



The Arc
High Street
Clowne
Derbyshire
S43 4JY

Date: 20 November 2015

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the Executive of Bolsover District Council to be held in Chamber Suites 1 and 2 at **The Arc, High Street, Clowne** on **Monday 30 November 2015 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


Assistant Director – Governance & Monitoring Officer
To: Chairman & Members of the Executive

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Chief Executive Officer: Dan Swaine
The Arc, High Street, Clowne, Derbyshire, S43 4JY

EXECUTIVE AGENDA

Monday 30 November 2015 at 1000 hours in
Chamber Suites 1 and 2, The Arc, High Street, Clowne

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 5 October 2015.	Circulated
5	Recommended Items From Other Standing Committees None.	
6	Partnership Funding and Performance Monitoring Report – April to September 2015 Recommendations on page 5	4-6 Separate appendix
7	Corporate Plan Targets Performance Update – July to September 2015 (Q2 – 2015/16) Recommendations on page 9	7-25
8	Introduction of Universal Credit Recommendations on page 29	26-52

9 (KD)	Central Control Procurement <i>Recommendations on page 54</i>	53-55
10	Community Safety Partnership Health-check <i>Recommendations on page 57-58</i>	56-63
11 (KD)	Council Chamber Refurbishment <i>Recommendations on page 66</i>	64-70
12	Strategic Risk Register <i>Recommendations on page 74</i>	71-78
13 (KD)	Revised Budgets 2015/16	To Follow
14 (KD)	Vehicle Replacements Housing Repairs <i>Recommendations on page 82</i>	79-82

PART 2 – EXEMPT ITEMS

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

15 (KD)	Meadow Lane/Park Lane Update <i>Recommendations on page 86</i>	83-87
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Notes for agenda:

Items marked (KD) are all Key Decisions. A Key Decision is an executive decision likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates or which is significant in terms of its effects on communities living or working in an area comprising two or more wards in the District. The Council has decided that income or expenditure of £50,000 or more is significant.

Item 9 is a key decision which was not included on the List of Key Decisions and Exempt Items published 30 October 2015. The Chair of the Healthy, Safe, Clean and Green Scrutiny Committee has been informed under Regulation 10 (general exception) that it is a key decision but that it was impracticable to include it on the List of Key Decisions and Exempt Items dated 30 October 2015 as the withdrawal by the County Council for a new system was unexpected and not foreseen by officers. This withdrawal necessitated a further report to Executive at the earliest opportunity and before it was practicable to give 28 days' notice.

Item 15 is an exempt key decision which was not included on the List of Key Decisions and Exempt Items published 30 October 2015. The Chair of the Growth Scrutiny Committee has been informed under Regulation 10 (general exception) that it is a key decision and has consented to the item being taken in private session under Regulation 5 (procedures prior to private meetings) as the matter is urgent and contains exempt information under Paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended).

Bolsover District Council

Executive

30th November 2015

Partnership Funding and Performance Monitoring Report – April to September 2015

Report of the Chief Executive's & Partnership Manager

This report is public

1 Purpose of the Report

1.1 The attached report titled 'Partnership Funding and Performance Monitoring April to September 2015':

- Reports on key activities that the Partnership Team has been working on between April and September 2015
- Highlights key statistics/trends for the district in relation to three of the Partnership's thematic action groups – Business and Employment, Health and Well-Being, and Raising Aspirations
- Provides an overview of the Council's Grants to Voluntary Organisations programme and the impact of the investment
- Provides case studies highlighting the impact of project activity to local people

2 Report Details

2.1 Please see attached report.

3 Conclusions and Reasons for Recommendation

3.1 To ensure that funding is targeted to best effect.

4 Consultation and Equality Impact

4.1 The Joint Chief Executive Officer and Deputy Leader of the Council have been consulted.

5 Alternative Options and Reasons for Rejection

5.1 None.

6 Implications

None.

7 Finance and Risk Implications

7.1 As detailed in the report.

8 Legal Implications including Data Protection

8.1 None.

9 Human Resources Implications

9.1 None.

10 Recommendations

10.1 That the report be received.

11 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	REGENERATION – Developing healthy, prosperous and sustainable communities, and SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning. The use of Partnership funding affects the wider determinants of Worklessness by commissioning activity that takes account of the effects upon the wellbeing of residents in local communities in respect of their health, wealth and secure employment.

12 Document Information

Appendix No	Title
	Partnership Funding and Performance Monitoring April to September 2015
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)

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Report Author	Contact Number
Laura Khella Partnership Programme Management Consultant	01246 242302

Report Reference –

Partnership Funding and Performance Monitoring
April to September 2015



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Bolsover Partnership – Overview

Our Vision

“Our Sustainable Community Strategy has a vision of a diverse, healthy, fair and prosperous district, building on the strengths of our industrial past to become a vibrant, thriving community capable of meeting the challenges and the opportunities of the future”

Welcome to Bolsover Partnership’s mid-year Funding and Performance Monitoring Report for 2015/16 covering the period April to September 2015. This report provides an update on all funding streams/activities that are directly managed by the Chief Executives and Partnership Team (CEPT). These are:

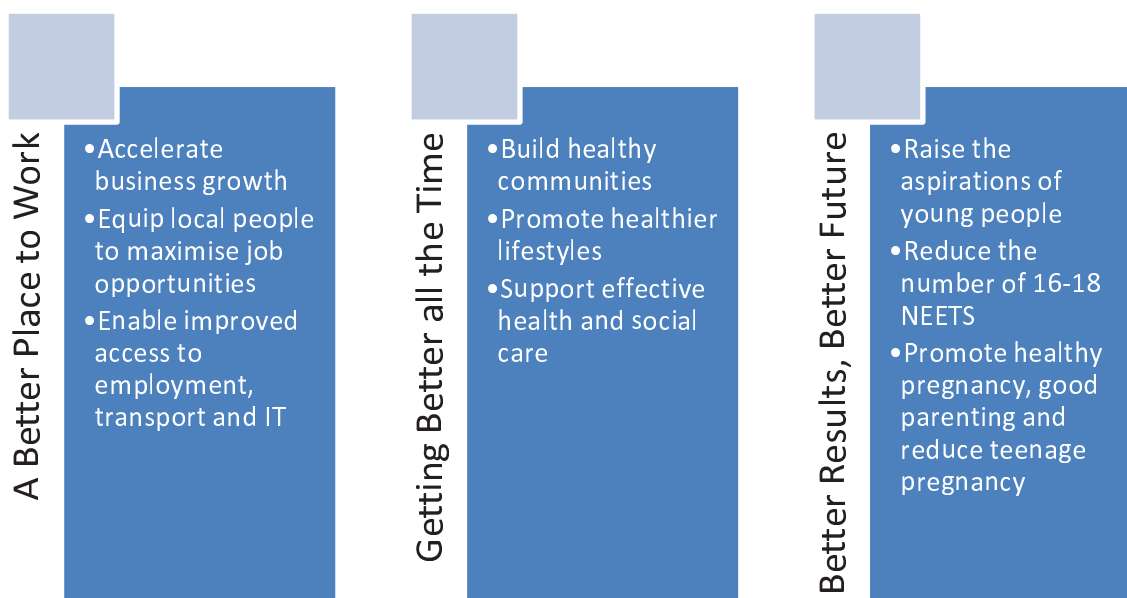


This progress update aims to:

- Report on key activities that the Partnership Team has been working on between April to September 2015
- Highlight key statistics/trends for the district in relation to three of the Partnership’s thematic Action Groups – Business and Employment, Health and Well-Being, and Raising Aspirations
- Provide an overview of the Council’s Grants to Voluntary Organisations programme and the impact of the investment
- Provide case studies highlighting the impact of project activity to local people

Partnership Activities

The CEPT manages a suite of funding streams as detailed on page 3 and these are overseen either by Bolsover Partnership’s Executive Board or Council Executive and, alongside other initiatives that the Partnership is involved with, contribute to the following strategic aims and objectives of the Bolsover Sustainable Community Strategy:



During the period April to September 2015, the following funding streams and amounts were used to deliver the initiatives managed by the CEPT. This demonstrates how the Partnership uses a range of funding opportunities to achieve wide reach and impact.

WNF	Ptnrship Funding Health Priorities	BDC	EU	HWB	Lottery	Other	TOTAL
59,028	10,068	179,243	37,177	74,891	9,135	42,298	414,840

WHAT ARE WE DOING?

Bolsover Partnership and Bolsover District Council are directly funding a number of projects that contribute to this priority:

Traineeship and Apprenticeship Programme

The Council's Traineeship and Apprenticeship programme, aimed at 16 – 17 year olds, commenced in April 2014. 10 Trainees were recruited to undertake a 2 day per week work placement, alongside gaining English, Maths and Employability skills training via Babington Business College for 3 days per week, over a six month period. 7 Trainees completed their work placement and 5 secured Apprenticeship positions within the Council in November. Traineeships are at no cost to the Council, and the Apprenticeships are funded through residual WNF.

A second cohort of 8 Trainees commenced in February 2015. A significant proportion had learning disabilities and/or emotional needs and required additional support to ensure they are able to achieve their functional skills. 7 completed their Traineeship and 4 successfully went on to gain an Apprenticeship with the Council. A further cohort of 10 Trainees commenced in September 2015 including a young lady who is working within the Partnership Team two days a week. It is envisaged that 5 Apprenticeship opportunities will be made available to those that complete their Traineeship in February 2016.

Traineeship/Apprenticeship Programme - Case Study 1

One young lady started her Traineeship with the Council in January 2015 and was referred to us by her advisor at the Job Centre. She is 20 years old and was disengaged from school at a very early age and often getting into trouble with the police for minor incidents. She left school with 6 GCSE's grade D or below. After school she attended college for a year on a Health & Social Care Course but realised early on that it wasn't for her and transferred onto a Painting and Decorating Course, which she enjoyed much more as it was creative and practical.

After leaving college and still having no relevant work experience she took a temporary job in a popcorn factory for 3 months but hated every minute and moved to work in a coffee shop in the kitchen. This job last five months and after a heated debate with her manager was asked to leave. She was then claiming job seekers for 3 months and having no luck finding work until her advisor referred her to the BDC Trainee and Apprenticeship Programme.

During our first meeting she made it clear that she wanted practical work and the opportunity to progress onto an apprenticeship. She started her work experience in February 2015 in Street Services with Grounds Maintenance and during her time on the Traineeship she gained a Level 1 Functional Skills Qualification in Maths and Level 2 in English. In August 2015 she successfully gained an Apprenticeship and is now working towards an NVQ Level 2 in Horticulture. She has recently passed her first probationary review with the Council and feedback from her supervisor and colleagues has been extremely positive; she is working really well with the team and stated during the review that the programme and has given her a purpose, is keeping her out of trouble as well as enjoying the work and the people she works alongside. It is hoped that she will apply for a seasonal job with the Council next spring.

Traineeship/Apprenticeship Programme - Case Study 2

Difficult experiences and leaving school early haven't held Bolsover's Luke Chapman back in his search for employment. Luke's drive and determination led him to complete his Apprenticeship qualifications and is now in his first paid job with Bolsover District Council. Luke was enthusiastic about his new life saying, *"I'm in with a good team and get on really well with them. I love it and the money is the best bit. My mother's really happy with me for having turned my life around after never getting on well at school."*



He explained how he has progressed over the past few years: *"I was kicked out of school when I was about 15 and, although they tried to send me on courses, I never really got on with them. Instead I was going out with my mates and not doing owt. Then I got on to a six month course that included Maths and English – it was a lot better than being at school as, with just a few of us, we got more one-to-one teaching. I passed the course and the teacher chose three of us to go on to the Apprenticeship interview."*

Luke had the chance to do work that really suited him and said, *"I chose refuse collection straight away because it meant working outside and getting the work done early so the rest of the day is my own - so I'm out playing football or going to the gym. It's good being on the team doing the bins round the villages. But there are other sides of the job too: house clearances when people have passed away, delivering new bins, disposal of white goods such as fridges and freezers. There's more to learn like recycling and hazardous waste."*

The future is already looking good for Luke: *"While I was doing my Apprenticeship course, a job came up on a nine month temporary contract. I got through the interview and now I'm hoping that I can move to a permanent contract later this year and I'll have completed my Apprenticeship too."*

Budget Buddies

Release, a small charity based in South Normanton providing financial capability work, delivered a 12 month 'Budget Buddies' pilot project in Clowne and South Normanton/Pinxton. The project recruits and develops active buddies that work in a voluntary capacity to support people to manage their finances more effectively either through face-to-face, telephone or email contact. The Buddies signpost to other services that are available locally, and are quality assured through the support of a co-ordinator.

Outputs/outcomes achieved during April to September 2015:

- 100 volunteer hours equating to £1,390 volunteer time
- 12 people reporting improvements in health and well-being (social impact estimated to be £35,280)

Following a successful pilot project, the Partnership's Commissioning Group recommended an extension to the project covering the period October 2015 to September 2017. The approach will essentially continue to be the same but will be delivered across the whole of the district. A minimum of 5 training sessions will be delivered in various locations across the district and a further 20 new Budget Buddies are expected to be recruited, inducted and supported, in addition to the 9 that were recruited through the pilot programme.

Budget Buddies – Case Study 1

The C family - husband, wife and two children - have multiple debts going back many years. The stress has resulted in Mr C not being able to work and claiming Employment Support Allowance. On meeting Mr and Mrs C, their Budget Buddy helped them to prepare a budget and assisted them in undertaking a check of their benefit entitlements. The Budget Buddy also referred Mr and Mrs C to a debt advisor and supported them through this process.

From initially making contact with the Budget Buddies programme in December 2014 to the end of June 2015, a significant proportion of the family's debts have been written off (with the assistance of the debt advisor) and Mr and Mrs C are waiting to hear from the remaining creditors whether the repayment plan is acceptable. The Budget Buddy compiled the budget with Mr and Mrs C and worked with the debt advisor who contacted the creditors.

Outcomes as a result of this intervention include the C family no longer needing to access the food bank, and Mr C applying for a job which he is waiting to hear back from. Mr and Mrs C continue to see their Budget Buddy fortnightly for general support.

Budget Buddies – Case Study 2

Ms D, who is long term unemployed, first contacted the Budget Buddies programme just before Christmas 2014 as she was having difficulty with arrears on her water rates. During the first meeting it became apparent that she had other creditors, but that they were for small amounts, with two priority creditors and four non-priority creditors.

At the second meeting her Budget Buddy helped her to prepare a budget as well as referring her to a Debt Worker, who managed to arrange payments to the creditors which fitted in with Ms D's budget. Regular contact has been maintained with Ms D to ensure she is supported to continue her payments to creditors and keep her finances in check.

A positive outcome for Ms D is that she has started volunteering with a local charity and has been doing this for the last three months; she has also benefited from training provided by the charity.

