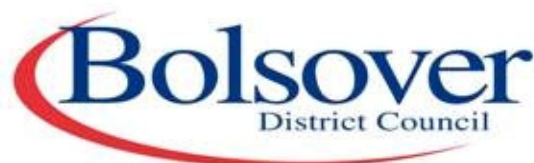


Please note this meeting is at The Arc



The Arc
High Street
Clowne
Derbyshire
S43 4JY

Date: 2 May 2014

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the Executive of Bolsover District Council to be held in the Chamber Suites at **The Arc, High Street, Clowne on Tuesday 13 May 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,


A handwritten signature in blue ink, appearing to be "Wes Lumley".

Chief Executive Officer

To: Chairman & Members of the Executive

ACCESS FOR ALL

If you need help understanding this document or require a larger print on translation, please contact us on the following telephone number:-

 **01246 242435**
Minicom: 01246 242450

Democratic Services
Fax: 01246 242505



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

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

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

CUSTOMER
SERVICE
EXCELLENCE



EXECUTIVE AGENDA

Tuesday 13 May 2014 at 1000 hours
Chamber Suites, The Arc

Item No.		Page No.(s)
	PART 1 – OPEN ITEMS	
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 14 April 2014	Previously circulated
5	Recommended Items From Other Standing Committees None.	
6	Information Requests - October 2013 to March 2014 <i>Recommendation on page 6</i>	4-49
7	Medium Term Financial Plan <i>Recommendations on page 56</i>	50-57

PART 2 – EXEMPT ITEMS

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

Paragraphs 1 and 3

8	Former Tenancy Arrears Write Offs <i>Recommendations on page 59</i>	58-60
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Paragraph 3

9*	Public Realm Tender	To Follow
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* Denotes Key Decision

Bolsover District Council

Executive

13th May 2014

Information Requests – October 2013 to March 2014

Report of the Information & Engagement Manager

This report is public

Purpose of 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 October 2013 to 31st March 2014 and a summary for 2013/14.

1 Report Details

Freedom of Information and Environmental Information Requests

1.1 Volumes

- 275 Freedom of information (FOI) requests
- 54 Environmental information requests (EIR)
- 329 Requests received in total for processing

Table A provides a graphical breakdown by month for FOI/EIR volumes for 2013/14.

Table B 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.

1.2 Performance

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

- All requests (329) responded to within 20 working days.

1.3 Other Information

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

For this period we have received multiple requests for information on new businesses becoming liable for business rates (11 requests), the 'bedroom tax' and

its implications (10 requests), information concerning Sherwood Lodge – its sale and redevelopment (8 requests including 3 EIRs), discretionary housing payments (6 requests) and business rate account (NDR) listings (5 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 D provides a summary of the EIR requests received by date order. Please note that the summary does not contain the 30 requests for Con 29 questions i.e. property search information.

1.4 **2013/14 Summary**

For the year we received 472 FOI requests and 94 EIR requests making a total of 566 requests for 2013/14. This represents an increase of 34% (145 requests) when compared to 2012/13 (421 requests received).

Overall, all requests were responded to within the standard of 20 working days.

Data Protection Requests

1.5 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.

1.6 **Volumes**

- 2 Subject Access requests received
- 14 Third party requests received for personal data held

1.7 **Performance**

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

1.8 **2013/14 Summary**

For 2013/14 we received 36 requests in total – 3 Subject Access requests and 33 Personal Data requests. This represents an increase of 38% (10 requests) when compared to 2012/13 (26 requests). All were responded to within the statutory timescale (Subject Access Request average – 23 days and Third Party Requests – 3.6 days).

2 Conclusions and Reasons for Recommendation

2.1 Requesters are increasingly aware of their rights of access to information and are using them in increased numbers.

2.2 This is an information report to keep Members informed of volumes and trends regarding information requests.

3 Consultation and Equality Impact

3.1 Not applicable

4 Alternative Options and Reasons for Rejection

4.1 Not applicable

5 Implications

5.1 Finance and Risk Implications

None

5.2 Legal Implications including Data Protection

None

5.3 Human Resources Implications

None

6 Recommendations

6.1 That the report be received

7 Decision Information

Is the decision a Key Decision? (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
District Wards Affected	None
Links to Corporate Plan priorities or Policy Framework	<ul style="list-style-type: none">• Providing excellent customer focused services• Compliance with our Access to Information Policy

8 Document Information

Appendix No	Title
Table A	Information Request Volumes by Month for 2013/14
Table B	Information Requests by Department October to March 2014

Table C	FOI Summary by date (October to March 2014)
Table D	EIR Summary by date (October to March 2014)
Background Papers (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)	
Not applicable	
Report Author	Contact Number
Kath Drury – Information & Engagement Manager	01246 242280

Report Reference –

Information Requests - 2013/14

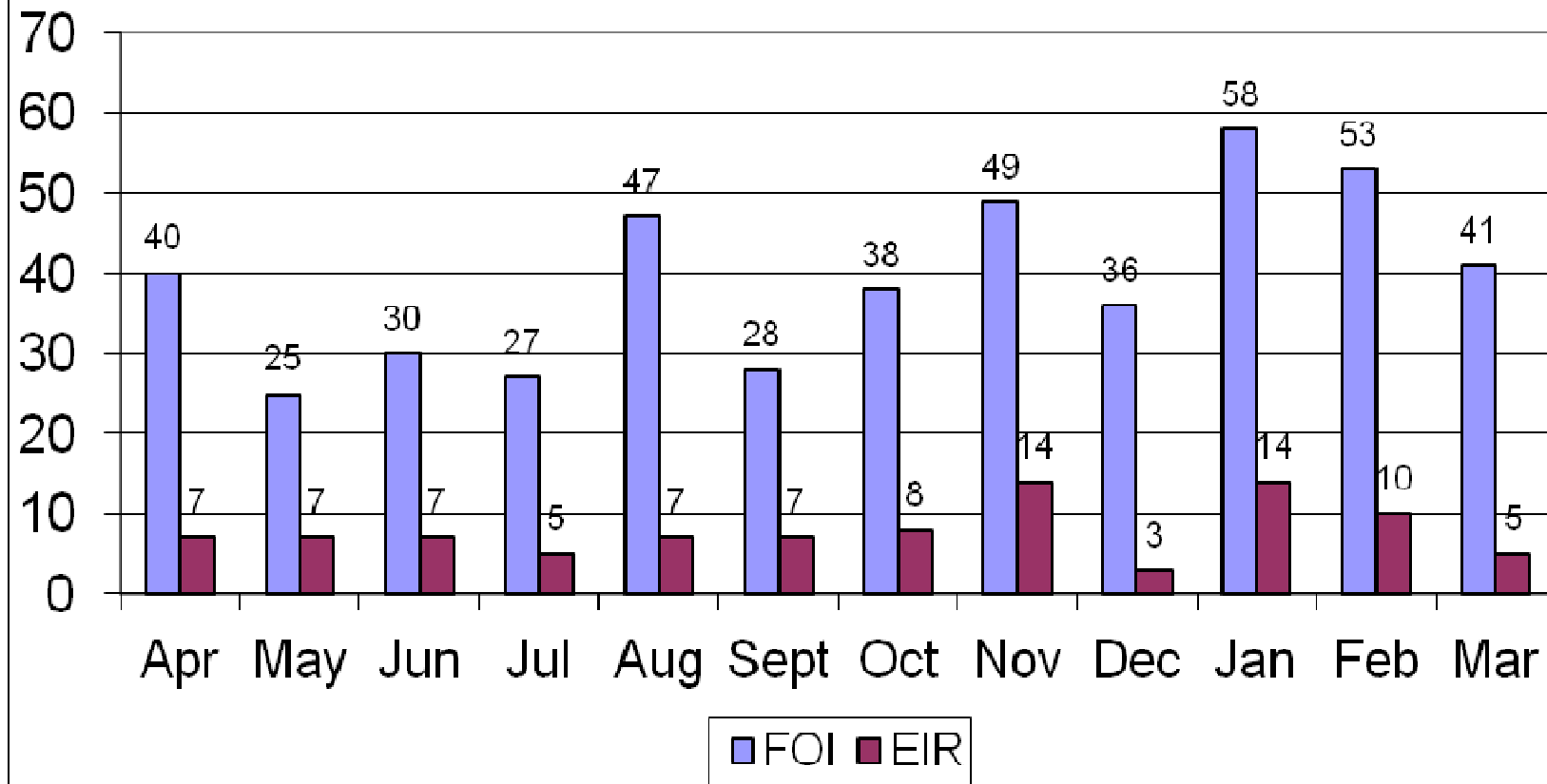


Table B: Information Requests by Department October 2013 to March 2014

Department/Section	October 2013 to March 2014			
	No. of requests	Freedom of Information	Data Protection	Environmental Information
Chief Executive and Partnership Team	6	6		
Human Resources & Payroll	23	23		
Legal	28	21		7
Governance	8	8		
Customer Service & Improvement	27	25		2
Financial Services	31	31		
Contact Centres	5	5		
Revenues & Benefits	100	88	12	
Shared Procurement Unit	5	5		
Shared ICT	23	23		
Economic Development (Regeneration)	38	32	1	5
Planning	57	17		40
Environmental Health	72	42		30
Leisure	16	16		
Streetscene Services	25	23		2
Community Safety	4	4		
Housing	45	35	10	
BCN (Building Control)	36	5		31
Totals	549	409	23	117

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
01/10/13	F/197/1314	Breakdown of credit balances accrued since earliest records for amounts owing to incorporated companies	Revenues (Strategy & Performance)	1	Yes - web link provided
02/10/13	F/198/1314	Information on Section 106 money	Planning, Finance	18	Partially, some not held
02/10/13	F/199/1314	List of Ltd Companies and PLC's that have become liable for NDR from 1st Sept – 30th Sept 2013	Revenues	18	Yes
02/10/13	F/200/1314	Various questions on employees headcount by ethnicity and gender for 2011, 2012 and 2013 including disabled employees	Human Resources & Payroll	18	Yes
04/10/13	F/201/1314	Information on DHP data (Discretionary Housing Payments) between April 1st and September 30th 2013	Benefits	16	Yes
04/10/13	F/202/1314	Information on number accepted as homeless and in priority need for 2012/13 financial year	Housing	16	Yes
07/10/13	F/203/1314	Information on type of advertising/sponsorship schemes running in area	Strategy & Performance	2	No information held
07/10/13	F/204/1314	Information on funding and spend on Creswell sports regeneration to the miners welfare area in mid 90's	CEPT, Leisure	16	No information held
09/10/13	F/205/1314	Information on attendance figures for all councillors during present time in office (May 2011 - present)	Strategy & Performance	2	Yes - web link provided
09/10/13	F/206/1314	Information on prayers before meetings	Strategy & Performance	3	No information held

