover District Council's Domestic Violence Worker, MAT's, Parenting Officer, Health Improvement Officer etc.
- Planning and delivering specific community engagement/integration projects or activity;
- Working across relevant stake-holding partner agencies to recruit members of new communities into local community groups and to become involved in local partnership activities and events;
- Producing a Project Evaluation report to create a legacy resource for partners.



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## **EXECUTIVE**

**14 APRIL 2014**

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

#### **Further Notice of Intention to Conduct Business in Private**

Notice is hereby given in accordance with Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the following items will be considered in private:

#### **Increases to contract sums to enable additional work to be carried out within existing budgets**

The reason that the above item is to be considered in private session is that it may involve the disclosure of information relating to the financial or business affairs of the authority.

In addition, the following items which were not listed on the 28-day Notice of Intention to Conduct Business in Private will also be considered in private at this meeting of the Executive:

#### **50kWh Solar Electricity System for The Arc, Clowne: Efficiency East Midlands Framework Tender Return**

#### **Item Referred from Safe and Inclusive Scrutiny Committee, 9 April 2014**

The reason that the above items will be considered in private is that they may involve the disclosure of information relating to the financial or business affairs of the authority.

The Council's three Scrutiny Chairs have consented to the above items being taken in private because a decision is required in the business interests of the Council.

The Council has not received any representations that any of the above items should be considered in public.

In addition, the following items which are Key Decisions but were not listed on the 28-day List of Key Decisions Notice will be considered at the above meeting of the Executive under General Exception:

**50kWh Solar Electricity System for The Arc, Clowne:  
Efficiency East Midlands Framework Tender Return**

**Local Enterprise Growth Initiative**

The three Scrutiny Chairs have been informed.

W. Lumley BSc, FCCA,  
Chief Executive Officer  
4 April 2014