Bolsover Volunteering Project

Volunteer Centre Chesterfield and North East Derbyshire have a contract with the Partnership to provide outreach support within the district to increase volunteering activity. Support for volunteers is provided on a 1-2-1 basis which includes signposting/matching to volunteering opportunities. The project also identifies and promotes new volunteering opportunities, and provides training and 1-2-1 support to groups/VCS organisations to drive up the quality of volunteering placements within the district.

Outputs/outcomes achieved during April to September 2015:

- 149 engagements with potential volunteers
- 26 new volunteers recruited
- 16 VCS groups supported
- 22 new volunteering opportunities created
- 3,475 volunteer hours (estimated value £48,316)

It is recognised that the project on the whole is performing well, and achieving (even over achieving) the majority of its contracted targets whilst generating a major social return on the funding invested by the Partnership. However it has been agreed that the single target of 'Number of Volunteers Recruited' be reduced from 200 to 60 by the end of the project, which would appear to be a more realistic outturn following discussion with the Volunteers Centre management team and consideration of wider impacts.

Bolsover Volunteering Project - Case Study 1

Elizabeth says she didn't do too well at school, getting bad grades which affected her confidence and life prospects. So this year she has spent her time changing this. Elizabeth undertook volunteer work at 'Save the Children' where she volunteered in the stockroom sorting clothes and merchandising them.

At the same time, over the last 6 months she has taken courses in English and Maths, which she has successfully passed, which in itself has boosted her confidence and sense of achievement. From there Elizabeth has moved on to training with McDonald's, gaining experience in retail work and customer service, speaking with people face-to-face meeting their needs and dealing with their requirements.

Elizabeth believes that all of the above has been really important for gaining practical experience which has assisted in improving her confidence and her outlook on life, and her hopes for the future are to *"gain full time employment and become financially secure without relying on the Job Centre to fund her"*.

Bolsover Volunteering Project - Case Study 2

Debbie has been ill for some time but took the decision to volunteer, with the support of the Volunteer Centre, in August 2015. Debbie began with the local stables for a couple of hours a week and progressed in September to add the local dog rescue centre every Monday and the RSPCA centre. Debbie plans to volunteer with Sight Support Bolsover towards the end of 2015 gaining additional skills and experiences. In Debbie's own words:

"I cannot explain to you how much volunteering with the animals is helping my recovery. I am not having as many 'down' days as I did, but they still hit me like a brick. When I am in their company, I forget how I am feeling, they make me smile and laugh and I love giving them cuddles and fuss and kisses. I am starting to get some confidence back, at my lowest I felt I was incapable of doing absolutely anything. The Dog Rescue Centre is brilliant, as they like to get the dogs out the



kennels every day for an hour or so, just so they can enjoy a walk or playing about etc. It is so rewarding for me, it makes me happy to know I am making a difference to their kennel life. They of course are helping me in my recovery. I feel needed, wanted, and useful; I can't tell you how much it is helping me. When I was bullied into leaving work in May due to work related stress and anxiety, leading into depression, after being there 18 years, I lost my self-worth, confidence and self-esteem. Now I feel I am gradually getting it back."

Work for Yourself

Work for Yourself is a business start-up programme for people with disabilities living in the district. The project has been running for 3 years but came to an end of its funded period in June 2015. The project has had some tremendous successes with people living with a disability and helping them to start their own businesses and improve their health. Internal evaluations are available from CEPT as well as an independent evaluation.

Outputs/outcomes achieved during the first quarter of 2015/16:

- 6 people assisted to start a business
- 10 new business start-ups
- 6.5 jobs created
- 5 businesses sustained after 12 months
- The social value of 6.5 individuals becoming self employed is in the region of £123,000

Work for Yourself - Case Study 1

Bolsover's Steve Halligan has turned his family's enthusiasm for martial arts in to a thriving IT business, LXL. Supported by the Work for Yourself programme, he uses his specialist knowledge to create the websites and social media outlets for martial arts clubs, athletes and other businesses. Getting back to work has improved his health and family life too.

Steve said, "I wasn't able to work for nearly two years due to my health: one day I came in from the garden dripping with blood but didn't know how I'd cut my arm. After lots of tests, I was eventually diagnosed with non-epileptic attack disorder that had been causing blackouts of which I was never aware. My wife was at least pleased to know what had been going on for years as she had thought I was ignoring her when, in reality, I just didn't know that the blackouts were happening. Relying on benefits was horrible after a successful career as a telecommunications retail manager. I wanted to work but couldn't so my anxiety got worse which caused more blackouts."

Talking about how he started the business, Steve explained: *"I'd applied for many jobs and even got some interviews but found them very stressful which impacted on my health. So I decided on self-employment so that I could control my environment, work and deadlines. The Jobcentre put me in touch with the Work for Yourself team and my brilliant Business Adviser. He listens and doesn't just tell me what to do. He gives me tips for the next steps and responds straightaway to all my e-mails. I'd already created a website to showcase my sports videos and photography and this was the basis of my business idea. Now I get up in the morning and look forward to work which is even better when customers love what I do. Now my health has improved too: I haven't had any attacks for over a year and have even got my driving licence back. My relationship with my wife and kids is so much better."*

Help to Work

Disability Dynamics are driving forward the Bolsover Business and Employment Partnership's (BBEP) cross-cutting priority Communication' through the implementation of a Communication Plan, which aligns with the Council's Growth Strategy and the new Housing and Economic Development Strategy.

Outputs/outcomes achieved during April to September 2015:

- The help to work directory is updated regularly and can be found at www.helptowork.org
- 1 press release and 2 case studies
- 1 disability awareness workshops
- Increased awareness amongst professionals of other support/services through a speed dating style event

Help to Work - Case Study 1

Whether you are interested in getting a job, becoming self-employed and starting a business, volunteering or brushing up your work skills – whatever your age and whether or not you have a disability – there's bags of free support through the Help to Work partnership at www.helptowork.org.uk (click on Organisations).

Over 40 organisations deliver all sorts of support in Bolsover District and further afield. When many met this month to better link their services, there was a chorus of different voices saying the same thing: *"Our clients come first". "We listen, are supportive and approachable,"* was the view of Hilary from the East Midlands Chamber, *"We want to give them the best support possible across a whole network of organisations and something that suits them best."* The YMCA's Cheryl had a similar approach: *"we run small classes where we can give everyone the individual support they need."*

All of the partners can assist people with long-term health conditions/disabilities and some such as Hayley from Mencap specialise: *"We offer a very person-centred service – they take the lead in everything we do."* *"Empathy and understanding are the keys to our success,"* said Dave from Goddards about help for Employment and Support Allowance recipients, *"Several of the team have been in very similar situations so we understand how it can feel when the system seems stacked against you – and how you can come through it."*

"We give one-to-one personal support so that our young people always know that they have someone they can rely on and turn to - whatever the problem," emphasised Jaime from Talent Match, *"And we're not scary but not push-overs either."* Other young people have taken up Apprenticeships with Bolsover District Council as Helen explained, *"The staff at the Council are brilliant in the support they give the apprentices and in the quality of the work experience they provide – it's not just photocopying and filing but really getting a start to working in the public sector."*

Talking about self-employment and business start-up support, Jamie from The Prince's Trust said, *"We want to do the right things for young people: having the patience to let them develop what they want to do – often they change their business ideas several times and we have the flexibility*

to help them do so.” Talent Match’s Rachel echoed this approach: *“Listening to my clients means that I can understand where they are in life and where they want to be - then it’s my job to get them there. I’m helping them to become self-employed and start their own businesses – but lots go off in different directions as there are many ways of succeeding.”*

But self-employment can work for other people too with the type of support offered by Paul of Clowne Enterprise: *“Understanding their personal needs - it’s more than just making a business work but making sure that the owner is on top of every aspect of life and the new venture.”* *“Matching the right people to the right opportunities – so that they are doing something they love,”* said Richard from the Volunteering Centre as he championed voluntary work as a step towards a job.

There’s practical help too such as the Wheels to Work scheme as Sandie explained: *“We aim to remove the transport barriers for people who want help to access the future – help with bikes, mopeds, travel costs and more – anything to stop transport being a barrier.”* Community Voluntary Partners (CVP) are also fully involved: *“Providing information and networking opportunities for the community and voluntary sector,”* said representative Heather, *“We help them find out more about how to work together and support local people to get backing to employment.”*

Talent Match

Bolsover District Council, alongside CVP, provide the local co-ordinator function for the BIG Lottery Sheffield City Region Talent Match programme across Bolsover, Chesterfield, North East Derbyshire and Bassetlaw. The programme delivers creative ways to help young people find work or start their own enterprising business, and is targeted at young people, aged 18-24 who have been unemployed for 12 months or more and fall into one of the following categories:

- With mild to moderate learning difficulties
- Lone parents before they sign onto Job Seekers Allowance
- Young people with mental health issues
- Homeless young people
- Care leavers

Key elements of the Talent Match programme include:

Talent Match Coaches: Four Coaches, employed by Derbyshire County Council, work across Bolsover, Bassetlaw, Chesterfield and North East Derbyshire and help young people through one-to-one support. The TM Coaches have access to a ‘barrier busting’ budget to address some of the obstacles to young people securing employment such as transport and financial exclusion. The TM Coach for Bolsover is Jenny Hallam and her number is 07812 666484. The Coaches are making great progress at engaging young people that are furthest from the labour market and all targets are currently being exceeded. In the Bolsover area, 57 young people have engaged with the programme (8 of these were considered to be ‘hidden’ NEETs)

Work Fund: A minimum of 55 new jobs will be created across Bolsover, Bassetlaw, Chesterfield and North East Derbyshire, with funding to provide a minimum of 6 months paid employment for TM beneficiaries. Initially the Work Fund was only open to the voluntary/community sector (max 2 subsidies per organisation), however this has now been opened up to suitable private sector

businesses. To date, 21 Work Fund positions have been filled across the four areas, 9 of these are by Bolsover residents

Talent Match - Case Study 1

Since signing up with Talent Match in November 2014, Naomi has completed a 6 month Work Fund contract with Clowne Community Transport as a Passenger Assistant. Naomi loved the role which involved supporting vulnerable adults to access social trips and opportunities and escorting students with learning difficulties and disabilities to access transport to and from school. This role cemented her feelings that she wanted to work within the care sector on a long term basis. During her employment with Clowne Community Transport she achieved a level 2 Passenger Assistant qualification and passed her First Aid and Manual Handling training.

When asked about her experience of completing the Work Fund post, Naomi said *"it's given me good opportunities and opened doors for me"*. The post ended in August and Naomi and her coach met on a weekly basis to update her CV, complete application forms and job search. They also completed an online Level 3 qualification in the Control and Administration of Medicines. Sending off numerous application forms resulted in an almost immediate opportunity of working as a Support Worker with Lifeways through an agency for adults with learning difficulties. Naomi has been working at Lifeways now for 2 months and has proved to be a valuable and popular team member and has worked flexibly picking up weekend, evening and sleep over shifts. As a result of the job searching Naomi has been offered various different roles and has recently secured a permanent 16 hour a week contract as a Community Care Worker with Derbyshire County Council. She intends to take the role and will continue to work flexibly with Lifeways in order to supplement her hours and income. When speaking to her coach she said, *"I couldn't have done it without you"*.

Talent Match - Case Study 2

Hannah joined the Talent Match Programme in August this year, desperate to gain employment and progress herself further. Hannah had been previously unemployed for over a year, and although she had been in work before, this was not something she was ever able to sustain due to her chaotic lifestyle. Furthermore Hannah was unsure of the area of work she wanted to pursue, and this made employment all the more difficult. Hannah was also classed as the full time carer for her partner, who suffers from severe anxiety, and relied on Hannah heavily in day to day life.

Brighter Directions were the first step in Hannah's journey to where she is today. She was referred initially to Brighter Directions from probation and during her work placement joined the Talent Match programme for further employment support. She started undertaking a work placement with them in June and from there gained the skills, experience and confidence to apply for a full time Work Fund position that was going within the company.

When Hannah was successful at interview she was over the moon, and since then we have been in frequent contact to ensure that she is happy, settled, and that this employment will be sustained. Hannah is now settled with Brighter Directions saying *'Things are going great here I'm busy and feel very welcome'*.

Since being on the programme Hannah has received a range of support from the Talent Match programme to ensure that she is able to access the placement and employment including funding towards her petrol costs, ensuring her wages are correct, helping her fund work clothes, and

giving advice and guidance when needed. Hannah goes on to say that her coach *“has supported me above and beyond and any questions or queries I have she always responds fast and with the right answer”*. Overall Hannah has progressed massively and will continue to do so with her supportive work environment and coach support. Hannah says *‘I’m glad I heard about Talent Match or I wouldn’t be where I am today, making new friends enjoying my days more so overall it’s one of the best things I have done’*

Ambition SCR

Ambition SCR started in December 2014 and works with 18-24 year olds with the aim of moving them into sustainable work. North East Derbyshire District Council (NEDDC) is leading delivery locally across Bassetlaw, Bolsover, Chesterfield, Derbyshire Dales and North East Derbyshire. The Ambition Team consists of a Team Leader, four Key Workers, two specialist Key Workers for Debt/Advice and Mental Health and two specialist Key Workers for Housing and Homelessness.

The programme is aimed at young people who are on Jobs Seekers Allowance (JSA) and provides intensive support including work placements over a period of between 12-18 weeks. The programme also involves in work support for a further 26 weeks to secure progression opportunities and sustainable employment for participants.

Within Bolsover, 37 young people are on programme and 9 have secured employment.

Ambition - Case Study 1

Scott began working with Ambition at the end of May. He has GCSE grades including C’s in Maths and English and has previous experience in warehousing and production with various companies, including some large employers in the area. However, these were temporary contracts through recruitment agencies and unfortunately had come to an end. Scott was keen to get back into work and after some support with skills identification he felt that he was well suited and experienced to continue working in the warehouse sector.

Scott and his Key Worker discussed a work experience opportunity at Kingfield Electronics. Although Scott was keen to get a job to increase his income with a baby on the way, he was prepared to complete a placement which could lead to a job for the right candidate. We sent his CV and he was invited for an interview the following week.

Scott was offered the work experience placement. The employer felt that Scott had the relevant experience and was able to get this across at his interview more so than some of the other candidates. They offered Scott an immediate start, but also offered him the opportunity to start a week later giving him time to spend with his new baby. Scott was incredibly positive about the whole process and chose to start immediately.

Six weeks into his eight week placement, Kingfield were clearly very happy with Scott’s performance and Scott was thrilled to be offered a position with the company on a thirteen week probation period.