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
10/10/13	F/207/1314	Copy of minutes where policy on issuing access cards for Pleasley Vale was discussed and agreed and copy of policy.	Regeneration	14	Partially, some not held.
14/10/13	F/208/1314	Copy of minutes where policy on issuing access cards for Pleasley Vale was discussed and agreed and copy of policy.	Strategy & Performance (Regeneration)	12	Partially, some not held.
14/10/13	F/209/1314	Information on council tax support scheme, how many are in arrears, paying increased council tax, registered disabled	Revenues, Benefits	13	Partially, some not held
14/10/13	F/210/1314	Information on public or welfare funerals and persons who have died with no known next of kin since 01/06/13	Strategy & Performance (Environmental Health)	3	Yes - web link provided
14/10/13	F/211/1314	List of all Ltd Companies and PLC's that have become liable for NDR from 1st October to 15th October 2013.	Revenues		Clarification not received
17/10/13	F/212/1314	How much does BDC charge CVP (Community & Voluntary Partnership) rent for offices at the Tangent	Regeneration	17	No exempt under Section 43(2) Commercial Interests
17/10/13	F/213/1314	Information in relation to council tax owed to council at March 31st 2013	Revenues	10	Partially, some not held
17/10/13	F/214/1314	Information on street cleansing	Streetscene	13	Yes

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
17/10/13	F/215/1314	How many people are currently on the housing waiting list and how many empty properties are there including council and private	Housing, Revenues	10	Yes
18/10/13	F/216/1314	List of all live business rates accounts with a 2010 list Rateable Value greater than or equal to £25,000	Revenues	9	Partially, some redacted (personal information), some exceeds appropriate limit (Section 12)
18/10/13	F/217/1314	Current ratepayers for business rates accounts	Revenues	13	Partially, some redacted, some exempt Section 12 exceeds appropriate limit
18/10/13	F/218/1314	Information on TEN (temporary event notice) from primary and junior schools	Environmental Health (Licensing)	9	Yes
21/10/13	F/219/1314	Information on purchase of Sherwood Lodge, when demolition will take place and plans for salvage of certain features within the building	Legal, Regeneration	9	No information held
21/10/13	F/220/1314	Information on Middle Street Archaeology	Regeneration, Planning	12	Partially, some not held
22/10/13	F/221/1314	Addresses and size of all office premises which we currently occupy on a leasehold and freehold basis	Regeneration, Contact Centre	18	Yes
22/10/13	F/222/1314	Information on Standards Committee	Legal	8	Yes

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
22/10/13	F/223/1314	Information on Category 1 hazards and Category 2 hazards	Environmental Health (Residential)	14	Partially, some not held
23/10/13	F/224/1314	Information on roads around Blackwell and a five mile radius which have been cleaned and swept	Streetscene	17	No exceeds appropriate limit (Section 12)
24/10/13	F/225/1314	Information on hospitals in our area	Environmental Health (Residential)	18	Partially, some not held
25/10/13	F/226/1314	Information on levels of spending and engagement with the Voluntary Community Sector Organisations	Strategy & Performance, CEPT, Finance	10	Partially, web link provided
28/10/13	F/227/1314	Request for recorded information on Dog Welfare Issues	Environmental Health (Commercial)	20	Partially, some not held
28/10/13	F/228/1314	Information on licensed betting premises for 2008, 2009, 2010, 2011 and 2012	Environmental Health (Licensing)	9	Yes
29/10/13	F/229/1314	Information on single status within the council	Human Resources & Payroll	9	Partially, some not held
30/10/13	F/230/1314	Information on former New Bolsover Wesleyan Methodist Church and who owns the land	Legal, Revenues	8	No information held
30/10/13	F/231/1314	Information on who has died with no known next of kin from 01/08/13 to date	Strategy & Performance (Environmental Health)	2	Yes - web link provided

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
30/10/13	F/232/1314	Information on costs of all cancelled projects carried out by the council since January 2010	All departments	18	No information held
30/10/13	F/233/1314	Details of all commercial properties where a Completion Notice has been served within the past 3 years in order that the property may be entered into the Rating List	Revenues	8	Yes with redactions for personal information
31/10/13	F/234/1314	Information on stray dogs passed to our dog homes after the mandatory holding period	Environmental Health (Commercial)	17	Partially, some exceeds appropriate limit
31/10/13	F/235/1314	Information on commercial properties in our area	Revenues	14	Partially, some exceeds appropriate limit
04/11/13	F/236/1314	Information on graffiti and Fly Tipping reports and response times	Streetscene	13	Yes
04/11/13	F/237/1314	Information on Whitwell ward by-election 23rd May 2013	Democratic Services	13	Partially, some not held
04/11/13	F/238/1314	Information on overpayments to staff	Human Resources & Payroll	13	Yes
05/11/13	F/239/1314	Information on use of wheelie bins	Streetscene	13	Yes
05/11/13	F/240/1314	Information on contracts BDC have with either G4S or Serco	Legal, Procurement	14	No information held
06/11/13	F/241/1314	Information on Kerbside Recycling Collection Service	Streetscene	14	Yes

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
07/11/13	F/242/1314	Information on the hiring of celebrities	Strategy & Performance, Leisure	12	No information held
07/11/13	F/243/1314	Information on fracking and shale gas	Planning, Strategy & Performance	12	No information held
07/11/13	F/244/1314	Information on IT/ICT/Information Systems	Strategy & Performance (ICT)	14	Partially, some not held
07/11/13	F/245/1314	Information on scrap metal dealer licences issued	Environmental Health (Licensing)	12	Yes
07/11/13	F/246/1314	Information on ICT and how we monitor our network	ICT	14	Yes
08/11/13	F/247/1314	How many taxi drivers licences granted in last 3 years and how many revoked or refused plus complaints about taxi drivers in last 3 years	Environmental Health (Licensing)	12	Yes
08/11/13	F/248/1314	Reserves that the council hold	Finance	12	Yes - web link provided
08/11/13	F/249/1314	Information on social media (twitter and facebook)	Human Resources & Payroll	14	Yes
11/11/13	F/250/1314	Information on contact details BDC uses to identify/trace next of kin of deceased	Environmental Health (Residential)	13	No information held
11/11/13	F/251/1314	Information on Look Ahead Care and Support	All departments	13	No information held

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
11/11/13	F/252/1314	Information on contracts or frameworks BDC has with Capita plc and subsidiary companies	Procurement	19	Partially, some not held
12/11/13	F/253/1314	Information on responses from complaints made to BDC that have been ignored	Strategy & Performance	13	Partially, some not held
12/11/13	F/254/1314	Services provided for Grounds Maintenance, Street Cleansing, Roads Maintenance	Streetscene	12	Partially, some information not held
13/11/13	F/255/1314	Information on Limited Companies who have had or about to have liability orders against them for Non-payment of Business Rates from 1st August 2013	Revenues	13	Yes
13/11/13	F/256/1314	Information on removal of the spare room subsidy - First Tier Tribunal decisions	Benefits	13	Yes
14/11/13	F/257/1314	Information on tender of Sherwood Lodge	Legal, Regeneration	13	Yes
14/11/13	F/258/1314	Information we provide in response to third party requests made by organisations under Section 29 or 35 of Data Protection Act in relation to CCTV footage	Strategy & Performance	12	Yes
14/11/13	F/259/1314	Information on policy outlining what efforts staff are expected to make to reach their place of work during bad weather, particularly snow	Human Resources & Payroll	13	Yes
14/11/13	F/260/1314	Information on whether any enforceable order or decision has been made to compulsory purchase or acquire any property within our area	Legal	6	No information held
14/11/13	F/261/1314	A list of Locally Listed Buildings	Planning	15	Yes

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
15/11/13	F/262/1314	Information on payments received under Section 106 planning agreements	Planning, Finance, Leisure	19	Partially, some information not held
18/11/13	F/263/1314	Profits made from burgundy bin recycling	Streetscene	11	Yes
18/11/13	F/264/1314	Information on all boot-sales and markets	Environmental Health (Licensing), Regeneration	11	No information held
18/11/13	F/265/1314	How many families living in local authority and housing association households live in property below Government's bedroom standard	Housing	11	No information held
18/11/13	F/266/1314	Information on spend on Xmas lights, free parking and free Xmas tree recycling	Regeneration, Streetscene	11	No information held
18/11/13	F/267/1314	Expenditure on utilities	Finance	11	Partially, some information not held
18/11/13	F/268/1314	Costs to the Council due to implementing the under occupancy policy	Benefits, Housing	13	Partially, some information not held
19/11/13	F/269/1314	Information on gagging orders (compromise agreements/confidentiality agreements)	Human Resources & Payroll, Legal	12	Partially, some exempt Section 40 Personal information
19/11/13	F/270/1314	Information on illegal immigrants	Human Resources & Payroll,	12	Yes
20/11/13	F/271/1314	List of Ltd Companies and PLC's that have become liable for NDR from 1st November to 15th November	Revenues	7	Yes

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
20/11/13	F/272/1314	Information on criminal checks and referencing, licences, targets and contacts	Human Resources & Payroll, Environmental Health, Strategy & Performance	14	Partially, some information not held
21/11/13	F/273/1314	Number of connections (alarm holders) managed by telecare/careline contact centre	Housing	11	Yes
21/11/13	F/274/1314	Information on Cloud computing	ICT	16	Yes
22/11/13	F/275/1314	Movement to and from one and two bed properties in our area	Housing	12	Partially, some information not held
22/11/13	F/276/1314	Information on applications to convert offices to residential under the permitted development powers granted on May 30	Planning	12	Yes
22/11/13	F/277/1314	Information on annual expenditure on personal protective equipment (PPE) and list of PPE suppliers	Housing, Human Resources & Payroll, Regeneration, Community Safety, Streetscene, Finance	12	Partially, some information not held
25/11/13	F/278/1314	Information on roads around Blackwell and Hilcote area which have been cleaned and swept	Streetscene	12	Partially, some information not held
26/11/13	F/279/1314	Full copy of our current Disposal and Acquisition of Land and Property Assets Strategy	Regeneration	10	No information held