Ambition supported Scott with his weekly bus fare to work until he received his first payslip. Scott will also receive twenty-six weeks of in-work support from the Ambition Programme and has already reached his first four weeks of employment which will allow him to claim his first payment

of the back to work bonus. The in-work support will allow Scott's Key Worker to help him through his probation period and hopefully receive a permanent contract. Sandy from HR at Kingfield has already expressed the possibility of a long-term career with the company if this is what Scott chooses to work towards and continues to perform as he has done previously.

Skills Made Easy

The SCR Skills Made Easy programme aims to create 4,000+ *additional* apprenticeships and 2,000 *additional* opportunities for the upskilling of the existing adult workforce to Level 3 (equivalent to A level). The programme is delivered via procured intermediaries who play a key role in supporting businesses to diagnose their skills needs. Intermediaries also assist with recruiting apprentices, selecting appropriate training and providing ongoing advice and guidance throughout. Outcomes to the end of September 2015 in Bolsover are as follows:

Employers engaged	84
Training plans agreed (apprenticeships)	64
Apprentice starts	41
Training plans agreed (upskillings)	88
Upskilling starts	48

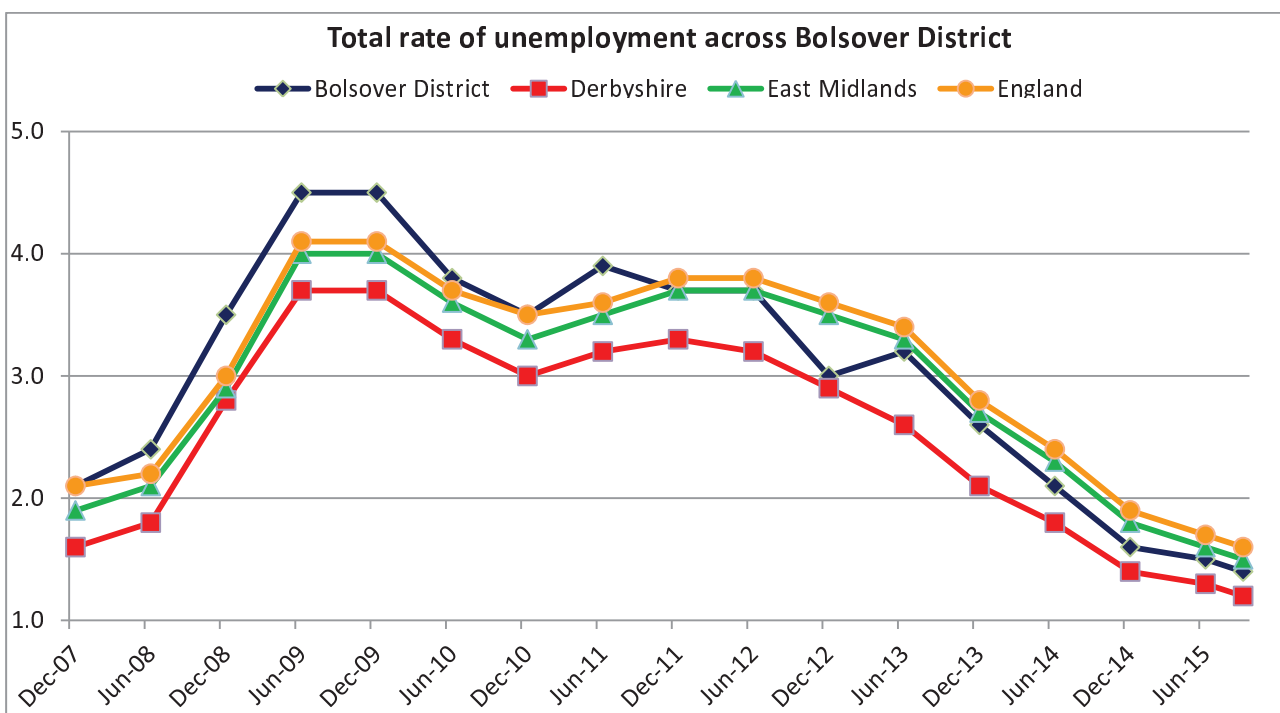
The distribution of SMEs in Bolsover as a percentage of the SCR is 4%, but the actual percentage of businesses engaged in the programme is only 2.65%. Positively though, the conversion rate from training plans agreed to actual starts is the nearly the highest across the SCR at 64.06%.

HOW ARE WE DOING?

Job Seekers Allowance

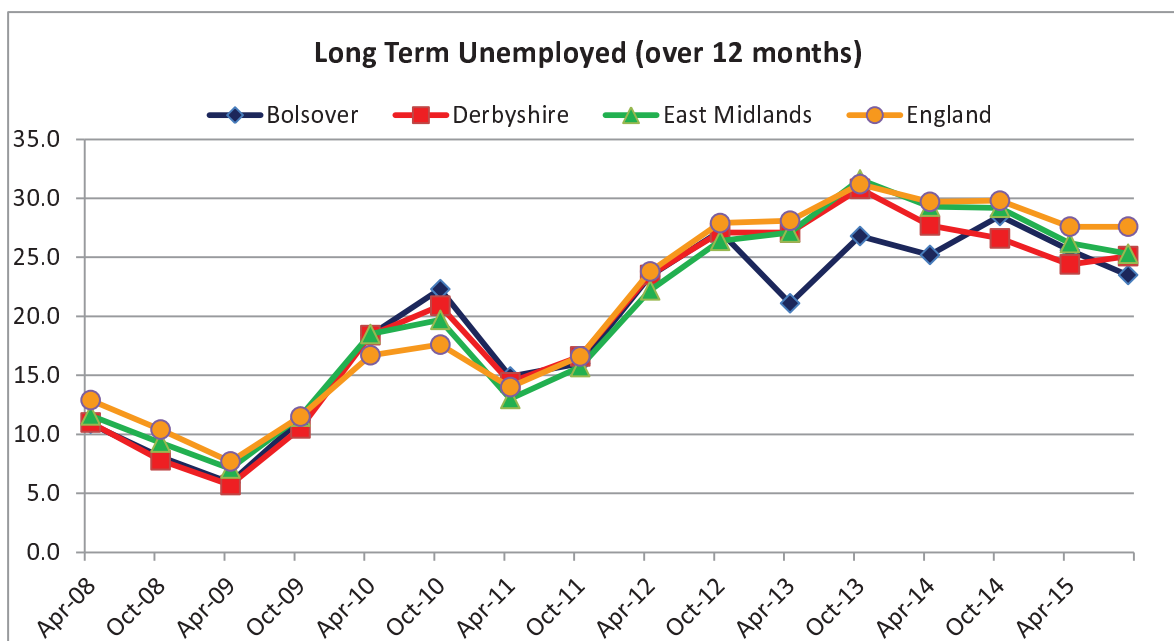
Total Rate of Unemployment

Job Seekers Allowance (JSA) claimant data is published monthly by government and provides an overview of the current unemployment rate. The chart below shows how the unemployment rate for Bolsover District compares with Derbyshire, the East Midlands and England from December 2007 to September 2015. The Partnership starting monitoring unemployment rates when the district was awarded Working Neighbourhoods Funding in 2007 and the chart below shows how unemployment levels have been steadily declining since June 2013 and have been consistently lower than regional and national averages since December 2011. In September 2015 the Bolsover total rate of employment was at 1.4%, the lowest since monitoring began.



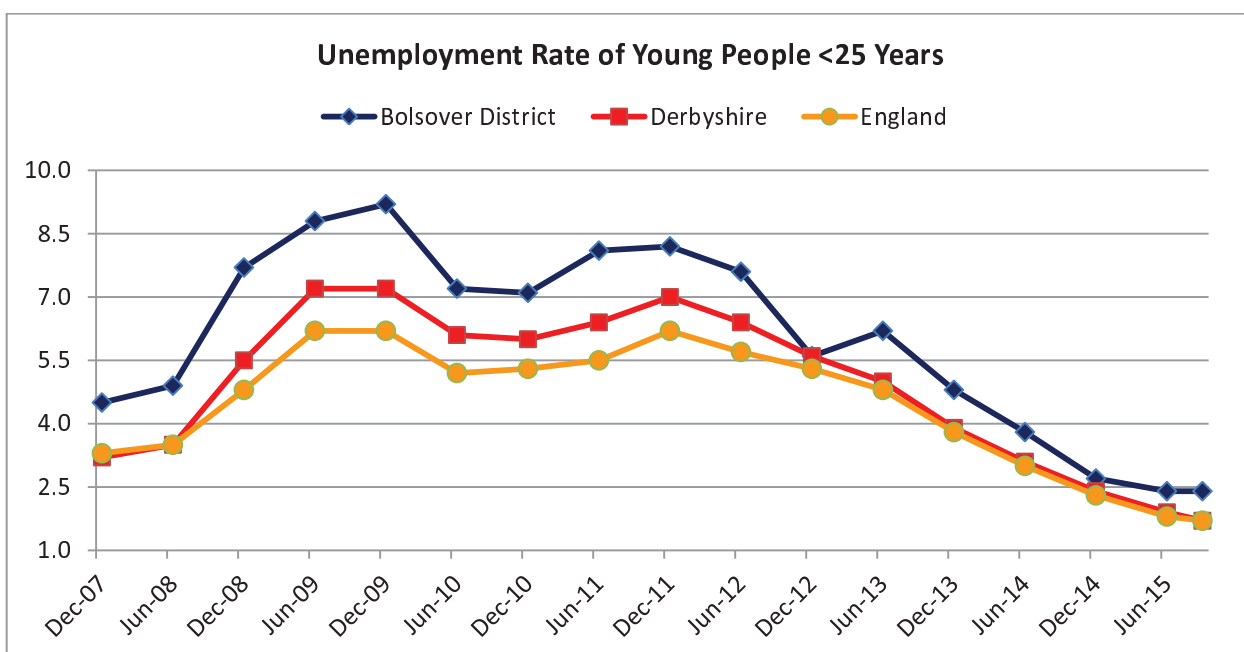
Long Term Unemployment

The chart below shows long term unemployment rates from April 2008 to September 2015 in Bolsover District, Derbyshire, the East Midlands and England. The chart shows that Bolsover currently has a lower long term unemployment rate than Derbyshire, East Midlands and England.



Youth Unemployment

The graph below shows the proportion of young people (aged under 25 years) who are claiming unemployment related benefits. Since December 2007 Bolsover District has consistently experienced higher youth unemployment rates than County and National averages. That gap had virtually closed by December 2014 but since then the gap has widened again. Notwithstanding that, the number of unemployed young people (aged <25) has reduced from 275 in September 2014 compared with 195 in September 2015. The Talent Match and Ambition programmes, both aimed at moving 18-24 year olds into employment (details provided on pages 11-13) will be having an impact on these reducing levels of youth unemployment within the district.



Number of People Claiming Out of Work Benefits

The number of people claiming out of work benefits gives a truer picture of the rate of unemployment within the district, as it counts all out of work benefits, not just JSA. There is a significant time lag with this data set and it is only released twice a year.

The table below tracks the out-of-work benefit claimant rates for Bolsover District between February 2007 and May 2015. These figures have been consistently tracked since the award of WNF.

- The average out-of-work benefit claimant rate across the whole of the Bolsover District was 12.2% in May 2015. This is a 5.3 percentage points reduction since February 2010
- There are some significant differences in claimant rates across the district, ranging from 4.4 in Barlborough to 26.8 in Shirebrook North West
- Elmton and Creswell, Shirebrook East and Shirebrook South East have seen the highest decreases since 2007 (9.6%, 11.9% and 11.1% respectively)
- There are three areas with persistently high out-of-work benefit rates; these are Shirebrook North West, Whitwell and Bolsover West (26.8%, 25.4% and 23.2% respectively)
- Whitwell, South Normanton East and South Normanton West have a slightly higher out-of-work benefit claimant rate in 2015 than in 2007

NI 153: Out of work benefits claim rates in Bolsover LSOAs

LSOA	LSOA/Ward	Feb 07	Feb 08	Feb 09	Feb 10	Feb 11	Feb 12	Feb 13	Feb 14	Feb 15*	May 15*	Variance Feb 07 – May 15
001A	Barlborough	4.5	4.0	5.1	6.2	5.8	5.8	4.8	5.5	5.0	4.4	-0.1
001B	Barlborough	8.4	8.5	8.5	9.1	8.0	8.5	8.6	7.1	6.6	6.2	-2.2
001C	Barlborough	14.5	13.4	15.0	15.7	15.3	15.4	15.1	14.2	12.8	12.7	-1.8
001D	Clowne South	7.8	6.7	7.7	8.8	6.2	6.5	7.1	7.2	6.2	6.1	-1.7
001E	Bolsover North West	12.0	12.8	13.2	13.2	12.2	12.7	13.0	11.8	9.8	9.8	-2.2
002A	Clowne North	21.2	20.5	19.8	19.4	17.0	17.3	16.9	16.2	14.4	14.2	-7.0
002B	Elmton and Creswell	19.5	18.6	18.8	19.1	15.9	16.0	16.1	14.9	13.5	13.8	-5.7
002C	Whitwell	8.1	8.5	8.4	9.3	8.2	9.5	10.8	9.3	7.9	8.2	0.1
002D	Whitwell	16.0	14.5	14.9	16.5	14.7	13.6	13.4	12.0	11.1	10.8	-5.2
003A	Elmton and Creswell	23.1	20.9	18.8	20.2	18.7	17.1	16.5	14.8	13.5	13.5	-9.6
003B	Elmton and Creswell	20.3	19.3	21.2	21.2	18.8	19.8	20.4	19.1	17.1	17.0	-3.3
003C	Elmton and Creswell	27.3	23.7	24.0	27.4	23.9	20.6	21.4	19.6	18.9	18.9	-8.4
003D	Whitwell	27.5	29.3	27.7	30.2	26.3	26.8	25.9	26.0	25.2	25.4	-2.1
004A	Bolsover North West	25.5	23.9	25.3	26.7	24.3	21.9	20.7	20.8	19.0	19.3	-6.2
004B	Bolsover North West	16.4	17.0	18.1	18.2	14.8	15.1	16.4	14.9	12.4	11.8	-4.6
004C	Bolsover South	15.6	14.3	15.8	18.6	14.2	12.9	14.0	14.6	14.2	14.0	-1.6
004D	Bolsover West	29.1	26.7	27.7	30.8	28.4	28.8	29.9	27.0	23.2	23.2	-5.9
005A	Bolsover South	7.3	5.5	6.6	7.5	6.2	6.7	6.3	6.3	5.7	5.7	-1.6
005B	Bolsover South	18.7	17.8	17.6	18.7	17.4	18.5	19.3	17.4	16.6	16.6	-2.1
005C	Bolsover West	12.0	10.6	11.0	12.6	10.3	11.0	12.8	11.8	10.3	10.1	-1.9
005D	Bolsover West	12.6	11.9	12.5	13.7	10.9	10.6	11.6	10.9	8.6	8.0	-4.6
005E	Pleasley	12.1	12.5	13.2	15.4	12.4	11.9	11.9	11.6	10.6	10.9	-1.2
005F	Scarcliffe	16.6	15.1	15.5	17.4	14.8	15.3	15.1	14.0	12.1	12.1	-4.5
006A	Shirebrook Langwith	22.1	20.2	21.9	23.5	21.1	20.2	19.8	18.1	16.5	15.9	-6.2
006B	Shirebrook North West	34.8	33.8	30.4	33.4	29.1	28.1	27.5	26.4	26.8	26.8	-8.0
006C	Shirebrook North West	23.5	22.5	22.5	23.8	22.4	22.9	22.8	20.5	18.8	18.5	-5.0