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
26/11/13	F/280/1314	Information on employees earning minimum wage	Human Resources & Payroll	19	Yes
27/11/13	F/281/1314	Information on people dying with no known next of kin plus additional information other than provided on the website	Environmental Health (Residential)	9	Partially, web link provided, some not held
28/11/13	F/282/1314	List of companies PLC and Ltd that have become liable for non domestic rates from 16th to 30th Nov 2013	Strategy & Performance (Revenues)	2	Yes
29/11/13	F/283/1314	Information on outdoor advertising e.g. billboard hoardings/bus shelters/buses/external banners	Strategy & Performance	10	Partially, some information not held
29/11/13	F/284/1314	Information on data relating to council tax collection for first two quarters of both 2012/13 and 2013/14	Revenues	7	Partially, some information not held
02/12/13	F/285/1314	Progress on Efficiency Support Grant	Finance	14	Yes
02/12/13	F/286/1314	Details of 20 landlords (excluding housing associations) whose tenants collectively received the largest amounts of housing benefit from our council in last financial year 2012/13	Benefits	10	Partially, some information redacted under Section 40(2) personal information to third parties
02/12/13	F/287/1314	Information on the impact of the localisation and cuts to council tax benefits system as of April 2013	Revenues, Benefits	8	Partially, some information not held
03/12/13	F/288/1314	Local council's use of discretionary relief and hardship relief in relation to business rates	Revenues	7	Yes

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
04/12/13	F/289/1314	Information on annual membership and gym class costs	Leisure	10	Yes
04/12/13	F/290/1314	Information on leisure and sports facilities	Leisure	10	Yes
05/12/13	F/291/1314	Information on art theft	Strategy & Performance	1	No information held
05/12/13	F/292/1314	Information on art sold	Regeneration	5	No information held
05/12/13	F/293/1314	Information on public health funerals where deceased had no known next of kin since 01/09/13 to present	Strategy & Performance (Environmental Health)	3	Yes - web link provided
06/12/13	F/294/1314	Information on training budget within ICT	ICT	7	Partially, some information not held
06/12/13	F/295/1314	Names and addresses of commercial properties which currently do not have any Small Business Rate relief applied	Revenues	6	Partially, some information redacted under Section 40(2) personal information to third parties
09/12/13	F/296/1314	Information on the recording of meetings	Democratic Services	9	Yes

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
09/12/13	F/297/1314	Information on commercial properties up to a rateable value of £12,000 who are not receiving any sort of relief excluding any non trading accounts and non occupied sites such as billboards/telecommunication masts/arms	Revenues	5	Partially, some information redacted under Section 40(2) personal information to third parties
09/12/13	F/298/1314	Information on Green Deal and ECO queries in relation to Housing stock	Housing	16	No information held
10/12/13	F/299/1314	List of all non-residential real estate assets owned by BDC, their rateable value and if property is up to date with its business rates payments	Revenues	3	Partially, some exceeds appropriate limit (Section 12)
10/12/13	F/300/1314	Various questions regarding payments received by BDC in relation to residential developments	Finance, Planning (Housing Strategy)	8	Partially, some information not held
10/12/13	F/301/1314	Discretionary Housing Payments length of award	Benefits	6	Yes
10/12/13	F/302/1314	Credits held on record for ratepayers in respect of Business Rates	Strategy & Performance (Revenues)	2	Yes - web link provided
10/12/13	F/303/1314	Information on Discretionary Housing Payments for 2013/14	Benefits	6	Partially, some information not held
11/12/13	F/304/1314	Information on council tax collection levels and VRA (Voice Risk Analysis) software	Revenues	7	Partially, some information not held

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
12/12/13	F/305/1314	List of non designated or undesignated heritage assets as prepared by the Planning Dept at BDC	Planning	3	Yes
17/12/13	F/306/1314	Information on the numbers and outcomes of FOI requests submitted in a 12 month period from 2012 to 2013	Strategy & Performance	2	Clarification never received
17/12/13	F/307/1314	Provide spreadsheet with contact telephone/email details of all council suppliers whom BDC spends over £500 per calendar year	Strategy & Performance (Finance)	2	Partially, some exceeds appropriate limit (Section 12) and web link provided
20/12/13	F/308/1314	Information on how cuts to local authority budgets are impacting on staffing levels for walking, cycling and road safety	Regeneration, Leisure	9	Partially, some information not held
20/12/13	F/309/1314	Details on people who have died with no next of kin from 01/10/13 to date	Strategy & Performance (Environmental Health)	1	Yes - web link provided
23/12/13	F/310/1314	Information on FOI requests for the last five years	Strategy & Performance	15	Partially, some information not held
23/12/13	F/311/1314	Information on commercial properties not receiving small business and rural rate relief up to rateable value of £12,000	Revenues	8	Partially, some information redacted under Section 40(2) personal information to third parties

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
23/12/13	F/312/1314	Information on Discretionary Housing Payments applications and awards for 2012 and 2013	Benefits	10	Yes
23/12/13	F/313/1314	Information on the number of affordable housing units provided as a result of planning agreements related to residential led developments in 2009/10, 2010/11, 2011/12, 2012/13 and 2013/14 to date	Planning (Housing Strategy)	15	Yes
30/12/13	F/314/1314	The date on which Morrisons/Optimisation Developments Ltd will complete the purchase of Sherwood Lodge land plus date for demolition or building work and plans for salvage	Legal	17	No information held
24/12/13	F/315/1314	Information on what happens to ashes handled by the council at the request of NHS Trusts involving foetal remains	Strategy & Performance	4	No information held
27/12/13	F/316/1314	How much has been spent on hiring celebrities over last three years	Strategy & Performance	4	No information held
30/12/13	F/317/1314	List of Ltd companies and PLC's that have become liable and date they became responsible for NDR from 16th December to 31st December 2013	Revenues	6	No information held
30/12/13	F/318/1314	Hiring of celebrities over the last 10 years	Strategy & Performance, Leisure	3	No information held
30/12/13	F/319/1314	Information on stray dogs for 2012 and 2013	Environmental Health (Commercial)	12	Partially, some not held

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
31/12/13	F/320/1314	Information on taxi inspections and licences	Environmental Health (Commercial), Streetscene	17	Partially, some information not held
31/12/13	F/321/1314	How many councillors were late in paying their council tax, sent a reminder and summonsed to court for non-payment	Revenues	5	No information held
02/01/14	F/322/1314	Information on staff who have been issued with smart phones/standard mobile phones/tablets/standard laptops in last 3 financial years	Finance, ICT	17	Partially, some information not held
02/01/14	F/323/1314	List of Parish and Town Councils in our area	Strategy & Performance	2	Yes - web link provided
02/01/14	F/324/1314	Information on public health funerals since July 2013 plus contact details for staff members	Strategy & Performance (Environmental Health)	2	Partially - web link provided and some information not held
02/01/14	F/325/1314	Credit and write on list for Business Rates accounts	Revenues	4	Partially - web link provided and some released with redactions for personal information
06/01/14	F/326/1314	List of community assets that BDC are holding following legislation - Localism Act 2011	Regeneration	8	No information held

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
07/01/14	F/327/1314	Information relating to local council tax support scheme for 2014/15	Benefits	3	Yes
07/01/14	F/328/1314	How many abandoned cars have been removed from public places in 2013	Environmental Health (Commercial)	16	Yes
08/01/14	F/329/1314	Schedule of all non domestic rate accounts that are showing in credit from 1 April 1990 to date	Strategy & Performance (Revenues)	1	Yes - web link provided
08/01/14	F/330/1314	Information on under occupancy housing benefit penalty	Benefits	16	Yes
08/01/14	F/331/1314	Information on software/hardware BDC uses for filtering/blocking/monitoring access to the internet for council staff	ICT	16	Yes
08/01/14	F/332/1314	Information on staff levels and turnover - calendar year 1st January 2013 to 31st December 2013	Human Resources & Payroll	17	Yes
09/01/14	F/333/1314	Contact details for who has responsibility for council's information technology leadership	ICT	2	Yes
09/01/14	F/334/1314	Information on mobile phone contracts	Finance	19	Partially, some information not held
09/01/14	F/335/1314	Information on business rates for Tesco Distribution Centre in Barlborough	Revenues	16	Yes

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
10/01/14	F/336/1314	Information on right to buy - cash raised/units sold for each financial year since 2010, money committed, number of replacement homes/tenure and projected homes to be delivered in next five financial years	Finance, Housing, Planning (Housing Strategy)	15	Yes
13/01/14	F/337/1314	Information on Right to Buy sales by property size for each financial year since 2010	Housing	15	Yes
13/01/14	F/338/1314	Information on alcohol licences that have been surrendered since January 1st 2008	Environmental Health (Licensing)	15	Yes
13/01/14	F/339/1314	Addresses and rateable values of all empty commercial properties, owner/occupiers, dates properties were vacated, account number or VOA property reference	Strategy & Performance (Revenues)	2	Yes - web link provided
13/01/14	F/340/1314	Information on refreshments (food and drink) for meetings for councillors and council staff	Finance, Regeneration, Democratic Services, Legal, Streetscene	15	Partially, some information not held
13/01/14	F/341/1314	Information on energy company obligation to Housing Stock	Strategy & Performance (Housing)	2	No information held
14/01/14	F/342/1314	How many tenants who are or have been subject to the social sector size criteria who would be exempt because they have a pre 1996 tenancy and have been in receipt of Housing Benefit since 01/01/96	Housing, Benefits	14	Yes

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
16/01/2014	F/343/1314	What project methodology is currently in use for IT projects	ICT	14	Yes
16/01/2014	F/344/1314	Information on bailiff/debt recovery contractors for council tax, business rates, commercial rents, parking penalties, overpayments and sundry debts	Revenues, Regeneration	14	Partially, some information not held
16/01/2014	F/345/1314	Information on bedroom tax appeals	Benefits	15	Yes
17/01/2014	F/346/1314	How many solicitors BDC employed as part of its in-house legal department in 2013 and 2012	Legal	14	Yes
17/01/2014	F/347/1314	How much has BDC spent running its in-house legal department in 2013 and 2012	Finance	14	Yes
17/01/2014	F/348/1314	How much did BDC spend on external legal services in 2013 and 2012	Legal	14	Yes
20/01/2014	F/349/1314	Network and Telecommunications contract information	ICT, Finance	20	Yes
20/01/2014	F/350/1314	List of businesses that became responsible for NNDR between 1st Jan - 15th Jan 2014	Revenues	13	Partially, some information redacted (personal information)
20/01/2014	F/351/1314	Names of all companies that have been required to provide a performance bond in favour of the council for the period 2012-2013	Finance, Legal, Economic Development	14	No information held