006D	Shirebrook South West	16.9	16.4	15.8	16.3	15.2	14.2	12.6	11.0	9.5	9.2	-7.7	↑
007A	Pleasley	18.0	17.1	18.4	19.3	17.2	15.6	15.9	15.1	13.4	13.1	-4.9	↑
007B	Scarliffe	22.1	22.6	22.7	23.7	21.9	22.0	22.0	20.6	18.5	18.4	-3.7	↑
007C	Scarliffe	18.8	17.7	17.9	19.0	16.9	15.2	15.3	14.1	12.6	12.6	-6.2	↑
007D	Shirebrook East	29.8	29.1	29.1	31.7	27.0	24.9	23.1	20.7	18.1	17.9	-11.9	↑
007E	Shirebrook South East	23.7	21.8	22.6	24.1	21.3	18.0	17.2	14.8	12.8	12.6	-11.1	↑
008A	Blackwell	11.6	11.6	11.1	11.6	11.4	10.4	8.8	8.0	7.0	6.8	-4.8	↑
008B	Blackwell	12.4	11.7	11.7	13.2	12.1	11.7	11.3	9.8	8.0	8.0	-4.4	↑
008C	Tibshelf	15.5	14.4	13.4	14.9	13.3	12.1	10.5	9.0	8.8	8.4	-7.1	↑
008D	Tibshelf	8.0	7.4	8.5	9.1	8.0	9.4	8.9	7.7	7.2	7.0	-1.0	↑
008E	Tibshelf	17.4	17.6	17.7	20.0	18.2	16.9	14.6	13.5	11.4	11.5	-5.9	↑
009A	Blackwell	14.2	14.2	15.8	16.8	13.9	13.4	14.4	12.8	11.8	11.0	-3.2	↑
009B	South Normanton East	11.6	12.6	12.0	14.6	12.5	11.8	11.6	9.7	8.8	8.6	-3.0	↑
009C	South Normanton East	18.3	16.4	19.0	20.8	19.7	18.2	17.1	16.4	14.0	13.5	-4.8	↑
009D	South Normanton West	15.0	13.8	14.6	17.4	16.0	14.2	13.2	11.6	11.5	11.6	-3.4	↑
009E	South Normanton West	14.8	13.7	15.5	17.8	14.9	13.8	13.1	12.0	11.9	11.9	-2.9	↑
010A	Pinxton	14.2	13.5	13.2	15.4	13.2	12.3	12.9	9.7	9.7	9.5	-4.7	↑
010B	Pinxton	20.6	20.5	20.5	22.8	21.0	20.4	20.3	17.6	15.5	15.1	-5.5	↑
010C	Pinxton	12.1	11.3	12.5	13.1	11.9	11.9	10.7	10.1	9.2	8.6	-3.5	↑
010D	South Normanton East	8.0	5.9	6.0	6.9	6.9	6.4	6.6	6.0	8.0	8.3	0.3	→
010E	South Normanton West	8.6	8.7	9.6	9.7	8.5	8.2	7.9	6.5	5.6	5.4	-3.2	↑
010F	South Normanton West	4.7	4.3	6.1	6.3	5.8	5.2	5.1	5.5	4.7	5.0	0.3	→
	NI 153 Average	28.5	27.1	27.0	29.7	26.2	24.6	24.2	22.8	21.1	21.2		
	Bolsover District Average				17.5	15.5	15.0	14.8	13.6	12.3	12.2		

*February and May 2015 Data based on 2013 Lower Super Output Area Population Estimates
Compiled by CEPT. Data Source Nomis

Employment Change

The tables below show the employment changes that have taken place within Bolsover district over the period 1998 – 2012. These tables highlight the district's huge employment growth compared to county, regional and national averages over this period, whilst also showing that there is good private sector growth within Bolsover. Education, retail trade and wholesale sectors account for 29% of total employment.

Total Employment 1998-2012				
	1998	2012	Net Change	% Change
Bolsover	17,182	27,149	9,967	58%
Derbyshire	272,859	286,780	13,921	5%
East Midlands	1,752,392	1,894,744	142,352	8%
England	21,155,003	23,225,433	2,070,430	10%

Source: Annual Business Inquiry (1998 – 2008) and Business Register and Employment Survey (2009 – 2012)

Private Sector Employment 1998-2012				
	1998	2012	Net change	% change
Bolsover	13,452	21,608	8,156	60%
Derbyshire	213,809	215,145	1,336	1%
East Midlands	1,346,604	1,531,668	185,064	14%
England	16,266,487	18,748,799	2,482,312	15%

Source: Annual Business Inquiry (1998 – 2008) and Business Register and Employment Survey (2009 – 2012)

GVA Growth

Increases in GVA growth have also been significant at 68% compared with 9% across Derbyshire for the period 2002-12, with a further 62% growth forecasted between 2013-30.

GVA 2002-2012 (£m)				
	2002	2012	Net Change	% Change
Bolsover	625	1049	424	68%
Derbyshire	10247	11210	963	9%
East Midlands	70502	79600	9098	13%
UK	1105086	1284351	179265	16%

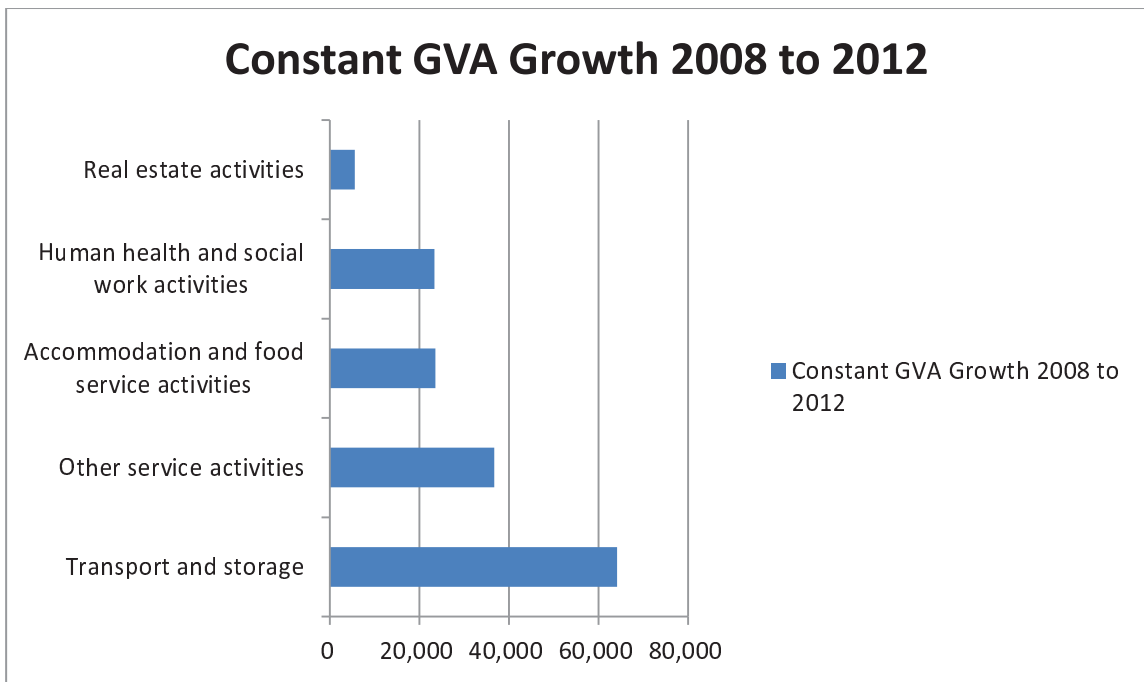
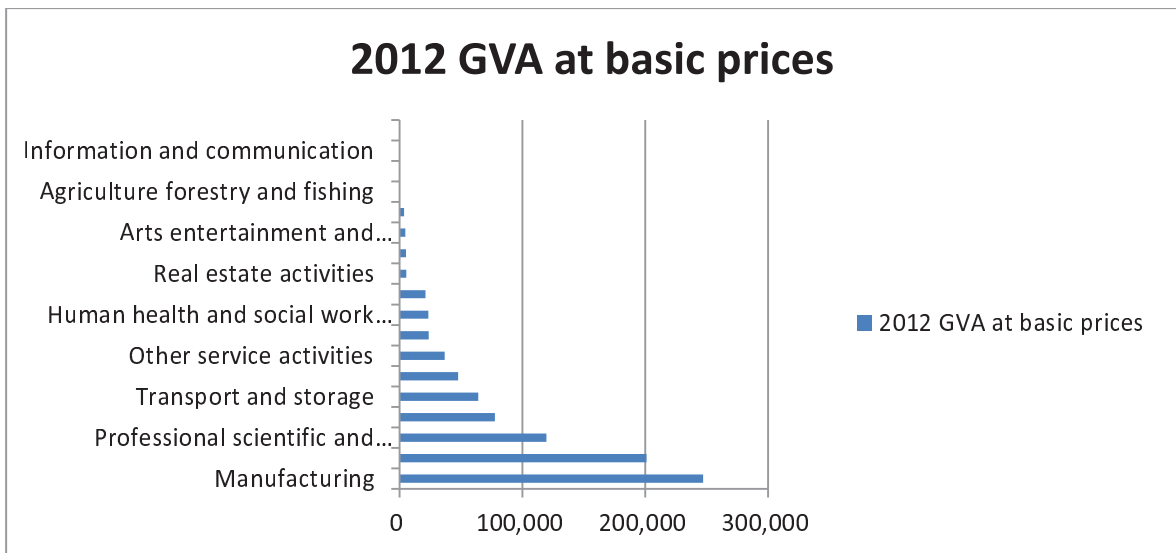
Source: Oxford Economics

GVA Projections 2013-2030 (£m)									
	2013	2018	2030	Change 2013-2018		Change 2018-2030		Change 2013-2030	
				Net	%	Net	%	Net	%
Bolsover	1060	1236	1713	177	17%	476	39%	653	62%
Derbyshire	11266	12687	16597	1421	13%	3910	31%	5331	47%
East Midlands	80317	91870	124847	11552	14%	32978	36%	44530	55%
UK	1298685	1494799	2035315	196114	15%	540516	36%	736630	57%

Source: Oxford Economics

The graphs below show that whilst Manufacturing is the largest sector within the district, the top four sectors showing consistent growth are:

- Transport and storage
- Other service activities
- Accommodation and food activities
- Human health and social work activities



THE ENGLISH INDEX OF MULTIPLE DEPRIVATION (IMD) – BOLSOVER SUMMARY 2015

The Index of Multiple Deprivation (IMD) is a series of statistics produced to measure multiple forms of deprivation at a Lower Super Output Area (LSOA) level. There is a general IMD score and ranking which shows where a LSOA is on the level of deprivation which is calculated across seven domain indices, which are:

- Income
- Employment
- Health and disability
- Education skills and training
- Barriers to housing and services,
- Living environment
- Crime.

The IMD 2015 updates broadly relate to the same methodology used previously in the 2004, 2007 and 2010 domains and indicators, although it is not possible to use the Indices to measure changes in the level of deprivation in places over time. From a practical perspective this is challenging, and although a logical approach is to use the data to measure change, the data has to consider other variables and factors that occur over time, which may change the data. For example:

- Changes in the range of indicators used to measure deprivation, which includes changes in eligibility criteria for certain benefits used to measure income changes and employment deprivation
- Changes in the geography of Lower-layer Super Output Areas
- Revisions following the 2011 Census population estimates used as the basis for denominators in producing previous Indices

Therefore the data has to be explored by reviewing changes in *relative* deprivation, or changes in the pattern of deprivation between this and previous updates of the Indices. Consequently a review of the current position across the IMD domains (2015) and the position in 2010 has been undertaken to identify relative deprivation pattern changes. The table below shows the number of LSOAs that appear in the worst 10% and worst 10-20% of areas nationally for 2015 and 2010.

2015 IMD - Bolsover LSOAs in the Worst 10% and 10-20% Nationally									
	Overall	Emp	Ed	Health	Inc	Hsg	Crn	Env	Total
LSOAs in worst 10%	2	6	8	6	2	1	3	1	29
LSOAs in worst 10-20%	8	8	13	11	7	1	0	0	48
LSOAs in worst 20%	10	14	21	17	9	2	3	1	77

2010 IMD - Bolsover LSOAs in the Worst 10% and 10-20% Nationally									
	Overall	Emp	Ed	Health	Inc	Hsg	Crn	Env	Total
LSOAs in worst 10%	5	10	15	3	2	0	5	0	40
LSOAs in worst 10-20%	8	12	10	10	9	1	4	1	55
LSOAs in worst 20%	13	22	25	13	11	1	9	1	95

The data shows that in 2015 21% of the districts LSOA's are ranked within the top 20% deprived nationally, which compares favourably with 27% in 2010. The following table show the pattern of deprivation between 2010 and 2015.

2015 Bolsover LSOA's in the worst 10% and 20% Most Deprived Nationally									
KEY	✓ Ranking Improved	↓ Ranking Reduced					↔ Ranking Not Changed		
LSOA	Ward	IMD	EMP	EDU	HLTH	INC	HSG	CRM	ENV
004D	Bolsover West	10% ↓	10% ↔	10% ↓	20% ↔	10% ↓		10% ↔	
006B	Shirebrook North West	10% ↔	10% ↔	10% ↔	10% ↔	10% ↔			
006C	Shirebrook North West	20% ↔	10% ↔	10% ↓	20% ↔	20% ↔			
003D	Whitwell	20% ↔	10% ↔	10% ↔	10% ↔	20% ↔			
007D	Shirebrook East	20% ✓	10% ↔	10% ↔	10% ↔	20% ↔			
007B	Scarcliffe	20% ↔	10% ↔	10% ↓	10% ↓	20% ↔	10% ↓		10% ↓
003C	Elmton with Creswell	20% ✓	20%✓	20%✓	20% ✓	20% ↔		10% ↔	
005B	Bolsover South		20% ↔	20% ↓	10% ↓				
006A	Shirebrook Langwith		20%✓	20% ↓	20% ↓				
003B	Elmton with Creswell	20% ↔	20% ↔	20% ↔	20% ✓				
010B	Pinxton	20% ↔	20% ↔	20% ↔	10% ↓	20% ↔			
004A	Bolsover North West	20% ✓	20%✓	20% ↔	20% ✓	20% ↔		10% ↔	
007C	Scarcliffe		20% ↔	20% ↔					
009C	South Normanton East		20% ↔	10% ↓	20% ✓				

007E	Shirebrook South East			10% ↓	20% ↓				
002A	Clowne North			20% ↔					
004C	Bolsover South				20% ↓				
003A	Elmton with Creswell			20% ↓	20% ↓				
004B	Bolsover North West						20% ↓		
009A	Blackwell			20% ↓	20% ↓				
009D	South Normanton West			20% ↓					
010A	Pinxton			20% ↓					
010C	Pinxton			20% ↔					

Bolsover IMD Change 2004 TO 2015

The table below charts the district's ranking against all local authority areas. In 2004, Bolsover ranked the 30th most deprived area out 326. Whilst there is still a long way to go, the trend over the past 11 years has been a consistently positive one.