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
20/01/2014	F/352/1314	Information on electric car charging points	Housing, Regeneration (Strategy & Performance)	3	No information held
21/01/2014	F/353/1314	List of all live business rates accounts with a 2010 list Rateable Value greater than or equal to £25,000	Revenues	13	Partially, some information redacted (personal information)
21/01/2014	F/354/1314	Information on current employees, MFD equipment/contract, PDF software and cost	Human Resources, Customer Service & Improvement, ICT	16	Yes
22/01/2014	F/355/1314	Information on motorcycle parking spaces	Regeneration	13	Partially, some information not held
22/01/2014	F/356/1314	Information on the impact of localisation and cuts to the council tax benefits system by DCLG implemented on April 2013 (increased council tax/arrears)	Revenues	13	Partially, some information not held
23/01/2014	F/357/1314	Cost of providing official council entertainment and social functions in each of the last 3 financial years and sums spent on champagne and sparkling wine in last 3 years	Finance, CEPT	3	Clarification not received
23/01/2014	F/358/1314	Information on H/R services (numbers of staff)	Human Resources & Payroll	12	Yes

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
23/01/2014	F/359/1314	Information on council drivers' penalty points	Human Resources & Payroll	12	Partially, some information not held
23/01/2014	F/360/1314	Information on postal votes	Governance	15	Yes - web link provided
24/01/2014	F/361/1314	Information on crisis loans	Benefits	3	No information held
24/01/2014	F/362/1314	Information on staff in relation to equalities and council's staff stress policies	Customer Service & Improvement, Human Resources & Payroll	13	Yes
24/01/2014	F/363/1314	Copies of the Interception of Communications Commissioner's inspection reports for 2011 and 2012	Legal	14	No information held
24/01/2014	F/364/1314	Information in relation to tenants who are entitled to have their eligible rent calculated under Consequential Provisions Regulations but who have had their Housing Benefit reduced under the provisions related to the Removal of the Spare Room Subsidy	Benefits	14	Yes
24/01/2014	F/365/1314	Information on whether BDC has achieved PSN CoCo compliance	ICT	15	Yes

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
27/01/2014	F/366/1314	Information on the enforcement of Approved Document P of the Building Regulations by the Local Authority Building Control Department	BCN	14	Partially, some exceeds appropriate limit (Section 12)
27/01/2014	F/367/1314	Information on dead pets	Streetscene, Environmental Health(Commercial)	17	Partially, some information not held
27/01/2014	F/368/1314	Claims made by the public against BDC for alleged trips or falls caused by potholes in public areas	Finance	17	Partially, some information not held
27/01/2014	F/369/1314	Do we use either Civica or Northgate software	ICT	17	Yes
27/01/2014	F/370/1314	Questionnaire on Pet Shop Licensing	Environmental Health (Commercial)	17	Yes
28/01/104	F/371/1314	Information on amount of debt owed to BDC by residents that is written off and Business Rates debt owed annually since 2008	Revenues	18	Yes
28/01/2014	F/372/1314	Data relating to council tax collection for the first 2 quarters of both 2012/13 and 2013/14	Revenues	16	Partially, some information not held
28/01/2014	F/373/1314	Information on tenants in relation to renting/housing benefit/arrears since 1st April 2013	Housing, Benefits	16	Partially, some exceeds appropriate limit (Section 12)
28/01/2014	F/374/1314	Information in relation to taxi licensing	Environmental Health (Licensing)	17	Partially - web link provided, some information not held

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
29/01/2014	F/375/1314	Details on all commercial properties receiving small business rates relief	Revenues	17	Partially, some exceeds appropriate limit (Section 12)
29/01/2014	F/376/1314	All correspondence/records held in relation to Midway Network Housing Support	CEPT, Economic Development, Environmental Health, Governance, Streetscene, BCN, Legal, Planning, Community Safety, Housing, Revenues and Benefits	17	No – exceeds appropriate limit (Section 12)
30/01/2014	F/377/1314	How many defibrillators/AED BDC have and where they are located	Human Resources & Payroll	20	Partially, some information not held
30/01/2014	F/378/1314	How many council owned buildings are presently disused/empty - also for 2013, 2012 and 2011	Revenues, Planning, Economic Development	4	Clarification not received
31/01/2014	F/379/1314	List within the dates 16th January 2014 to 31st January 2014 of any PLC or Ltd company that have become responsible for business rates	Revenues	15	Partially, some information redacted (personal information)
31/01/2014	F/380/1314	Information on serving soldiers receiving tax exemption when they are away from home fighting	Revenues	15	Yes

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
31/01/2014	F/381/1314	Information on households with children aged 0-16 who have come to the council because they are homeless	Housing	15	Yes
03/02/2014	F/382/1314	Vacant Commercial Warehouse information with current rateable value of £1,000,000	Revenues	15	Partially, some information redacted (personal information)
03/02/2014	F/383/1314	Further information other than provided on website for public health funerals	Environmental Health	15	Partially - web link provided
03/02/2014	F/384/1314	In chronological order since 1980 and up until and including current post holder for CEO post and length of time served in post	Human Resources & Payroll	16	Partially, some information not held
04/02/2014	F/385/1314	Information with regards to Winter Maintenance service	Streetscene	14	No information held – (DCC function)
04/02/2014	F/386/1314	How many households affected by housing benefit under occupancy charge have moved to a new property as result of charge and what proportion is this of the total number of households affected in authority	Benefits	14	Partially, some information not held
04/02/2014	F/387/1314	Questions relating to contract for household recyclables with H W Martin Waste Ltd	Customer Service & Improvement (Streetscene)	2	Yes
04/02/2014	F/388/1314	Information relating to costs charged by General	Finance	14	Yes

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
		Fund to the Housing Revenue Account			
05/02/2014	F/389/1314	Impact of the bedroom tax on pensioners	Benefits	14	Partially, some information not held
06/02/2014	F/390/1314	Does BDC deliver debt and money advice services	Revenues, Benefits, Contact Centres, Housing, Environmental Health	16	Partially, some information not held
06/02/2014	F/391/1314	Details of any office accommodation BDC provides to staff to carry out trade union business	Human Resources & Payroll, Economic Development	16	Partially, some information not held
07/02/2014	F/392/1314	Information on council tax support proposals	Benefits	12	No information held
07/02/2014	F/393/1314	Information on the changes to the Protection of Freedoms Act 2012 in relation to Section 19 FOI Act	Customer Service & Improvement	11	Yes
10/02/2014	F/394/1314	Information on spends, grants/financial support and plans for funding of archives, arts development, museums, galleries, theatres and library services for 10/11,11/12, 12/13, 13/14 and 14/15	Finance, Leisure, Economic Development	12	Partially, some information not held – (DCC function)

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
12/02/2014	F/395/1314	Information on Business Rates with a value of £10,000 or over	Revenues	11	Partially, some information redacted (personal information)
12/02/2014	F/396/1314	Questions on bedroom tax data for under occupying, downsizing, 2013/14, DHP data as at 12/02/14 and voids for council and social housing for 11/12, 12/13 and 13/14	Benefits, Housing	14	Partially, some exceeds appropriate limit (Section 12), some not held
12/02/2014	F/397/1314	Copy of contract in relation to sale of Sherwood Lodge and LGO's findings of 5th November 2013	Legal	20	Partially, some information exempt under Section 41 (information provided in confidence) and Section 43(2) (commercial interests)
13/02/2014	F/398/1314	Information pertaining to complaints against 1 Swanwick Avenue, Shirebrook to include removal and repair of fencing	Planning, Contact Centres	11	Partially, some information redacted (personal information), some information available on website
14/02/2014	F/399/1314	List of businesses either Ltd or PLC that have become liable for business rates between 1st Feb 2014 to 15th Feb 2014	Revenues	13	Yes

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
14/02/2014	F/400/1314	Information on vehicle fleet list	Streetscene	13	Yes - web link provided
14/02/2014	F/401/1314	Information on living wage	Human Resources & Payroll	14	Partially, some not held
17/02/2014	F/402/1314	Information in relation to insurance services which include motor, property, accident and liability	Finance	18	Yes
17/02/2014	F/403/1314	Information on mobile phones, mobile device management, PSN accreditation, BOYD	ICT, Finance	13	Yes
17/02/2014	F/404/1314	Number of occasions from Jan 1st 2013 to Jan 31st 2014 that reminders were sent to councillors for non-payment of council tax	Customer Service & Improvement (Revenues)	3	No information held
17/02/2014	F/405/1314	Information on recycling from 2009 to 2013	Streetscene	15	Partially - web link provided
17/02/2014	F/406/1314	Information on IT, staff, systems, licences	ICT	15	Yes
17/02/2014	F/407/1314	Information on squatters since introduction of Section 144 (Legal Aid, Sentencing and Punishment of Offenders Act)	Housing, Environmental Health (Residential), Economic Development	15	Partially, some information not held
17/02/2014	F/408/1314	Information on cloud based services	ICT, Leisure	18	Yes

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
17/02/2014	F/409/1314	Spend on purchasing paper plus spend on purchasing/renting/leasing fax and photocopier machines for 11/12, 12/13 and first 6 months of 2013/14	Finance	15	Yes
17/02/2014	F/410/1314	Information on all exchanges with BDC and TM Group (UK) Ltd	Legal (Land Charges)	19	No information held
18/02/2014	F/411/1314	Information on summons and liability orders for business rates and council tax since 2009	Revenues	17	Partially, some clarification sought also
18/02/2014	F/412/1314	Information on spare room subsidy (bedroom tax) appeals since April 2013	Benefits	19	Yes
18/02/2014	F/413/1314	On which sites do we publish public notices	Governance	17	Yes
18/02/2014	F/414/1314	Information on non domestic rate accounts which currently reflect an overpayment	Customer Service & Improvement (Revenues)	3	Yes - web link provided
19/02/2014	F/415/1314	Housing stock owned by BDC that is not geographically within council's boundaries	Housing	16	No information held
19/02/2014	F/416/1314	Information in relation to food sampling by local authority	Environmental Health (Commercial)	16	No information held - DCC function
20/02/2014	F/417/1314	Information on new voluntary agreement for organisations to provide tenant details to water	Customer Service & Improvement	2	No information held

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
		companies	(Housing)		
21/02/2014	F/418/1314	Taxi Public and Private Operators List	Environmental Health (Licensing)	15	Yes
21/02/2014	F/419/1314	Information pertaining to pc's, laptops, tablets and operating systems	ICT	17	Yes
24/02/2014	F/420/1314	Information on various services including domestic violence, community centres, street lighting and leisure and culture services	Housing, Finance	15	Partially, some information not held, some DCC functions
24/02/2014	F/421/1314	List of all commercial properties where a completion notice has been served since 1st January 2010	Revenues	15	Yes
24/02/2014	F/422/1314	List of all establishments which have been granted a licence to keep a breeding establishment for dogs and list of licences granted to keep a pet shop	Environmental Health (Commercial)	15	Yes
25/02/2014	F/423/1314	Details of anyone who has died with no known next of kin from 01/12/13 to date	Customer Service & Improvement (Environmental Health Residential)	2	Yes - web link provided
25/02/2014	F/424/1314	Information on whether BDC has signed up to Governments Homeswap Direct mutual exchange swap scheme or any similar scheme	Housing, Benefits	14	Partially, some information not held
26/02/2014	F/425/1314	Information on council allocation policies	Housing	13	Yes

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
26/02/2014	F/426/1314	Information on housing payments made by direct debit	Housing	13	Yes
26/02/2014	F/427/1314	Has BDC agreed a local plan and how many homes do we aim to build over next 20 years	Planning	13	Yes
26/02/2014	F/428/1314	All commercial ratepayers including addresses authority reference number and current rateable value	Revenues	16	Yes
27/02/2014	F/429/1314	Information concerning swimming pools	Leisure, Finance	16	Partially, some information not held
27/02/2014	F/430/1314	Information on Right to Buy - amount raised through sales from April 1st 2012 to March 31st 2013, amount retained by BDC as their share, number of homes expected to be provided and amount committed to specific projects	Housing, Finance	15	Yes
27/02/2014	F/431/1314	Collection trends and billing mechanisms for various departments	Revenues, Benefits, Housing, Leisure, Finance	17	Partially, some information not held
27/02/2014	F/432/1314	Information on how many residential properties council own, reduction in Housing Benefit due to under occupancy charges, bids for properties, default on rents and Discretionary Housing Payments	Housing, Benefits	18	Partially, some exceeds appropriate limit (Section 12)

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
28/02/2014	F/433/1314	List of Ltd companies/PLC's that have become responsible for NDR between 16th Feb and 28th Feb 2014	Revenues	14	Yes
28/02/2014	F/434/1314	Information on cigarette fines	Environmental Health (Commercial)	14	Yes
03/03/2014	F/435/1314	Information on Business Rates Accounts	Revenues	15	Yes with redactions (personal information)
03/03/2014	F/436/1314	Information on council managed car parks in Bolsover	Economic Development	15	Partially, some information not held
03/03/2014	F/437/1314	Number of laptops owned by BDC that were registered to and /or in the possession of staff members on 1st May 2010 and 1st May 2013 or nearest available dates	ICT	15	Partially, some information not held
03/03/2014	F/438/1314	Information on households who have been relocated from London Counties to Derbyshire (Bolsover) in 2012, 2013 and 2014 to date	Housing	16	Partially, some information not held
05/03/2014	F/439/1314	Copies of Statement of Accounts from 2000 to 2013	Finance	13	Partially, some information available on website, some held in hard copy format only – available to view or a copy to be made at a cost

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
05/03/2014	F/440/1314	Information on the cutting down/pruning of trees on Slayley View Road, Barlborough	Streetscene	14	Partially, some information not held
06/03/2014	F/441/1314	All correspondence in relation to work on the hedge at Slayley View Road, Barlborough including photographs held	Streetscene, Legal, Customer Service & Improvement	13	Yes with redactions for personal information
06/03/2014	F/442/1314	Data on homelessness	Housing	14	Partially, some information not held
06/03/2014	F/443/1314	Update on taxi and private hire vehicle numbers and how many were wheelchair accessible	Environmental Health (Licensing)	14	Yes
07/03/2014	F/444/1314	Copy of agenda and minutes which record appropriation decision in relation to the green at Sherwood Lodge	Legal	13	Yes
07/03/2014	F/445/1314	Information on Homelessness - Supporting People budget for 2010/11, 2011/12, 2012/13 and 2013/14 plus providers of housing related support services for single homeless people	Housing	14	No information held - DCC function
10/03/2014	F/446/1314	Information on parking meters	Customer Service and Improvement	3	No information held

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
10/03/2014	F/447/1314	Information on people dying with no known next of kin from 01/12/13 to date	Customer Service and Improvement (Environmental Health Residential)	3	Yes - web link provided
10/03/2014	F/448/1314	Information on how much was spent on attending MIPIM real estate trading show	Human Resources & Payroll, Property & Estates	15	No information held
11/03/2014	F/449/1314	Information on genealogical companies, probate specialists or genealogy firms that BDC deal with	Environmental Health (Residential)	16	Partially, some information not held, some held on website – web link given
11/03/2014	F/450/1314	How many complaints did BDC receive in relation to dog fouling in years 2008 to 2013	Streetscene	14	Partially, some information not held
11/03/2014	F/451/1314	How much was spent by BDC on securing vacant housing/commercial properties in past financial year and which companies were used to secure sites	Economic Development, Housing	14	Yes
11/03/2014	F/452/1314	Information on mobile phones and laptops and recycling company used under the WEEE directive	ICT, Finance	14	Partially, some clarification sought

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
11/03/2014	F/453/1314	Information on public health funerals	Environmental Health (Residential)	18	Partially, some information not held, some available on the website – web link given
12/03/2014	F/454/1314	Information on servicing of automatic doors	Economic Development	15	Yes
12/03/2014	F/455/1314	Information on Discretionary Housing Payments for 11/12, 12/13, 13/14 and 14/15 - amount given, amount allocated, amount spent and impact of new social size criteria/under occupancy penalty	Benefits	13	Partially, some information not held
13/03/2014	F/456/1314	Information on social size criteria - how many people were under occupying by rooms for working age and non working age prior to April 2013 and as of 1st March 2014	Benefits	15	Partially, some information not held
14/03/2014	F/457/1314	Credits on council tax accounts where liability has ceased	Revenues	15	Yes
14/03/2014	F/458/1314	Information on inspections of houses in multiple occupancy (HMO)	Environmental Health (Residential)	16	Partially, some information not held
14/03/2014	F/459/1314	Information on supply of language professionals specifically British Sign Language	Customer Service & Improvement	3	Yes

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
14/03/2014	F/460/1314	Information on gas boiler installations from 1st January to 31st December 2013 - address boiler was installed and notification date of installation	BCN	16	Yes
17/03/2014	F/461/1314	Information on funding for Disabled Facilities Grants for 2009/10, 2010/11, 2011/12, 2012/13 and 2013/14	Environmental Health (Residential)	17	Yes
17/03/2014	F/462/1314	Information relating to charges to fitness instructors or boot camps for using the open parks and green spaces in the district	Leisure	17	Yes
19/03/2014	F/463/1314	Information in relation to construction procurement activities over the past 12 months	Economic Development (Estates & Property), Finance, Procurement	15	Partially, some information not held
19/03/2014	F/464/1314	Information on vacant properties, level of housing and community stock plus any medium to large scale regeneration projects budgeted for next financial year	Revenues, Housing, Housing Strategy, Economic Development, Leisure	18	Partially, some information not held
21/03/2014	F/465/1314	List of all current non domestic rate limited companies in our area	Revenues	2	Yes with redactions (personal information)
24/03/2014	F/466/1314	How many licensed Betting Offices were licensed in the borough in each year from 2007 to 2013	Environmental Health (Licensing)	13	Yes

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
24/03/2014	F/467/1314	Public toilet provision within the district	Economic Development	13	No information held
25/03/2014	F/468/1314	List of all Ltd companies and PLC's that have become liable for business rates between 1st March 2014 and 24th March 2014	Revenues	12	Yes
25/03/2014	F/469/1314	Information on ICT Strategy, Departmental Business Plan, Technical Strategy, Structure, capital budgets and programmes, the Lead Member for ICT	ICT	12	Partially, some information not held, some available on the website – link given
26/03/2014	F/470/1314	Various information relating to insurance	Finance	11	Partially, some information not held
27/03/2014	F/471/1314	Total ICT budget for most recent financial year. Annual cost of contracts for hosting and maintenance of council's website and number of unique web visitors per month from March 2013 to February 2014	ICT, Customer Service & Improvement	10	Yes
28/03/2014	F/472/1314	Update on information provided in August 2013 on the allocation of Section 106 monies relating to Doe Lea	Leisure	11	Yes
28/03/2014	F/473/1314	Council tax collection rates for 2013/14 as at 31st March 2014 and some information for protected claimants and non protected claimants	Revenues	9	Partially, some information not held

Table C: Freedom of Information Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Request Sent To	No of Work Days	Information Released
31/03/2014	F/474/1314	Confirmation on when sale of Sherwood Lodge site to Morrisons will complete, long stop date applicable to planning consent for demolition, criteria applied to Sherwood Lodge which resulted on it being placed on list of buildings of merit and why English Heritage was invited to assist in the proposal to dispose of Sherwood Lodge	Legal, Planning	11	Partially, some information not held
31/03/2014	F/475/1314	Information on social media policy/guidelines	Human Resources, ICT	12	Partially, some information not held

Table D: Environmental Information Regulations Requests Summary October to March 2014

Date Received	Reference	Summary of Request	Departments Sent To	No of work days	Information Released
01/10/13	E/42/1314	Information in relation to high hedge disputes undertaken by authority in response to complaints made under Part 8 of the Anti-social behaviour Act 2003	Planning	7	Partially, some information not held

**Table D: Environmental Information Regulations Requests Summary
October to March 2014**

Date Received	Reference	Summary of Request	Departments Sent To	No of work days	Information Released
15/10/13	E/45/1314	Information in relation to masts and antennas in area pertaining to Mobile Operators Association Annual Rollout Plan	Planning	11	Yes
25/10/13	E/48/1314	Correspondence received in relation to reptile survey that took place in fields to the right of Steel Lane	Planning	11	No information held
04/11/13	E/49/1314	Questions in relation to planning documents for listed building consent to demolish Former New Bolsover Wesleyan Methodist Church	Planning	13	Partially, some information not held
08/11/13	E/51/1314	Information on council owned wind turbines	Planning, Regeneration	18	Partially, some information not held
14/11/13	E/54/1314	Information as to whether any land in area is registered as Common land or town or village green under the Commons Registration Act 1965 or the Commons Act 2006	Legal	12	No information held - DCC registration authority
14/11/13	E/55/1314	Details on land required for public purpose	Legal	13	Yes
14/11/13	E/56/1314	Land to be acquired for roadworks	Legal, Regeneration	13	No information held
14/11/13	E/57/1314	Contaminated land sites	Strategy & Performance (Environmental Health)	3	Yes referred to Publication Scheme