YEAR	RANK OF AVERAGE SCORE
2004	30
2007	40
2010	58
2015	61

WHAT ARE WE DOING?

Community Cohesion Project

The Community Cohesion Project commenced in April 2015 and aims to promote a joined up approach to tackling community cohesion issues, predominantly in Shirebrook but also other areas of the district affected by an influx of Eastern European migrants working at Sports Direct, by working in partnership across and for the benefit of all stakeholders. The project has a wide range of funding partners including Bolsover Partnership, Bolsover District Council, Derbyshire Constabulary, Community Safety Partnership, Derbyshire County Council and Hardwick Clinical Commissioning Group.

Since the recruitment of the Community Cohesion Officer, a number of initiatives have taken place including family fun days, weekly surgeries at the Shirbrook Christian Centre and meetings with the Polish consulate. Moving forward, work to establish baseline data in respect of some of the outcomes is needed so that the impact of the project can be measured.

Eats and Treats

CVP were commissioned to deliver a number of Eats and Treats events in Bolsover District earlier this year. The project was developed by a sub-group of the Bolsover Fighting Poverty Forum and is an innovative partnership approach to engaging and supporting vulnerable families. The partner team consists of representatives from the statutory and voluntary agencies working in the Bolsover district. They shaped the pilot using evidence from the Bolsover Public Health Locality Plan and Bolsover Food Poverty Strategy and the aim of the project is to prevent families reaching crisis point and to support those already at that level out of poverty. The following themes were identified:

- Cooking skills and healthy affordable eating
- Fuel and food poverty
- Illegal money lending
- Poverty and debt
- Budget management
- Local support services and opportunities

One of the four events planned in 2015/16 took place in July at the Creswell Social Centre which had 55 participants and 19 support agencies attending. Families were encouraged to engage with relevant support services, were introduced to new cooking skills, healthy eating and lifestyle changes, as well as being provided with opportunities to participate in family fun structured play sessions, further education taster sessions and physical activity.

Three more events are planned as follows:

Pinxton Eats and Treats	24 th September 2015	Pinxton Village Hall, 11am – 2pm
Shirebrook Eats and Treats	12 th November 2015	Shirebrook Christian Centre, 11am – 2pm
Bolsover Eats and Treats	17 th March 2016	Venue TBC, 11am – 2pm

Bolsover Wellness

In January this year, an Invitation to Tender on behalf of DCC Public Health for an organisation to increase participation levels and extend access to a range of community based physical activity programmes for local people was issued. This followed the very successful ‘Bolsover Wellness’ and ‘Active Confidence’ programmes previously delivered by BDC’s Leisure department. The budget for the work is from DCC’s Public Health Locality Programme, which facilitates the involvement from local partners in the delivery of public health outcomes. Following a procurement exercise, BDC were awarded a 12 month contract, with a view to extend, dependent on positive outcomes and availability of budget, to deliver:

- Bolsover Wellness Programme GP Referral Scheme
- Phase 4 Cardiac Rehabilitation/COPD clubs
- Active/Working/Outdoor Confidence programmes
- Self help activity sessions
- Every step counts programme

Outputs/outcomes achieved during April – September 2015:

- Bolsover Wellness – 157 patients referred and 6,310 attendances
- Phase 4 Cardiac Rehabilitation – 2 clubs running, 35 patients referred and 144 hours of specialist support delivered
- 215 older people participating in chair based activities and 338 hours delivered
- 1 Active Confidence programme delivered benefiting 10 people

Bolsover Wellness - Case Study 1

When people are referred to the Bolsover Wellness programme by their GP, they attend a consultation session and complete a short questionnaire that records their measurements, how often they exercise, and how they feel about commencing the programme.

When MJ started the programme she was feeling nervous and anxious about starting the programme as she had never attended a gym before on a regular basis. 12 weeks later she completed the Bolsover Wellness programme and said *‘my health and fitness have improved greatly since attending. I have also adopted a healthier diet and combined with the exercise have managed to lose weight and am now at a weight that I have not been at for a number of years.’* She goes on to say *‘I am now starting some of the classes available to improve my fitness even*

more. The difference it has made to my day is amazing.' During the 12 week programme, MJ lost a total of 7kgs, reduced her pulse from 85 to 66 and lost 5cms off her waist!

Bolsover Wellness – Case Study 2

When MS was referred to the programme, he was extremely anxious about attending the gym. His mobility and overall fitness was poor, he hardly walked anywhere or did any exercise and his confidence was low. He measured 122.5kgs and had a BMI of 35.8. By the end of the 12 week programme he had lost 6.8kgs and reduced his BMI to 33.8.

MS is full of praise for the staff that have supported him saying they *'were extremely professional and understanding of my individual needs and issues and encouraged me to start a few basic exercises.'* In terms of how the programme has helped him, he goes on to say *'in just a few short weeks my fitness levels began to improve and also my confidence and anxiety levels improved dramatically. I cannot stress how much my mobility has improved, my knee pain is totally reduced and I no longer take pain killers every day. My confidence is back and my day to day life has improved greatly. I would thoroughly recommend this programme to anyone wanting to improve their health and fitness.'*

Clinical Commissioning Groups (CCGs)

The Partnership Team has been working with Hardwick CCG to manage some funding secured through the Prime Minister's Challenge Fund to improve social capital. There are two strands to this work:

- Small grants fund for activities that contribute to the priorities within Public Health Locality Plans across the Hardwick CCG area; in Bolsover this is 'A Healthy Bolsover'. This funding will be channelled through the Health and Well-Being Action Group in Bolsover and will supplement the existing small grants fund to increase the maximum grant available from £1000 to £2000. Across the remainder of the Hardwick CCG area North Derbyshire Voluntary Action (NDVA) will be responsible for the administration of the Prime Ministers Challenge Fund.
- Development of a website that will provide a searchable function for residents, organisations and GP's to search for voluntary and community sector support; this will be managed through a Service Level Agreement (SLA) with CVP.

Slips, Trips and Falls

A small working group continues to deliver on the Action Plan which includes the development of a pilot project in partnership with Derbyshire Fire and Rescue where it is proposed that assessments of vulnerable people are carried out in their homes during fire safety checks.

HOW ARE WE DOING?

The Bolsover Health Profile gives a picture of people's health and assists in understanding the community's needs in order to improve people's health and reduce health inequalities.

A summary of the Health Profile 2014 shows Bolsover is significantly worst on 14 of the indicators across five domains. This highlights that the health of Bolsover's residents vary when compared with the England average. Deprivation is higher than average and 23.2% (3,200) children live in poverty. Life expectancy for both men and women is lower than the England average.

A comparison of Health Profiles in 2013 and 2014 shows where improvements have been made, where gaps are beginning to narrow or widen against England averages, and where an indicator had worsened.

Improved	Narrowed the Gap	Widened the Gap	Worsened
Long-term unemployment	Teenage pregnancy	Smoking in pregnancy	GCSE Achieved
Alcohol specific hospital stays	Adults smoking		Hip fractures in 65s and over
Hospital stays for self harm	Incidents of malignant melanoma		Obese adults
Hospital stays for alcohol related harm	Early Deaths: heart disease and stroke		

Indices of Multiple Deprivation (IMD)

The recent release of IMD data for 2015 (see pages 22-24 for full details) shows a deterioration across the health domain with a total of 17 LSOA's falling within the top 20% most deprived nationally compared with 13 in 2010. This is a reversal as improvements across all LSOAs were apparent when comparing 2010 with 2007 data.

Disability

The Office of National Statistics 2013 assessment of Local Authority Variations in Activity Limitations (disability) for males and females shows Bolsover ranked 4th out of the top 10 local authorities of age standardised activity limitation in the male category. The value of this rating equates to 25.4 of the male population in Bolsover being classified as living with an activity limiting condition.

WHAT ARE WE DOING?

Namibia Bound 2016

In summer 2014, after 9 months of fundraising, 26 pupils from five of the district's secondary schools, embarked on a two week expedition to Namibia led by the British Exploration Society (BES) and Steve Lloyd, the Chair of Hardwick CCG. Namibia Bound 2014 was always seen as a pilot project aimed at providing a huge opportunity for a group of young people from across the district's secondary schools to raise aspirations and improve potential for post 16 progression, and preparations for Namibia Bound 2016 are now well underway. This time all six secondary schools, including Stubbin Wood are involved and 30 students have been selected following an intense recruitment period. SNAP Development Project are working closely with all six schools to ensure fundraising plans are developed and implemented. Both expeditions are a great example of true partnership working, not only between the various funders and delivery partners, but across the six schools, the students and their families, and the wider community.

Namibia Bound 2016 - Case Study 1

Tibshelf School has a long tradition of international projects and has been a frequent winner of the International School of the Year award; much of this has been through our ten year link with schools in Sri Lanka and a British Council Connecting Classrooms project with the English National School in Mumbai, India. Both the Sri Lanka project and Connecting Classrooms have now drawn to a close so it was good timing when Clare Talati, from Derbyshire Education Business Partnership, visited school with a presentation about the Bolsover District wide initiative with British Exploring Society called 'Namibia Bound - 2016'.

As expected there was an overwhelming response from students to be a part of the project and it was a difficult job for the Heads of Year 9 and 10 to whittle down the applications to the short list. The Namibia Bound team had a similarly difficult job choosing the final participants from their applications and then their interviews. In the end two Year 9s James Dunn and Olivia Guy, and three Year 10s Will Oldfield, Ben Aspinall and Charley-Ann Barnes, were chosen because of their obvious enthusiasm for the project – not just the expedition to Namibia but also the fund-raising challenge ahead.

Team Tibby, as they soon became, had the massive task of raising £9000 as their contribution to the project; the project itself costing in the region of £4000 per student to run. Huge as the task appeared, Team Tibby set to with gusto, and began fund-raising as soon as they found out they had a place.

By the end of July, the fund had hit £6000, two-thirds of the way to their total in just 3 months. School broke up for the summer, but even this didn't dampen the team's enthusiasm for fund-raising – no lazy summer holidays for them! The tombolas, lucky dips, car boots and chores continued apace and when Team Tibby returned to school in September the coffers had swelled to £8000.

The Team put together a presentation, explaining the purpose of the expedition and highlighting the benefits to both the school in Namibia that they would be working with, but also to themselves and their wider community through their participation in this project. In October, Team Tibby nervously visited Tibshelf Parish Council to deliver their carefully planned and rehearsed presentation. They performed excellently, bringing them a massive boost in confidence and coming away with a cheque for £1000! What a generous bunch the Parish Council are.



With the £9000 required to enable the expedition to go ahead in the bag, Team Tibby are now turning their attention to some of the other costs involved in such a large undertaking. The Team's fund-raising efforts are therefore not slowing down and they have been requesting donations for prizes for raffles for the autumn and Christmas season from local businesses.

The fund-raising success so far has shown how effective team-work can be. They have been lucky to have a wonderful set of parents, family and friends but they have all also knuckled down and worked hard to raise funds themselves. As always, the support from Tibshelf School and its wider community has been fantastic.

Ben, Charley-Ann, Will, Olivia and James, as individuals, will gain so much from this experience: both the fund-raising activities and the expedition itself. They will bring back a wealth of experiences to share with the school and encourage this collaboration between the schools of the Bolsover District and the Abraham Gariseb School in Namibia for many years to come.

Business Mentoring

A Business Mentoring Programme was established for 12 of the 26 students that graduated from the Namibia Bound 2014 expedition, as it was identified that they would benefit from additional support to maximise their individual potential. The model uses Business Mentors who work with the students to support them through their final phase of school; looking at what their achievements and aspirations are, identifying action and setting goals accordingly to be reviewed and progressed at each meeting. The emphasis is very much about retaining focus for the remainder of Year 11 and having a positive impact on post 16 progression.

All mentors made arrangements to speak with their mentee on their GCSE results day and some even requested their mentor attend alongside them when collecting the results, which highlighted the relationship that has been developed between some matches. 11 out of 12 of the students have progressed onto positive destinations and are sustaining these to date.

Business Mentoring - Case Study 1

A Business Mentor from United Cast Bar in Chesterfield has been inspiring his mentee Demi even further by utilising his business network to provide Demi with the opportunity to meet successful

female employees who work in her area of interest; Law. He is keen to provide her with positive role models to inspire her for the future.

Not only has Demi met with a colleague of David's during a mentoring session, but she has visited the site to experience what it is like in the foundry, and seen the links between the engineering sector and company law. She has spent time speaking with one of the organisation's key lawyers and has been offered a summer placement with the law firm in Sheffield.

This commitment and enthusiasm from this one mentor has opened up a world of opportunities for the mentee and she is responding with equal enthusiasm and grabbing every opportunity offered to her, ensuring that Demi will have taken further steps towards achieving her goals.

This is one example from a programme that is bringing young people and professionals together, to not only understand the world of work, but to understand the educational landscape through the experience of today's students, and assisting them to look at their business future.

Business Mentoring - Case Study 2

One of the beneficiaries of the programme was convinced that he was on the right path for a future in indoor football and had an offer from a local club. He was all ready to pursue this interest and not motivated around his education; then he met his Business Mentor, Mike McHugh, a Senior Manufacturing Engineer from JCB Earthmovers Ltd.

The school was becoming frustrated with Kallum as he was struggling with his core subjects and the offer for his post 16 progression was not motivating him to work to improve his grades. Mike was able to impartially challenge Kallum to consider his future directions and think about what he was aiming to achieve longer term.

With this challenge, and the support of his family, Kallum worked hard to improve his maths grade, achieving a C in his GCSE and also looked at alternative options for his post 16 progression. Through putting himself up for trials, Kallum secured a competitive offer from Ilkeston Football Club Academy for football development training and to simultaneously study for a BTEC Level 3 in Sport.

He is now funding his own transport to and from the Academy through part time work at McDonalds and enjoying the diverse range of people he is mixing with. He has reflected back on his time in Namibia and thinks about the experiences this opened him up to and how having a business mentor to challenge him meant that he not only worked harder at school, but also to secure a better offer to help pursue his dream of becoming a professional footballer. Kallum hasn't stopped there, he is now also considering trying to secure a scholarship in the states and is looking at his options for higher education level study abroad, something he would not have considered pre his Namibian experience.

He believes that the consistency and regularity of the support provided by his mentor hasn't allowed him to procrastinate and has helped his to keep looking forward, though he also identified that to have the support earlier in the academic year could have further motivated him. Mike's official support will cease in the new year, however Kallum is aware that he will only be an email or a call away if needed. We wish Kallum all the best and he has promised to remember us when he achieves his goals!

Raising Aspirations

'Raising Aspirations' was Bolsover Partnership's flagship project. During 2009 – 2014 it achieved strong recognition for its role in increasing progressions at post 16 and raising aspirations of more vulnerable groups. Although funding for the project ceased in October 2014, interest from Public Health Locality Leads had gathered momentum and earlier this year funding was pooled from Bolsover, Amber Valley, Erewash, South Derbyshire and High Peak locality budgets to develop a joint project under the auspices of Raising Aspirations to build on what has worked well and the good practice that has developed. Following a competitive procurement process, a contract worth over £250,000 was awarded to Derbyshire Education Business Partnership to work with identified schools (2 within each district) to raise aspirations and increase post 16 progression.

The project which commenced in September and will deliver for two years has already engaged with the 10 identified secondary schools (Frederick Gent and Heritage High in Bolsover district) to develop bespoke plans to support their information, advice and guidance policy, as well as making connections and delivering relationships with employers, providers and delivery partners.

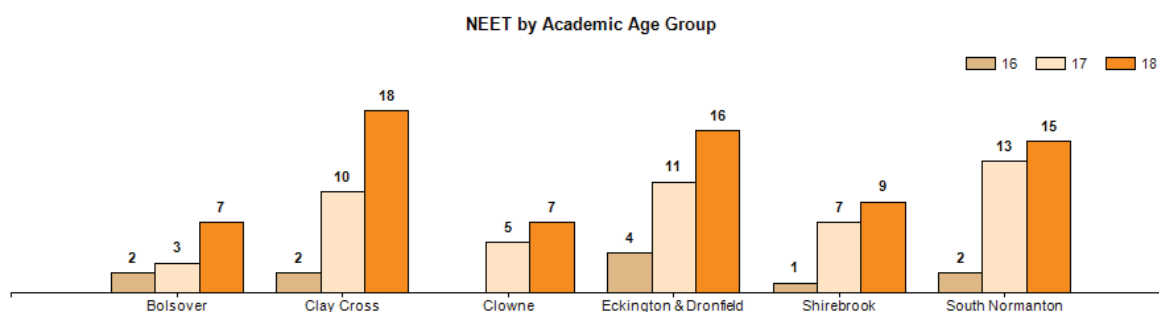
HOW ARE WE DOING?

Not in Employment, Education or Training (NEET)

The table below shows the number of 16-18 year olds that are NEET by MAT (multi agency team) area as at 14th October 2015. From the 1st September 2015 the MAT structure has changed and the number of MAT's in Bolsover and North East Derbyshire reduced from 8 to 6 as a result of changes made to boundaries which essentially resulting in Tibshelf merging with South Normanton. The table below identifies that Shirebrook and South Normanton MAT areas have the highest rate of young people that are NEET in Bolsover district and this was consistent with the previous year.

Bolsover and North East Derbyshire	Bolsover and North East Derbyshire Locality	Bolsover	Clowne	Shirebrook	South Normanton	
Total 16-18 Cohort		5371	585	661	590	1027
Adjusted NEET Total		297	28	31	37	71
Dfe Adjusted NEET Calculation		5.59%	4.90%	4.72%	6.41%	7.00%
Percentage in Learning		57.08%	58.63%	60.82%	51.86%	43.52%

The chart below identifies the ages of young people that are NEET by MAT area. As the graph shows, there are a higher proportion of 18 year olds that are NEET. These young people are being targeted via the Talent Match programme as they are likely to be eligible for support; this has resulted in a reduction of NEET 18 year olds since figures reported in the last monitoring report.



GRANTS TO VOLUNTARY ORGANISATIONS PROGRAMME

Bolsover District Council has awarded grants to third sector/voluntary organisations over a number of years, each receiving an agreed amount annually to support the objectives of that organisation.

In April 2014, the CEPT implemented a new system of managing the grants awarded; each organisation has an SLA which outlines the purpose and intent of the grant, together with an appropriate monitoring framework.

The table below identifies the annual financial contribution agreed by the Council.

Organisation	Total Grant 2015-16
Community Voluntary Partners (CVP)	£23,000
Groundwork Creswell	£13,600
Derbyshire Law Centre (DLC)	£18,000
Derbyshire Unemployed Workers Centre (DUWC)	£19,900
Junction Arts	£16,000
North East Derbyshire Citizens Advice Bureau (NEDCAB)	£19,000
Rural Action Derbyshire (RAD)	£2,265
Trade Union Safety Team (TRUST)	£3,650
TOTAL	£115,415

Impact Assessment Value

In 2013, an impact assessment of the 'Grants to Voluntary Organisations' programme was completed by the CEPT. This review aimed to value outcomes to show how projects that do not generate income to the Exchequer can still produce outcomes of quantifiable value. This review helped to identify how effectively those organisations receiving grants through the programme were using funding to create further value for the benefit of the district. The method used to assess impact and place a monetary value on the work undertaken and the outputs/outcomes achieved is by no means an exact science, and it is only possible to value outcomes where robust data exists. This is not always available, either because organisations have not recorded certain outcomes systematically or because a 'proxy' value does not exist. This can result in estimated values understating the 'true' underlying economic impact of services.

As part of the new performance monitoring framework that has been implemented, outputs and outcomes are recorded and reported on bi-annually. These are then used to assess wider impact by using estimated calculations for deadweight (discounting activities that would have happened anyway).

The table below summarises the estimated impact of outputs/outcomes achieved from April to September 2015:

ORGANISATION	Value of Outcomes 2015/16
Derbyshire Law Centre	£557,427
Derbyshire Unemployed Workers Centre	£57,502
Groundwork Creswell, Ashfield and Mansfield	£236,548
Junction Arts	£83,158
NED Citizens Advice Bureau	£938,082
TOTAL	£1,872,717

NB: Rural Action Derbyshire and TRUST are due to issue their annual report in March 2016.

It is difficult to determine an impact assessment value for the work that CVP does because, unlike all other funded organisations, CVP is an infrastructure organisation and therefore does not work directly with end beneficiaries. However, an independent evaluation of CVP completed by Ideas to Impact in 2014 found that the supporting work CVP undertakes with local volunteers and voluntary and community groups ultimately leads to four wider social outcomes. These are:

- Improvements in health and well-being
- Supporting young people towards employment
- Improved support for people in poverty
- Improvements to local neighbourhoods

Community Voluntary Partners (CVP)

CVP is the umbrella organisation for the voluntary/community sector in Bolsover district.

Outputs/outcomes achieved during April to September 2015:

- 1 CVP service monitoring and evaluation
- 1 service satisfaction survey undertaken
- 4 Bolsover Partnership meetings attended
- 2 Voluntary Sector Forum meetings planned and facilitated
- 13 email bulletins distributed
- 5 policy/strategy consultations and feed in
- 11 Signposting/linkages made
- 30 signposting/support services provided

Case Study

The CVP Coalfields Community Organiser signposted Carr Vale Community Association (CVCA) to the First Arts Launch event and from this encouraged the group to apply for funding for a photography project. The funding bid for £500 was completed by the chair of the group and was successful. A 3 day photography course was organised with a professional tutor throughout

August, and a showcase event on Saturday 26th September at Bainbridge Hall. There were over 18 people who participated on the course, ranging from children to elderly people, and many families with several generations present. The theme of their work was “Carr Vale” to encourage community pride in the local area. The showcase event was promoted on the CVP Coalfields Community Organisers Facebook page and other local group pages, and was a great success – it was noted that most of the attendees found out about the event due to CVP’s promotion.

This group were also signposted by the CVP Coalfields Community Organiser to the First Arts Bolsover Stories Festival Launch Event, and it was suggested that their work from the showcase be used as part of the Festival to ensure that the participants’ stories be told and that Carr Vale was represented in the Festival. This will go ahead on 16th and 17th October 2015.

Derbyshire Law Centre (DLC)

DLC offers free, confidential help, advice and representation to residents of Derbyshire in social welfare matters.

Outputs/outcomes achieved during April to September 2015:

- 186 housing related cases received
- 45 employment, debt and immigration related cases

Case Study

We have recently helped a woman from Clowne facing two income reductions as a result of a tax credits overpayment decision. The woman in question incurred an overpayment of tax credits which she reluctantly agreed to pay back. She set up an arrangement with HMRC Debt Recovery, to pay back a monthly figure of £100. She received confirmation by letter only to later discover that HMRC Tax Credits had begun to recover the overpayment from her 2015/16 award; this was at least another £100 a month. This plunged her family into hardship; she has a disabled son she was receiving tax credits for. She tried to argue that their second recover decision put her family in hardship, HMRC would not budge and continued to recover from her ongoing award.

We became involved and went through the complaints process at stage one and two. At first the Tax Credits Office agreed to suspend recovery from this year’s award. A little time later they began to recover again. We took the process to stage two and the recovery was stopped with an apology and compensation received for the distress caused. The woman now has her full in-year entitlement. However HMRC are refusing to pay her back the money recovered; we have taken her complaint to the adjudicator and waiting for an outcome.

Derbyshire Unemployed Workers Centre (DUWC)

DUWC provide free and independent welfare rights advice and representation, as well as campaigning for the rights of those who are unemployed, on a low income or sick, injured or disabled by their work.

Outputs/outcomes achieved during April to September 2015:

- £95,462 has been recovered for Bolsover residents undergoing appeal tribunals
- A total of £386,496 additional welfare benefits have been claimed
- 500 volunteer hours have been delivered

Groundwork

Groundwork works and supports local people to help restore and safeguard local natural environments for future generations.

Outputs/outcomes achieved during April to September 2015:

- 23 young people from the district who are excluded from school have engaged with Groundwork's programmes to re-engage them back into education
- 21 young people aged 16-18 who are NEET and have 1 or less GCSE's at A-C have received mentor support
- 17 accredited qualifications have been delivered to pupils who are on the verge of exclusion
- 8 empty homes in the private sector have been brought back to use in the district with a minimum of one homeless person benefitting from this
- 260,000 sqm of land at Brook Park has been maintained

Case Study

Groundwork Creswell, Ashfield and Mansfield is the managing agent of 36 hectares of land around a former colliery site in Shirebrook, Derbyshire. The land is owned by the Land Trust, Groundwork's role is to ensure that the community benefits from the site and that the planting, footpaths and fencing of Brook Park are well maintained.

The site has been developed as warehouse/retailing site. The location is now home to a growing number of business and warehouse units, the biggest of which is Sports Direct, occupying almost half of the development land. In April 2007, ownership of the landscape infrastructure surrounding the site was transferred from EMDA to the Land Restoration Trust (LRT). The landscaped areas consist of young trees, hedges and grasses spread over newly formed hills, valleys and paddocks. These are interlinked by a series of footpaths and tracks, bounded by a variety of fence types. Due to the nature of the land, and groundwork's previous experience, it was seen as the ideal partner to manage Brook Park's development and maintenance.

The project forms part of the wider enterprise development of the Brook Park area. This aims to create a freight-warehousing, manufacturing and distribution centre for the East Midlands. It will also include Brook Business Village, comprising 60,000 square feet of industrial units and development of 800 new homes.

There are also plans to engage the local community in a variety of ways to promote wider use of the resource provided by the site and to bring added value to the community from the activities that can be undertaken on or about the site. This may include: healthy living programmes; vocational training in horticulture, planting and landscaping; and other educational activities for local interest groups and schools.

Junction Arts

Junction Arts provides rurally based participatory arts work that aims to change peoples' lives, build confidence and skills, increase communication and support community and personal empowerment.

Outputs/outcomes achieved during April to September 2015:

- 606 residents in the district have participated in arts and cultural activity
- 1,062 people have attended events and exhibitions in the district
- £120,905 of additional funding has been levered into the district
- 16 volunteer hours have been delivered
- £1,656 of teacher hour equivalent delivered

Case Study

In summer 2015, Junction Arts worked with 70 Year 9 students from Frederick Gent Secondary School in South Normanton as part of their Enrichment week themed on Digital Arts. Dance Digital was an ambitious week-long project, involving a collaboration of diverse art forms, practitioners and young people working together to create a new exciting, interactive performance.

Throughout the week, the students worked with the artists in small teams so they could learn a variety of new skills and techniques, specialising in their respective fields of dance, animation and filmmaking. Following a skill-sharing session in the morning, the dance and animation students worked together each afternoon to explore physical and digital movement, choreographing and producing a series of contemporary dance pieces and bespoke digital projections. These pieces would later be combined with music and then performed and animated live at a celebration evening, resulting in performances on and off stage. Rebecca Smith, Director of Urban Projections said *"The groups seemed to really enjoy working together and significantly improved their collaborative approach over the week. The students were a pleasure to work with."*

Working with Can-Do Film, 30 film students tested and enhanced their interview, film-making and editing skills as they practiced making short 'iPad films in a day', documenting what they liked and disliked about their school. A further 9 pupils completed the respected Bronze Arts Award qualification as part of the project.

This was an example of a project where young people had to work together for a full week to create their own show. Not only was Dance Digital about creative skill-learning and team-work, it was also about giving young people the inspiration, confidence, and ownership to say what they wanted the performance and films to look and sound like. Importantly, Dance Digital was ideal for the school's Enrichment week as it engaged and inspired a year group before they focussed on GCSEs and higher education. *"The project was excellent and gave students the insight and opportunity to work for long periods of time on an artistic product. The sessions brought together many different social groups within the school and had kids interacting with one another in ways that would not have been possible without the project"* said Nathan Geering, Dance Choreographer.

The project ended with a celebratory 'Dance Digital' performance and certificate ceremony on Wednesday 8 July at the School to an invited audience of local councillors, teachers, families and peers. The collaborative performance featured dance and live animation sections choreographed by the young people themselves, as well as chorus pieces choreographed by Nathan Geering. Some of the iPad films made throughout the project were shown as part of the evening, as well as the 'Happy' film which was a great summary of the skills and talent of everyone involved. A case study film of the project can be found on our website: www.junctionarts.org/project/dance-digital/

"What a fantastic week with Junction Arts! Our students learnt so much thanks to the hard work and effort put in from Ami, Bec, Nathan, Martin and Can-Do Film. Innovative, interactive and interesting – the project kept our students focussed all week. The week was topped off by a phenomenal performance which WOWed all staff and parents present" said Kyran Gregson, Business Manager at Frederick Gent School

North East Derbyshire Citizens Advice Bureau (NEDCAB)

NEDCAB provides free, confidential, impartial and independent advice and information on a wide range of subjects including benefits, housing and employment problems, consumer and tax issues.