**Table D: Environmental Information Regulations Requests Summary
October to March 2014**

Date Received	Reference	Summary of Request	Departments Sent To	No of work days	Information Released
26/11/13	E/60/1314	Information on climate adaptation	Planning, Environmental Health, Regeneration	10	Yes available on website
16/12/13	E/64/1314	Information on Radon in drinking water	Environmental Health (Commercial)	5	Yes
06/01/14	E/66/1314	Copies of all correspondence between BDC and Land Registry concerning The Land Registry Prototype for Local Land Charges since 1st January 2012 to 6th January 2013	Legal (Land Charges)	4	No information held
07/01/14	E/68/1314	Full details of all verbal and written correspondence between BDC and Secretary of State after planning was passed for Sherwood Lodge by Planning Committee and then full council and the resolution of these meetings were passed to Secretary of State	Planning	17	Partially, some information not held
17/01/14	E/73/1314	Future expected housing numbers from identified sites for Bolsover area for next 20 years.	Planning	n/a	21/01/14 Request withdrawn
23/01/14	E/75/1314	Planning information on the trees that remain after the re-development of Sherwood Lodge	Planning	12	Partially, some information available on website
23/01/14	E/76/1314	Which parts of land to south of Creswell Model Village are owned by BDC	Legal, Streetscene	12	Partially, some information not held

**Table D: Environmental Information Regulations Requests Summary
October to March 2014**

Date Received	Reference	Summary of Request	Departments Sent To	No of work days	Information Released
23/01/14	E/77/1314	Information on the pruning and felling of trees	Planning, Streetscene	12	Partially, some information not held
05/02/14	E/80/1314	Is any of land in our area registered as common land or town or village green under the Commons Registration Action 1965 or the Commons Act 2006	Strategy & Performance (Legal)	3	No information held - DCC function
14/02/14	E/82/1314	All documentation pertaining to land located to south west of Southfield Lane, Whitwell, for last 12 months that is owned by the Homes and Communities Agency and recently subject to a planning application by Alkane Energy plc	Planning, Economic Development, Estates/Property	20	Partially, some released with redactions for personal information, some exempt under exceptions Regulation 12(5)(e) (Confidentiality of Commercial or industrial information), Regulation 12(5)(b) (Course of justice and inquiries), Regulation 12(4)(e) (Internal Communications)

**Table D: Environmental Information Regulations Requests Summary
October to March 2014**

Date Received	Reference	Summary of Request	Departments Sent To	No of work days	Information Released
19/02/14	E/85/1314	Information on planning applications/permissions granted for new residential developments above 10 dwellings from 1st January 2000 to present that have been subject to a Section 106 agreement	Planning	18	Partially - list provided, some information available on website
19/02/14	E/86/1314	The amount of Compulsory Purchase Orders on council owned land and whether there have been any other CPO's within council in last 2 years and outcome	Legal, Economic Development	17	No information held
21/02/14	E/87/1314	Information on applications for planning permissions made from 1st January 2013 to 31st December 2013	Planning	19	Yes
27/02/14	E/89/1314	Details of any entries entered on the Building Control Register for 4 Helpston Close, Westhouses, Alfreton, DE55 5AX	BCN	15	Yes and further clarification sought
10/03/14	E/91/1314	Information on each and every change to planning details regarding the development of Sherwood Lodge since the original planning was passed	Planning	15	Yes - information available on website – link given

Bolsover District Council

Executive

13th May 2014

Medium Term Financial Plan

Report of the Executive Director - Operations

This report is public.

Purpose of the Report

- To seek Executive's approval for the creation of two posts shared with North East Derbyshire in order to facilitate the delivery of the Council's Transformation Agenda. The approval of these posts is essential to provide the capacity which is necessary in order to enable the two authorities to secure the efficiencies that can be realised by securing improvements in our business processes. The posts concerned have already been recommended for approval to both Councils by the Strategic Alliance Joint Committee at its meeting on 23rd April 2014.
- Secondly, to secure the approval of Executive for a simplification in the number and purpose of the reserves held by the Council which will make our accountancy arrangements both simpler and more transparent.
- Thirdly, for Executive to note an update in respect of the proposed procurement arrangements for securing new banking arrangements following the withdrawal of the Co-op bank from the local authority sector.

1 Report Details

Customer Services and Improvement

- 1.1 Members will recall that Council at its meeting of 30th October 2013 agreed the procurement of a new customer information system (CIS). The system was acquired in order to streamline business processes and to facilitate joint working across the two Councils where appropriate. The initial implementation targets have been met with the contact centre scripts in place and Environmental Health and Street Scene fully operational by April 2014. Having successfully completed the initial implementation it was always envisaged that Strategic Alliance would utilise the Firmstep product as a platform for operating common business process applications across both Councils.
- 1.2 At the time of the original report the Council agreed to put in place short term arrangements for the delivery of the project including an interim budget funded from Efficiency grant. Having successfully completed the first stage implementation and demonstrated that the Firmstep product provides a robust software platform officers are of the view that it is now appropriate to move forward to the second phase. This phase will see the Firmstep solution rolled out across the Council with the main advantages being:

- Ending the requirement for paper forms
- Ending the need to send paper documents between different locations saving on cost, time and minimising the risk of information security breaches
- Integrate the CIS system into other systems of the Council removing the requirement to manually key data into another Council system.
- Publish forms to the website so customers can complete them online thus allowing customers a choice between accessing services through the internet, visiting the Council or phoning the contact centre.

1.3 Members have previously agreed a detailed Transformation Programme with the delivery of this agenda being dependent upon increasing the use of the Firmstep product. As outlined in the original report to Council in order to roll out the software it will be necessary to resource the implementation team beyond the period of the initial project plan which comes to an end in June 2014. As part of the phase 1 project the post of CIS (Customer Information System) Developer was established on a temporary basis. It is now necessary to agree that this post be established as a joint post across the two authorities on a full time basis. The post is currently funded on a full time basis until the end of June 2014 and this will need to be made into a permanent established post. In respect of the period until the end of the current financial year the post will continue to be funded by Efficiency Grant. From 2015/16 it will need to be funded from within mainstream budgets. Given that this post will be an additional post on the Staffing Establishment of Bolsover District Council it will be necessary to refer this report to Council in order to secure agreement to this recommendation.

1.4 One of the issues identified during phase 1 has been the limited availability of resources to carry out the integration between the CIS and back office systems. This requires specialist IT skills and knowledge above those of the CIS Developer. Two existing Application Development Officers within the ICT team have undertaken the phase 1 work but this has meant other projects being delayed. In order to address short term issues in capacity it is recommended that a temporary post of Business Development Officer is established. Integration between systems is essential to securing the efficiencies that will arise from the transformation programme and can also save on the cost of expensive connectors from other suppliers. A job description has been created for the Business Developer Officer post based on those already in existence within ICT and the likely resource implication is up to £35,000 including overheads subject to Job Evaluation. The temporary 18 month post will be on the NEDDC establishment. Funding is already identified within the CIS budget already approved at each Council. The post would be line managed by the Business Development Manager in close liaison with the Project Manager (Joint Assistant Director – Customer Service and Improvement).

Managing the Council's Earmarked Reserves

1.5. In common with all other local authorities Bolsover District Council has two main revenue accounts with associated financial reserves which are the General Fund and the Housing Revenue Account. The funding in these balances is not earmarked for any purpose but is available to help the Council manage a position where income fell significantly below the budgeted level or expenditure increased significantly above the anticipated level. General financial reserves are necessary in order to allow the Council time to adjust in the case of unforeseen budget pressures

and they are available in the short term to enable the Council to avoid expenditure reduction which otherwise would have an immediate and major adverse impact upon local communities.

- 1.6 In addition to these general reserves the Council has maintained a number of earmarked reserves which are available for specific purposes. Currently the Council has fifteen earmarked reserves, five of which it is anticipated will contain less than £50,000 at the end of last financial year (2013/14). The existence of such a large number of reserves unnecessarily complicates the Council's financial accounts and makes them less transparent to both Elected Members and local residents. Accordingly it is proposed that the Council takes steps to simplify the number of earmarked reserves as part of the process of closing the 2013/14 final accounts.
- 1.7 The major change that is proposed is that the Transformation Reserve should be merged with the Transition Grant Reserve with the new reserve retaining the title of the Transformation Reserve. In addition it is recommended that the Efficiency Reward Grant of some £0.25m together with any of the 2013/14 Efficiency Grant which remains unspent at the year end is transferred into the transformation reserve. Given that the 2013/14 Efficiency Grant underspend will be required to meet contractual commitments the Council should have a sum in the order of £2m available for additional investment. The purpose of this reserve will be to support Invest to Save projects which generate ongoing revenue efficiencies. It will be an investment fund to secure efficiencies which will help reduce the Council's underlying base budget in line with the ongoing reduction in the level of resources and in particular to support the type of initiatives such as property rationalisation and shared services which were significant themes within the Government's Efficiency Grant criteria.
- 1.8 With respect to the five funds which contain less than £50,000 it is recommended that the future of these funds be considered as part of the process of closing the 2013/14 financial accounts with the Chief Financial Officer determining which of these funds should be closed or merged with other reserves. Any such decision would be reported to Members as part of the closedown process in respect of the 2013/14 final accounts.

Councils Banking Arrangements

- 1.9 Members will be aware that the Council's bank (the Co-operative Bank) has indicated that in the future it will no longer be providing banking services to local government. All existing contracts will be honoured and during the run off period of these contracts should a council wish to transfer to a new provider then they are free to do so without any contractual penalties. The Council's existing contract with the Co-operative bank runs until March 2017. Officers had indicated in the Treasury Management Strategy report taken to Council on 12th February 2014 that the plan was to undertake a banking tender exercise that commenced in February 2015 with a view to a 1st September 2015 changeover date.
- 1.10 Since that report it has become increasingly apparent that the Co-operative bank would prefer a shorter run off period for all local authorities to leave existing contracts, there continues to be treasury management advice not to place any investments or leave any overnight cash balances with the Co-operative bank and recent press articles seem to indicate an increased level of risk with the bank. It is

also noted that the number of staff employed by the Co-operative bank continues to be reduced which at some stage may impact on the support we receive as part of the existing contract.

1.11 Officers have carefully considered the position and have reached a conclusion that it would be preferable for the Council to undertake the tender exercise at a much earlier point than originally planned. Officers have also held discussions with neighbouring councils to seek their views and opinions on the current position. These discussions also showed that the majority of these Councils would be looking to undertake a bank tender exercise in the near future. As a result officers have explored the option of a Group Tender exercise between interested Councils. A group tender option will secure a shared procurement cost, ensure we meet European tendering regulations and potentially deliver greater banking cost savings to each Council. The five Councils listed below have expressed a wish to participate in a group tender exercise:

- Bolsover District Council
- Chesterfield Borough Council
- Derbyshire Dales District Council
- Erewash Borough Council
- North East Derbyshire District Council

1.12 To facilitate the tender exercise the interested Councils have looked at appointing independent specialised support to assist with the tender procurement which will ensure we conform to European tendering requirements (OJEU). The specialist support will be requested to prepare the group tender document and OJEU notice, prepare the evaluation forms, score cards and methodology. The specialised support will also be requested to undertake a review of our existing banking arrangements and card services to identify any areas for improvement and discuss potential solutions which, where appropriate, will be included in the subsequent tender documents.

1.13 This area of work has a limited number of companies/consultants that offer these services. Two companies were considered and following a presentation and review of their proposals one company was the preferred choice of the five Councils. In summary – the company will be required to review the current transactional banking arrangements of each of organisation and to undertake a formal tender on behalf of all the participants. The cost to each Council is £2,800 plus travel expenses.

1.14 Following further discussions between the interested Councils a proposed timetable has been agreed which would commence the exercise in May 2014 and conclude in mid September 2014 with the appointment of a single bank who will deliver the same banking services model to each Council involved in the tender, recognising that there will be some differences in requirements.

2 Conclusions and Reasons for Recommendation

- 2.1 To improve the service that the Council offers to local residents while securing the financial efficiencies necessary to operate effectively against a background of ongoing reductions in the level of central government financial support for local authorities.
- 2.2 To simplify the Council's accounting arrangements in respect of its financial reserves to aid completion of accounting statements and to facilitate an easier understanding of the Council's financial position.
- 2.3 To ensure that the Council continues to have appropriate banking arrangements in place.

3 Consultation and Equality Impact

- 3.1 The proposals within this report are concerned with securing more efficient Council services by a range of business process reviews in order to secure effective utilisation of the CRM software. Secondly, they are proposing a simplification of the Council's accounting arrangements. Thirdly, they are proposing going out to tender for banking services. All of the proposals are essentially concerned with implementing mechanisms designed to secure more cost effective services and do not directly impact upon the Council's priorities or services to residents. Accordingly they do not have a direct impact upon equalities and there would not appear to be any purpose served by a formal process of consultation in respect of any of these proposals.
- 3.2 While the report does not have any direct impact at this stage it is clearly possible that proposals that emerge from the business process reviews will have a direct impact upon either residents or employees. Where this is the case appropriate consultation will be undertaken.

4 Alternative Options and Reasons for Rejection

- 4.1 With regard to the proposed additional resources to facilitate business process review the main option is a do nothing option. If this were the option chosen then the full potential value of the investment made in Firmstep software will not be secured. Likewise, it would be more difficult to secure improved efficiency in services which would place greater workloads on staff and make it increasingly difficult to resource the current level of Council services.
- 4.2 With regard to the proposals in respect of simplifying the Council's accounting treatment of reserves and balances there is a 'do nothing' option. This would both create additional work and complicate the understanding of the Council's account. Neither are considered to be desirable options. The main option proposed is that of merging a number of existing reserves into the Transformation reserve and making it clear that the Transformation reserve has as its overriding purpose the support of Invest to Save schemes which will help to ensure the Council's medium term financial sustainability. Given that this reflects the agreed priorities of the Council

the proposed revised accounting arrangements in respect of financial reserves would appear to be the most appropriate option to choose.

- 4.3 With respect to the tendering of our banking arrangements there is little option but to pursue this course of action given that the Co-Op our existing bank have formally notified the all Council's that they are withdrawing from local authority banking. Officers now consider that it is appropriate to procure alternative arrangements on the timescales as set out within this report.

5 Implications

5.1 Finance and Risk Implications

- In overall terms the proposals set out within this report are aimed at reducing costs, increasing income or improving the level of services available to local residents. These measures help to mitigate the Strategic Risk that the Council will be unable to balance its budget and that local residents will see a decline in the quality of services delivered by the Council.
- Financial implications are covered throughout the report. The costs of the proposed 18 month post of Business Developer Officer (amounting to up to £17,500 p.a. for this Council) will be met from a combination of Efficiency Grant or Earmarked Reserves. The post of Customer Information Systems developer (amounting to some £12,000 p.a for this Council) will be met from the Efficiency Grant in respect of the current financial year and will be incorporated within mainstream budgets in future financial years.
- There are no additional financial implications arising from the proposals in respect of the simplification of the Council's financial reserves as this proposal will simply change the presentation of the items concerned.
- Finally it is intended that the cost of £2,800 plus travelling expenses for undertaking the banking tender will be met from within the existing budget for bank charges. Executive should, however, note that this budget will need to be adjusted to reflect the outcome of the procurement exercise as the bank selected is unlikely to secure the contract at a price which exactly mirrors that of the Co-op Bank under its current contract.

5.2 Legal Implications including Data Protection

There are no Legal or Data Protection issues arising directly from this report. The proposal to enhance the Council's capacity to undertake Business Process reviews does, however, imply that some of the Council's key processes will be subject to review and proposed change. As part of the process of review and proposed improvement officers will ensure that any proposals at least maintain – and where possible enhance – our Data Protection arrangements.

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 Customer Information Systems developer as outlined within this report at an estimated annual cost of £12,000 p.a. (to this Council) be added to the Council's staffing establishment with the post to be funded from Efficiency Grant in 2014/15 and from mainstream budgets in future financial years.
- 6.2 That Executive approve that Bolsover District Council agree to fund 50% of the costs of the post of Business Developer Officer (amounting to up to £17,500 p.a. for this Council) to be hosted by North East Derbyshire for a period of 18 months, with the post to be funded by Efficiency Grant or other earmarked financial reserves.
- 6.3 That Executive approves the recommendation that the Transition Grant Reserve, the Efficiency Reward Grant Bonus , together with any 2013/14 Efficiency Grant to be carried forward into 2014/15 be transferred into the Transformation Grant Reserve with these resources to be earmarked to funding Invest to Save expenditure which reduces the Council's underlying base budget.
- 6.4 That Executive notes that the Chief Financial Officer will authorise measures designed to simplify and reduce the number of financial reserves under £50,000 held by the Council as part of the process of closing the 2013/14 Financial Accounts, with the position to be reported to Members as part of the Financial Outturn reporting process.
- 6.5 That Executive notes and recommends that Council be advised of the updated position in respect of the proposed procurement route for securing a new supplier of banking services to replace the Co-op Bank which no longer wishes to be a supplier of banking to local authorities.

7 Decision Information

Is the decision a Key Decision? (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
District Wards Affected	All.
Links to Corporate Plan priorities or Policy Framework	Customer Focussed Services – Providing Excellent customer focussed services. Strategic Organisational Development – Continually improving our organisation

8 Document Information

Appendix No	Title
N/A	
<p>Background Papers (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)</p>	
<p>Growth and Transformation Programme – Process Optimisation Report (Strategic Alliance Joint Committee 23/4/14), Treasury Management Strategy report 2014/15 to 2016/17 (Council 12/2/14)</p>	
Report Author	Contact Number
<p>Assistant Director Finance, Revenues and Benefits. Executive Director - Operations</p>	<p>7078 / 2431</p>

Report Reference –



The Arc
High Street
Clowne
Derbyshire
S43 4JY

EXECUTIVE

13 MAY 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:

Former Tenancy Arrears

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

Public Realm Tender

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 business affairs of the authority.

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

W. Lumley BSc, FCCA,
Chief Executive Officer
2 May 2014

EXECUTIVE

Minutes of a meeting of the Executive held in Chamber Suites 1 and 2, The Arc, Clowne, on Monday, 14 April 2014 at 1000 hours.

PRESENT:-

Councillor E Watts in the Chair

Members:-

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

Officers:-

W Lumley (Chief Executive Officer), B Mason (Executive Director - Operations), P Hackett (Executive Director - Transformation), J Fieldsend (Senior Principal Solicitor), P Campbell (Head of Housing), G Galloway (Building and Contracts Manager), M Kane (Governance Manager), S Chambers (Communications Manager) and L Cheong (Acting Scrutiny Officer)

1002. APOLOGIES FOR ABSENCE

There were no apologies for absence given at the meeting.

1003. URGENT ITEMS OF BUSINESS

There were no items of urgent business.

1004. DECLARATIONS OF INTEREST

Councillor A Tomlinson declared a non significant other interest in item 8 on the agenda, Local Enterprise Growth Initiative, arising from his membership of the LEGI Board.

1005. MINUTES OF EXECUTIVE HELD ON 17 MARCH 2014

Moved by Councillor E Watts and seconded by Councillor A Tomlinson.

RESOLVED that the minutes of the meeting of Executive held on 17 March 2014 be approved as a correct record and signed by the Chairman.

(Governance Manager)

1006. RECOMMENDED ITEMS FROM OTHER STANDING COMMITTEES

Use of Consultants Action Plan

Executive considered an item that had been referred by the Improvement Scrutiny Committee on 24 February 2014 in connection with the Use of Consultants Action Plan.

EXECUTIVE

Executive was advised of a review of the Council's Use of Consultants which had been undertaken by Scrutiny over the previous two municipal years. This review had culminated in three recommendations:-

- (1) To establish a system to ensure that the engagement of consultants was 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.
- (2) To ensure that steps were put in place to improve the recording of expenditure on agency staff, software purchases, hired/contract services and professional/consultancy fees so that it was easier to analyse and monitor trends.
- (3) To revisit the Use of Consultants Review when effective "sort " mechanisms were in place to allow an assessment of the costs of "bought in" services, sorted by commissioning officer and department.

The first two of these recommendations were signed off as complete. As part of the third recommendation it was proposed that the Council's Use of Consultants be looked at on an annual basis by Scrutiny.

Executive discussed the recommendation and felt that a bi-annual review would be a more efficient use of Scrutiny time and resources.