Outputs/outcomes achieved during April to September 2015:

- 2,620 debt/benefits enquiries received from residents in the district
- 424 housing specific (including homelessness) enquiries received
- 208 volunteer hours

Case Study

Sarah is 27 years old, with one child aged 2 months. Both Sarah and her husband are employed full time; prior to this both were long term unemployed.

On contacting us for advice Sarah was 4 months into her maternity leave and did not intend to return to work. She had spoken to her employer who advised her that her maternity pay may have to be repaid if she did not return to work.

Sarah confirmed that she was receiving Statutory Maternity pay and expected this for the rest of her maternity leave (6 weeks at 90% of her basic pay and 33 weeks at the flat rate of SMP). To the best of Sarah's knowledge she has never received and was not entitled to receive contractual maternity pay. Her contract of employment confirmed this.

Sarah was concerned about the future as she felt that she would not be able to continue doing her job (which was shift work) but financially she felt obliged to return or resign now if needing to repay her maternity pay.

The Children's Centre CAB case worker advised Sarah that:

- Unless she has received some contractual maternity pay she would not have to make any repayments
- Entitled to receive pay in lieu of the holidays she has accrued whilst on maternity leave.

- How and when to submit her notice to terminate her contract of employment
- Entitlement of a £500 Sure Start Maternity Grant, however she only has one month left to claim it (Sarah had attempted to claim before her baby was born but was not entitled as not then receiving a qualifying benefit)
- Should she find a more suitable job she should qualify for help with child care costs (invited her to return for a benefit check if wanting to return to work)

Outcomes

- Empowered to make choices regarding family friendly work options
- Benefit grant of £500

Bolsover District Council

Executive

30th November 2015

**Corporate Plan Targets Performance Update – July to September 2015
(Q2 – 2015/16)**

Report of the Deputy Leader

This report is public

Purpose of the Report

- To report the quarter 2 outturns for the Corporate Plan 2015-2019 targets.

1 Report Details

1.1 The attached contains the performance outturn as of 30th September 2015 (Information compiled on 10th November 2015). This is the first report following approval of the new Corporate Plan by Council. The format reflects the new aims agreed within the plan.

1.2 A summary by corporate plan target is provided below:

1.3 Unlocking our Growth Potential

- 14 targets in total
- 13 targets on track
- 1 target not started yet (G03 – figures to be reported from Q3).

1.4 Providing our Customers with Excellent Service

- 16 targets in total
- 15 targets on track
- 1 target not started yet (C02) – survey planning work to commence in November 2015. Survey to run in February 2016.
- **C09** – it has been requested that this target be changed to ‘process changes to Housing Benefit and Council Tax Support within an average of **10** days’. (Original target: 14 days).

1.5 Supporting our Communities to be Healthier, Safer, Cleaner and Greener

- 16 targets in total
- 14 targets on track
- 1 target achieved (H14)

- 1 target has been flagged as an 'alert' – **H05** Support 417 inactive 16+ individuals per year and increase their activity levels to more than 30 minutes of moderate intensity physical activity per week. 83 new active participants have been recorded through the project so far. This is lower than hoped. This is a new project for the county. A new project proposal is currently being considered for year 2.

1.6 **Transforming our Organisation**

- 14 targets in total
- 10 targets on track
- 4 targets not started yet (T04, T05, T07, T08) – all within timescales. No concerns raised by respective lead officers.

1.7 Clearly the Corporate Plan is in its early stages of delivery and the progress is indicative at this point in time. Progress will be reported on a regular basis to Members and an Annual Report will be provided to Council.

2 Conclusions and Reasons for Recommendation

2.1 Out of the 60 targets 52 are on track, 1 has been achieved, 6 have not started and 1 has been flagged as an 'alert' i.e. the target may not achieve its intended outcome by the target date.

2.2 This is an information report to keep Members informed of progress against the corporate plan targets noting achievements and any areas of concern.

3 Consultation and Equality Impact

3.1 Not applicable to this report as consultation was carried out on the original Corporate Plan.

4 Alternative Options and Reasons for Rejection

4.1 Not applicable to this report as providing an overview of performance against agreed targets.

5 Implications

5.1 Finance and Risk Implications

No finance or risk implications within this performance report.

5.2 Legal Implications including Data Protection

No legal implications within this performance report.

5.3 Human Resources Implications

No human resource implications within this performance report.

6 **Recommendations**

- 6.1 That early progress against the Corporate Plan 2015-2019 targets be noted and the request for a description change to one target (CO9) to be considered.

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	Not applicable
Links to Corporate Plan priorities or Policy Framework	Links to all Corporate Plan 2015-2019 aims and priorities

8 **Document Information**

Appendix No	Title
1.	Corporate Plan Targets Update – Q2 July to September 2015
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)	
All details on PERFORM system	
Report Author	Contact Number
Kath Drury, Information, Engagement and Performance Manager on behalf of Assistant Director – Customer Service and Improvement	01246 217641

Bolsover District Council
Corporate Plan Targets Update – Q2 July to September 2015

Aim – Unlocking our Growth Potential

Key Corporate Target	Directorate	Status	Progress	Target Date
G 01 - Through the use of Key Account Management develop a relationship with a minimum of 50 local businesses by March 2019.	Growth	On track	Q2 2015 - 4 businesses engaged to date: DC Steel Fabs, Mercol Engineering, Dobbies and TBG Solution Q1 June 2015 Update - Annual Targets for key account management have commenced and three companies have already been supported. Meetings with the DE55	Sun-31-Mar-19
G 02 - Establish business support programme by engaging with D2N2 (Local Enterprise Partnership for Derby, Derbyshire, Nottingham and Nottinghamshire) and SCR (Sheffield City Region) Growth Hub by March 2016.	Growth	On track	Q2 2015 - D2N2 LEP established the Growth Hub Gateway Service a triage service to direct business enquiries and SCR have appointed a GH Managers and is expected to launch the Growth Hub in the New Year. Funding has been secured for the period to March 2016 from D2N2/SCR for the delivery of business advisers to deliver general advice (suitable for ambitious businesses) as part of the D2N2/SCR Growth Hub solution for overlap areas. The fund is managed by Chesterfield Borough Council and is subject to Service Level Agreement approval. Key property agents meetings have been completed to discuss commercial portfolios to attract investment. Q1 June 2015 Update - Regular Business E-Bulletins issued. Website provides information and linkages to range of growth business support packages including D2N2/SCR LEPs. New `Business Bolsover` brochure under development - this will include information on available business support products. Development of a Bolsover	Thu-31-Mar-16

Key Corporate Target	Directorate	Status		Progress	Target Date
				District business grant scheme: continues to be developed through CEPT for non-BNED LEADER areas, to facilitate economic growth and job creation. It is intended to launch the scheme in line with the LEADER funding. Due to issues within Defra over the launch of LEADER this has been delayed until Autumn 2015. In the meantime, the BNED LEADER team is developing the application and guidance forms, publicity information and working with the Legal Department to develop a robust contracting process which will underpin the monitoring and performance management process for LEADER.	
G 03 - Optimise business growth (as measured by gross NNDR) by £2.5m	Growth Operations	Not Started		Q2 - Revenues have agreed how to calculate this. Figures will be reported from Q3 onwards.	Sun-31-Mar-19
G 04 - Support 200 young people to raise their aspirations and provide them with relevant employability skills by December 2015.	Growth	On track		Q2 There are a number of initiatives contributing towards this overall target. To date, 279 young people had been supported to raise their aspirations. This is broken down as follows: Raising Aspirations (169); Talent Match (57); Ambition (37) Traineeship/Apprenticeship Programme (16)	Thu-31-Dec-15
G 05 - Through the Bolsover North East Derbyshire LEADER Approach collectively support the creation of 65 sustainable jobs in the combined programme area by December 2020.	Growth	On track		Q1&2: The funding agreement for €1,713,000 was only received from the Rural Payments Agency (RPA) on 14th September 2015, therefore delaying the national launch of the programme to 14th October 2015, and by extension the launch of BNED LEADER approach (the original intention was a March 2015 start). A number of RPA training sessions have been attended by the appropriate staff working on BNED LEADER, including the new Monitoring & Support Officer who commenced in June 2015 (and has been supporting the establishment of the administrative processes). Although the scheme has not	Thu-31-Dec-20

Key Corporate Target	Directorate	Status	Progress	Target Date
			formally commenced, 39 businesses (13 from the BDC area) have noted their interest in the funding and initial discussions help with the delivery team to see whether it would be appropriate to submit an application when the fund goes 'live.' A formal launch of the BNED LEADER Programme will be held in November 2015.	
G 06 - Undertake statutory public consultation on the Local Plan (Strategic Policies and Site Allocations) in line with the adopted Local Development Scheme timetable by July 2017.	Growth	On track	Q2 Currently on target to commence consultation on the emerging Local Plan in Oct/Nov 2015. It has been agreed to amend the focus of consultation to consult on the Options available as opposed to a Preferred Option. This change can be accommodated without impacting the overall timescale for Plan production.	Mon-31-Jul-17
G 07 - Submit Local Plan (Strategic Policies and Site Allocations) for examination by the Planning Inspectorate by November 2017.	Growth	On track	Q2 Currently on target to commence consultation on the emerging Local Plan in Oct/Nov 2015. It has been agreed to amend the focus of consultation to consult on the Options available as opposed to a Preferred Option. This change can be accommodated without impacting the overall timescale for Plan production.	Thu-30-Nov-17
G 08 - Process all major planning applications 10% better than the minimum for special measures per annum.	Growth	On track	As at 30th September we had achieved 70% of majors in time. The fall in percentage has resulted in part from some developers not agreeing further extensions of time towards the end of the process. We will continue to try to secure these agreements to get the best decision on the first application rather than require a resubmission. (Target 2015/16: 60%, National Target 50%)	Sun-31-Mar-19
G 09 - Deliver a minimum of 100 new Council properties by March 2019.	Operations	On track	Q2/2015. Woodheads appointed as development partner. Tranche 1 sites agreed. First site, Rogers Avenue, has been granted planning permission with start on Site November 2015. Possible Tranche 2 sites identified and feasibility work being commissioned.	Sun-31-Mar-19

Key Corporate Target	Directorate	Status	Progress	Target Date
G 10 - Enable the development of at least 1,000 new residential properties within the district by March 2019.	Growth	On track	Q2 - Figures for completions are collected annually so will be reported following the end of the financial year. A recent exercise with the SCR LEP and HCA for the devolution bid showed 3458 new housing units planned by 2019. Not all these will come to fruition due to market forces but the council will be working with SCR and D2N2 and HCA to enable their development. Large sites include Brookvale in Shirebrook for 1100 new homes – the first phase will be taking place by March 2016. The b@home initiative aims to build at least 110 new council homes by 2019. Phase 1 sites have been identified with Rogers Avenue planned for November 2016 start. Phase 2 has identified possible sites. Bolsover North has plans for 950 new houses.	Sun-31-Mar-19
G 11 - Through a programme of targeted refurbishment bring 15 empty private sector properties back into use per annum.	Growth	On track	Q2 - 9 units of affordable accommodation brought back into use through refurbishing empty commercial properties in Clowne. Joint initiative with Action Housing via Empty Properties round 2 funding. The Empty Properties officer is working closely with Action Housing and HCA to secure additional HCA CME funding for additional properties in the district.	Sun-31-Mar-19
G 12 - Achieve an increase of £850,000 in additional New Homes Bonus from the government by March 2019.	Growth	On track	Q2 New Homes Bonus allocation for 2016/17 £257,091.80. Instalments over 6 years - £1,542,550.80. (Please note that these figures are provisional as they are calculated using last year's average national council tax bands. Allocations will be confirmed when the new national council tax bands are confirmed in the new year)	Sun-31-Mar-19
G 13 - Work with partners to deliver an average of 20 units of affordable homes each year.	Growth	On track	Q2 - 9 affordable units brought back into use through HCA AHP (Affordable Housing Provision) – empty properties funding in Q1 and 2	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
G 14 - Identify with partners key actions and funding mechanisms to bring forward priority employment sites at Markham Vale, Shirebrook and former Coalite site by March 2016.	Growth	On track		<p>Q2 2015 - Former Coalite site – EZ application submitted to D2N2/SCR LEPs and is awaiting DCLG approval. Planning approval for Employment (B2 and B8 uses) has been granted, Sept 2015. Markham Vale – Seymore North link road is under construction expected completed summer 2016. Regenerations Frameworks procurement tenders submitted 5/10/15 for consultancy to deliver the frameworks for the district, lead by an enabler Tom Lonsdale.</p> <p>Q1 - Former Coalite site - Regular dialogue with Marcol and D2N2/SCR LEPs. Shirebrook - Regeneration Framework being prepared to provide comprehensive plan for the town centre and wider surrounding area. A consultant 'Enabler' commenced in July 2015. Markham Vale - Derbyshire County Council leading the site and advise it is progressing at good pace.</p>	Thu-31-Mar-16

Aim – Providing our Customers with Excellent Service

Key Corporate Target	Directorate	Status		Progress	Target Date
C 01 - Retain Customer Service excellence accreditation year on year.	Transformation	On track		September 2015 - six month report on Improvement Plan 2015/16 due for review and update to Improvement Group towards the end of the year. Active evidence collection will commence in December 2015. Annual assessment scheduled for April 2016	Sun-31-Mar-19
C 02 - Achieve an overall biennial external satisfaction rate of 85% or above for services provided by the Contact Centres.	Transformation	Not Started		September 2015 - Survey scheduled for February 2016.	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
C 03 - Achieve an overall annual satisfaction rate of 80% or above for leisure, recreation and cultural activities and services.	Transformation	On track		Of the service areas measured 88% average satisfaction rate was scored	Sun-31-Mar-19
C 04 - Promote the Council website and increase (unique) visitor numbers by 7% year on year.	Transformation	On track		September 2015 - Statistics from Google Analytics for the period April 1 - September 30 show a 45.88% increase in new unique users of the website	Sun-31-Mar-19
C 05 - Implement the new EU Regulations on Data Protection within the timescales stipulated by the Information Commissioners Office.	Transformation	On track		September 2015 - Still awaiting approval by the EU and a date for implementation (Regulations expected to take force in June 2018 - Source: ICO). However work is underway to improve our internal data protection processes in-line with the new regulations. For example we are currently developing a database of personal data held by the Council which is one of the proposed regulations.	Sun-31-Mar-19
C 06 - Prevent homelessness for more than 50% of people who are facing homelessness each year.	Operations	On track		April - September 2015 - 151 approaches from people seeking homeless assistance, of which 95 cases were prevented from being homeless:- 63% prevented cases	Sun-31-Mar-19
C 07 - Install 150 new lifelines within the community each year.	Operations	On track		April - September 2015 - 122 units of careline equipment installed	Sun-31-Mar-19
C 08 - Process all new Housing Benefit and Council Tax Support claims within an average of 20 days.	Operations	On track		Quarter 2 =average 16.76 days Quarter 1 data - 16.86 days	Sun-31-Mar-19
C 09 - Process changes to Housing Benefit and Council Tax Support within an average of 14 days .	Operations	On track		Quarter 2 = 7.12 days Quarter 1 = 8.98 days Request for target to be changed to 9 days	Sun-31-Mar-19
C 10 - Carry out 300 disability adaptations to Council houses each year.	Operations	On track		April - September 2015 - 210 adaptations completed	Sun-31-Mar-19
C 11 - Fully deliver the equality	Transformation	On		September 2015 - 8 of the 15 objectives are being	Sun-31-