Moved by Councillor E Watts and seconded by Councillor B Murray-Carr.

RESOLVED that:-

- (1) The Council's Use of Consultants be scrutinised on a bi-annual basis.
- (2) Scrutiny's attention be drawn to any changes relating to the review, where appropriate.

REASON FOR DECISION: To enable Executive to consider a recommendation of the Improvement Scrutiny Committee.

OTHER OPTIONS CONSIDERED: To undertake a review on an annual basis.
(Acting Scrutiny Officer)

1007. ANNUAL REVIEW OF THE SINGLE EQUALITY SCHEME 2011-2015

Executive considered a report of the Assistant Director – Customer Service and Improvement, which presented the annual review of the Single Equality Scheme.

EXECUTIVE

Executive was advised that public bodies such as the Council had legal duties relating to equality which were specified in the Equality Act 2010. The Council's Single Equality Scheme assisted the Council in meeting these duties by setting out the Council's equality objectives and the steps it would take to achieve them. The objectives were set in 2011 with the involvement of local interest groups.

This third annual review of the Scheme evidenced the progress made in 2013-2014.

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

RESOLVED that the third Annual Review of the Single Equality Scheme be approved, in compliance with the Council's statutory responsibilities, prior to information being made available to the public.

REASON FOR DECISION: For Executive to consider the third Annual Review of the Single Equality Scheme.

OTHER OPTIONS CONSIDERED: None.
(Equalities Officer)

1008. SHEFFIELD CITY REGION COMBINED AUTHORITY

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

RESOLVED that the Leader be appointed as the Council's representative on the Sheffield City Region Combined Authority with the Deputy Leader as substitute.

(Governance Manager)

1009. LOCAL ENTERPRISE GROWTH INITIATIVE

Executive considered a report of the Senior Principal Solicitor which dealt with a number of outstanding issues resulting from the expiry of the Local Enterprise Growth Initiative Partnership (LEGI) Agreement between Bolsover District Council, Ashfield District Council and Mansfield District Council.

Executive was advised that the Council had entered into the Partnership and Alliance for Enterprise structure in 2006 to deal with ERDF grant funding. The Council was joined in the partnership by Ashfield and Mansfield in 2007, with Ashfield acting at the accountable body.

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".

EXECUTIVE

The Partnership Agreement expired on 31 March 2013, however, Ashfield District Council were 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 the LEGI's successor organisation, LEO (Derby and Nottingham), for use in accordance with the original grant objectives.

As the Partnership Agreement had expired there was 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.

Moved by Councillor E Watts and seconded by Councillor A Syrett.

RESOLVED that:-

- (1) The payment of any residual LEGI monies held by Ashfield District Council to LEO (Derby and Nottingham) be approved.
- (2) The Chief Executive Officer be authorised to take any further action in relation to former LEGI in consultation with the Leader or Deputy Leader of the Council.

REASON FOR DECISION: To resolve outstanding issues relating to LEGI.

OTHER OPTIONS CONSIDERED: None.
(Senior Principal Solicitor)

1010. HOUSING QUARTERLY REPORT

Executive considered a report of the Head of Housing which provided a quarterly update on performance in the Housing Service.

The report set out the current position in respect of a number of issues, including rent arrears, allocations, repairs, gas servicing, stock condition survey and Supporting People. Statistical data relating to rent arrears, repairs, customer feedback, gas servicing and the waiting list was also appended to the report for members' information.

Members considered the report and raised a number of issues. It was felt that there should be more co-ordination between the Council and the Citizen's Advice Bureau around issues such as the cost of court proceedings. An officer from Housing was also requested to attend the Council's Welfare Reform and Advice Agency Groups on a regular basis. The Portfolio Holders for Social Inclusion and for Housing would discuss and take this forward.

Moved by Councillor K Reid and seconded by Councillor D Kelly.

RESOLVED that the contents of the report giving quarterly information in respect of the Housing Service be noted.

EXECUTIVE

REASONS FOR DECISION: To apprise members of recent developments.

OTHER OPTIONS CONSIDERED: None
(Head of Housing)

1011. ASBESTOS MANAGEMENT WITHIN BDC HOUSING STOCK

Executive considered a report of the Executive Director – Operations, which provided feedback regarding the management of asbestos within the Council's housing stock and set out reasons as to why the Council did not immediately remove all asbestos type materials once they had been identified.

Executive was advised that back in 2009 a decision was taken to carry out and complete 100% asbestos management surveys for all the Council's domestic properties. Currently 25% of properties had been surveyed, with a further 5% undertaken each year and the results of this were included in an asbestos database detailing all the asbestos surveys undertaken.

From the information gathered so far the Council understands that asbestos within domestic properties is uncommon and consequently possesses low risk.

Once asbestos had been identified in a property it was a legal requirement that it be re-inspected each year to ensure that it remained safe and had not deteriorated in any way. Any asbestos that did deteriorate, been damaged or could be a danger to the tenant and other parties was removed as a matter of urgency. Asbestos containing materials such as gutters, soffits and rainwater goods were not removed as a matter of course but monitored annually and only removed if they posed a risk as a result of deterioration or damage.

It was generally considered that to remove undamaged asbestos was likely to pose greater risk than the policy of actively managing asbestos that had been identified. This was particularly the case where asbestos was located within the property and tenants were in occupation. Asbestos was removed where a property was void as it was felt more realistic to implement appropriate removal strategies safely when a house was unfurnished and not occupied.

While there was no legal obligation to inform tenants of any asbestos containing materials within their homes, the Council had taken the pro-active decision to increase awareness and reduce the potential risk. Accordingly, a booklet had been posted to all tenants last year and the response from tenants was positive.

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

RESOLVED that the report on asbestos management within BDC Housing Stock be noted.

REASON FOR DECISION: As set out in paragraphs 2.1 to 2.2 of the report.

EXECUTIVE

OTHER OPTIONS CONSIDERED: As set out in paragraph 4.1 of the report.
(Executive Director - Operations)

1012. MEDIUM TERM FINANCIAL PLAN

Executive considered a report of the Executive Director – Operations which sought support for a partnership initiative to create a temporary community cohesion post working in Shirebrook to help resolve issues around growing tensions within the local community.

Executive were advised of the increasing evidence of tension within the Shirebrook Community where a range of issues including organised fly tipping, littering, burning of rubbish, street drinking, road safety/transportation, rogue landlords and overcrowding had been reported. These and similar allegations were promoting mistrust and misunderstanding between local communities.

In response the Community Safety Partnership working with the local community, the Police and Health had taken the view that an Outreach/Migrant worker would be the most appropriate way forward to address the issues and reduce tensions.

On the basis of current information it was estimated that the post would require a salary of up to £30,000 p.a. with on costs (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 regarded the problem was that all had offered to make a financial contribution to funding the post.

Details of the funding contributions and implications were set out in the report and discussed at the meeting. A copy of the job outline was attached as an appendix to the report.

Moved by Councillor E Watts and seconded by Councillor A Tomlinson.

RESOLVED that:

- (1) Executive recommend to Council 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 the report in order to assist in addressing growing community tensions in the Shirebrook area.
- (2) 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.

REASON FOR DECISION: To help address the growing levels of community tension within the Shirebrook area.

OTHER OPTIONS CONSIDERED: Set out at paragraph 4.1 of the report.
(Executive Director - Operations)

EXECUTIVE

1013. 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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in the stated Paragraph 1, 3 and 4 of Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.

1014. EXEMPT – PARAGRAPH 3 50kWh SOLAR ELECTRICITY SYSTEM FOR THE ARC, CLOWNE: EFFICIENCY EAST MIDLANDS FRAMEWORK TENDER RETURN

Executive considered a report of the Executive Director – Transformation, which sought approval for a variation in price following the tender process for a 50kWh photovoltaic system to be installed on The Arc, Clowne. The report also explained why the changes in price had occurred and sought to appoint a successful tender company to undertake the works.

Details of the tender process were out in the report.

The scheme was expected to return 280% on what would be paid, generating a surplus of over £100,000. In addition, the savings to the Council in terms of electricity not taken from the grid would amount to almost £500,000 during the lifetime of the Feed-in-Tariff and a further amount from the deemed Export Tariff.

Moved by Councillor E Watts and seconded by Councillor A Syrett.

RESOLVED that:-

- (1) The required budget of £77,525 be allocated for the project from the Efficiency Fund.
- (2) NWS be appointed as the winning tender and be awarded the contract for the project following the tender process.

REASONS FOR DECISION: As set out in paragraph 2.1 of the report.

OTHER OPTIONS CONSIDERED: As set out in paragraph 4.1 and 4.2 of the report.
(Executive Director – Transformation)

1015. EXEMPT – PARAGRAPH 3 INCREASES TO CONTRACT SUMS TO ENABLE ADDITIONAL WORK TO BE CARRIED OUT WITHIN EXISTING BUDGETS

EXECUTIVE

Executive considered a report which sought authority to vary four contract sums for projects within the Council. This was in accordance with the Council's financial regulations and related to the Kitchen Replacement Contract 2011-14, the Clowne Refurbishment Contract, External Improvement Works on Devonshire Street, New Houghton and Whaley Phase II.

Moved by Councillor A Tomlinson and seconded by Councillor E Watts.

RESOLVED that members approve the variation of contract sums as set out in the report.

REASONS FOR DECISION: In order to make best use of Council resources.

OTHER OPTIONS CONSIDERED: None.
(Building and Contracts Manager)

**1016. EXEMPT – PARAGRAPH 3
ITEM REFERRED FROM SAFE AND INCLUSIVE SCRUTINY
COMMITTEE, 9 APRIL 2014**

Executive considered a report of the Governance Manager which set out the outcome of a recent call-in in relation to Minute No 0949 on Leisure Priority Areas for Consideration.

The item had been called-in in accordance with Scrutiny Procedure Rules and considered at the next available meeting of the relevant Scrutiny Committee. The outcome of the Call-In was that the Scrutiny Committee endorsed Executive's decision and decided to take no further action.

The decision in relation to Minute No 0949 became effective immediately.

RESOLVED that the outcome of the recent meeting of the Safe and Inclusive Scrutiny Committee in relation to Minute No 0949 be noted.

REASON FOR DECISION: To enable the Executive to consider the outcome of a recent Call-In.

OTHER OPTIONS CONSIDERED: The Scrutiny Committee could have referred the matter back to the decision making body or to Council but chose not to do so.
(Executive Director - Transformation)

The meeting concluded at 1115 hours.

Executive Mins (BDC) (0414) 2014/AJD