Key Corporate Target	Directorate	Status		Progress	Target Date
objectives identified in the Single Equality Scheme by March 2019.		track		progressed. Notable actions to date - EIA mapping exercise and report to SAMT in October, Customer Requirements Form now on Firmstep and relaunched, Citizen Panel Equalities survey results shared and to be published.	Mar-19
C 12 - Ensure a minimum of 50% of clients experiencing Domestic Violence each year are satisfied with the support they received.	Operations	On track		Sept 2015 - Planning meetings undertaken for Freedom Programmes which are to be delivered in Shirebrook, Bolsover and Creswell. These will all be in partnership with the relevant Multi Agency Teams (MAT) in each area. For the three month period beginning 01.07.15 to 30.10.15 59 new referrals were received.	Sun-31-Mar-19
C 13 - Reduce average relet times of Council properties (not including sheltered accommodation) to 20 days by March 2019.	Operations	On track		2015/16 q1 - 21 days (24 days if sheltered are included) q2 - 18 days (19.3 if sheltered are included)	Sun-31-Mar-19
C 14 - Carry out 99% of emergency repairs within 6 working hours.	Operations	On track		Sept 2015 - Setting up the formula in order to measure this indicator by the end of October 2015 - Provisional figures suggest around 95% of emergencies are completed within 6 hours, 99% are attended within 6 working hours. Details to be confirmed.	Sun-31-Mar-19
C 15 - Ensure a minimum of 50% of clients receiving parenting support each year express a positive outcome.	Operations	On track		September - two courses completed. 90% of those who have completed an evaluation form are satisfied.	Sun-31-Mar-19
C 16 - Agree a project with Derbyshire County Council and other stock retaining authorities to deliver alarm monitoring to 12,000 people county wide by April 2016.	Operations	On track		Sept 2015 - Governance arrangements progressing with partners. Procurement completed for equipment provider. Work being undertaken to develop practices and procedures.	Sat-30-Apr-16

Aim – Supporting our Communities to be Healthier, Safer, Cleaner and Greener

Key Corporate Target	Directorate	Status		Progress	Target Date
H 01 - Deliver a minimum of 8000 hours of positive activity through community based culture and leisure engagement per year.	Transformation	On track		Q2 update - At this stage of the year the target figure is 4000 hours, actual performance to date is 4500 - therefore exceeding target to date	Sun-31-Mar-19
H 02 - Increase participation/attendances in leisure, sport, recreation, health, physical and cultural activity by 3,000 per year.	Transformation	On track		Q2 update - At this stage of the year the participation figure should be 115,500, the actual participation figure is 127,306 = 11,000+ up on target to date - however there are profile considerations to take into account during poorer quarters still to come.	Sun-31-Mar-19
H 03 - Deliver a health intervention programme which provides 900 adults per year with a personal exercise plan via the exercise referral scheme.	Transformation	On track		Q2 update -The health referral team have received 372 referrals from GP surgeries throughout the district upto the end of September. The referral criteria was changed slightly and is therefore reflected in these figures. Monthly referrals continue to increase.	Sun-31-Mar-19
H 04 - Tackle childhood obesity through the delivery of a child focused health intervention programme to all Key Stage 2 year groups by the end of each academic year.	Transformation	On track		Q2 The Five:60 programme is currently being delivered to 7 schools within the district	Sun-31-Mar-19
H 05 - Support 417 inactive 16+ individuals per year & increase their activity levels to more than 30 minutes of moderate intensity physical activity per week.	Transformation	Alert		83 new active participants have been recorded through year 1 of the project. This is slightly lower than hoped , however, with the project being new for the county there have been some teething problems and adaptations to the criteria have been made, resulting in some delays. A new project proposal is currently being considered for year 2.	Sun-31-Mar-19

<p>H 06 - Provide signposting and support for people who want to volunteer and recruit 150 new volunteers by February 2016.</p>	<p>Growth</p>	<p>On track</p>	<p>Q2 Delivery of this work has been sub-contracted to the Volunteer Centre for Chesterfield and North East Derbyshire and aims to increase participation in volunteering activity. Delivery commenced in September 2014. The number of new volunteers recruited at the end of June 2015 was 30 (NB figures to September 2015 aren't available yet due to a time lag with monitoring returns due - Q2 update 10/11/15 - 44 volunteers to date as of 30/09/15). A project review meeting was held on 21st July 2015 to discuss progress as the number of volunteers recruited was lower than expected. Whilst this is the case, progress against other targets is on track, or being exceeded:</p> <p>No of volunteer hours - 4345 achieved against a target of 1200 (exceeded total project target) Number of engagements - 217 achieved against a target of 300 (on target) VCS groups supported - 49 achieved against a target of 10 (exceeded total project target) Volunteering opportunities created - achieved 29 against a target of 30 (on track to exceed total project target) In addition, 9 volunteers have moved into employment.</p> <p>There are a number of reasons why the conversion from engagements to people actually volunteering is lower than originally profiled, but the number of volunteer hours demonstrates that those that are volunteering are dedicated recruits willing and able to demonstrate their commitment. In-depth analysis of the social return on investment (SROI) has been undertaken using the Wellbeing Valuation http://www.hact.org.uk/social-value-bank/. The return on</p>	<p>Mon-29-Feb-16</p>
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				funding invested for the period January to June 2015 has been calculated at £132,802. The project on the whole is performing well, and achieving (even over-achieving) the majority of its contracted outcomes.	
H 07 - Assist partners in reducing crime by delivering 12 Crime Cracking events in the community each year.	Operations	On track		<p>Q2/2015 - 7 Crime Cracking Events held this year engaging with 2330 people:</p> <p>23.04.15 - Creswell Health Centre Healthy Living event 18.05.15 - Healthy Arc Day/Stroke Awareness Day at the Arc 08.07.15 - BBC Antiques Road Show at Bolsover Castle 22.08.15 - Shirebrook Model Village Residents Association summer party at Victoria Inn, Shirebrook 01.09.15 - SNT Priority Setting event at The Hub, South Normanton 05.09.15 - The Langwith Show at Rhubarb Farm, Langwith 25.09.15 - Public Health SHIP at Shirebrook Market Place</p>	Sun-31-Mar-19
H 08 - With partners organise 3 community cohesion events each year to bring communities together in identified areas.	Operations	On track		<p>Q2/2015 - Three events in the first six months of this financial year.</p> <p>1. Cycle Fest event at Shirebrook Academy on 31.05.15 2. Shirebrook Academy Family Fun Day on 04.07.15 3. Shirebrook Model Village Residents Association Summer Party on 01.09.15</p>	Sun-31-Mar-19
H 09 - Achieve a combined recycling and composting rate of 49% by March 2019.	Operations	On track		<p>Q2 (2015\16) Waste Data Flow (WDF) information is estimated on like performance at ending September 2014, in particular as WDF information will not be available until December 2015. It is estimated 4,055tonnes of recyclable\ compostable wastes will be diverted, yielding a combined estimated recycling rate of 49.10% between April and September 2015 (Q1 to Q2). Q1 (2015\16)</p>	Sun-31-Mar-19

				4,428tonnes of recyclable\compostable waste reported via Waste Data Flow, yielding a combined recycling rate of 49.3% between April and June 2015.	
H 10 - Sustain standards of litter cleanliness to ensure 96% of streets each year meet an acceptable level as assessed by Local Environment Quality Surveys (LEQS).	Operations	On track		Q2 (2015\16) LEQS's established 4% of streets and relevant land surveyed fell below grade B cleanliness standards resulting in 96% meeting the target standard. Combined (Q1 & Q2) performance is 4% falling below grade B, resulting in 96% achieving the 96% target. Q1 (2015\16) LEQS's established 4% of streets and relevant land surveyed fell below grade B cleanliness standards resulting in 96% meeting the target standard. The establishment of reviewed operational cleansing programs and inspection arrangements have since aided improved litter cleanliness standards when compared to Q1 2014\15 (12%).	Sun-31-Mar-19
H 11 - Sustain standards of dog fouling cleanliness to ensure 98% of streets each year meet an acceptable level as assessed by Local Environment Quality Surveys (LEQS).	Operations	On track		Q2 (2015\16) LEQS's established 0% of streets and relevant land surveyed fell below grade B cleanliness standards resulting in 100% land surveyed meeting the target standard. Combined (Q1 & Q2) performance is 0% land surveyed falling below grade B and achieving the 98% target. Q1 (2015\16) LEQS's established 0% of streets and relevant land surveyed fell below grade B cleanliness standards resulting in 100% surveyed meeting the standard and within the 98% target set.	Sun-31-Mar-19
H 12 - Annually undertake 10 local environmental enforcement and educational initiatives in targeted areas to deal with dog fouling, littering or fly tipping.	Growth	On track		Q2 (9/10/15) - four initiatives were delivered at Bolsover (PDSA), South Normanton (PDSA), Langwith annual show and Shirebrook Market.. Q1 (9/10/15) – four initiatives were delivered at Pinxton Parish Fun Day, Shirebrook Pear Tree Estate, Pleasley Pit Country Park and Bolsover Gala	Sun-31-Mar-19

<p>H 13 - Develop an action plan for the improvement of each of the four town centres by March 2019.</p>	<p>Growth</p>	<p>On track</p>		<p>Q2 2015 - Regenerations Frameworks procurement tenders submitted 5/10/15 for consultancy to deliver the frameworks for the district, lead by an enabler Tom Lonsdale.</p> <p>Q1 Regenerations Frameworks are currently underway, focussing on the four main towns in Bolsover District but covering the entire District. The Frameworks will act as a reference and guide future growth and enhancements in each of the four main areas that include: o Bolsover South, West, Scarcliffe, North West o Shirebrook North West, South West, South East, East, Langwith, Pleasley o Clowne South, North, Whitwell, Barlborough, Elmton with Creswell o South Normanton East, West, Blackwell, Tibshelf , Pinxton Owing to the nature and complexity of this exercise, an Enabler has been appointed to assist in developing the brief and procuring the consultant/consultants or consortium that will produce the Frameworks. The timetable is aligned to meet the requirements of the Local Plan as it is intended to “drop” the spatial elements of the Frameworks into the Local Plan.</p>	<p>Sun-31-Mar-19</p>
<p>H 14 - Submit a detailed scheme for the repair and restoration of New Bolsover Model Village to Heritage Lottery Fund by September 2015.</p>	<p>Growth</p>	<p>Achieved</p>		<p>The bid has been submitted and we are now awaiting a decision in December 2015</p>	<p>Wed-30-Sep-15</p>
<p>H 15 - Reduce energy use in sheltered housing schemes by 10% by March 2019.</p>	<p>Operations</p>	<p>On track</p>		<p>Q2/2015 - S I Sealy & Associates have now been commissioned to work with the Council to provide advice and assist with the procurement of agreed solutions. An initial visit to the first three sites took place on 7th October. They have also been requested to advise on the purchase a portable heating system which will be used with each boiler installation, to</p>	<p>Sun-31-Mar-19</p>

				ensure no loss of heat and hot water, and also be available in the event of a heating complex failing. The lighting to the communal areas at Ashbourne Court has been changed to energy efficient fittings and bulbs and the second complex, Woburn House, is nearing completion.	
H 16 - Replace each year 200 gas fired back boilers in our Council houses with more efficient 'A' rated combi boilers.	Operations	On track		Q2/2015 - 246 fitted to date	Sun-31-Mar-19

Aim – Transforming our Organisation

Key Corporate Target	Directorate	Status		Progress	Target Date
T 01 - Retain accreditation against the Investors in People (IIP) extended framework by July 2015 and full external assessment in 2018.	Transformation	On track		September 2015: The Council achieved a Silver rating against the extended framework following the full IIP assessment in June, thereby achieving the Corporate Plan target. The IIP framework and assessment process is changing significantly and discussion is required with senior management about the approach to IIP moving forward.	Tue-31-Jul-18
T 02 - Produce a Strategic Alliance People Strategy 2016-2019 by December 2015	Transformation	On track		September 2015: The draft Strategic Alliance People Strategy is being considered at Joint Consultation Group (JCG) in October. It is intended the draft Strategy will be presented to Council in November for approval.	Tue-31-Dec-19
T 03 - Establish interest from the market to work in partnership to develop a delivery method for the development and or refurbishment of key council-owned assets and report findings back to	Operations	On track		Sept 2015 - Partnership set up with Woodheads to build council house properties. Partnership being explored through the Business Executive Group (BEG) for Pleasley Vale Business Centre	Sat-31-Oct-15

Key Corporate Target	Directorate	Status		Progress	Target Date
Members by October 2015.					
T 04 - Access the potential revenue impact and develop an action plan to address issues arising from the implementation of the Minimum Energy Standards on commercial properties by April 2018.	Operations	Not Started		Not started. Well within timescale	Mon-30-Apr-18
T 05 - Initiate a build programme for the new Clowne leisure facility by 2015 and complete by 2016.	Transformation	Not Started		Q2 update - Not started yet however will achieve target.	Sat-31-Dec-16
T 06 - Introduce alternative uses to 20% of garage sites owned by the Council by March 2019.	Operations	On track		Sept 2015 - 2 Housing Assistants (Estates) have been appointed, and they are in the process of surveying all garage sites (This will establish the baseline). The initial work should be completed before the end of the year. Some sites are also being considered for building new Council homes. Tranche 1 has been agreed, with feasibility studies being carried out on Tranche 2 which includes a number of garage sites	Sun-31-Mar-19
T 07 - Produce a Procurement Strategy by March 2016.	Growth	Not Started		Sept 2015 The Procurement Strategy has not been commenced yet. It is not yet due but will be completed by the due date of 31st March 2016.	Thu-31-Mar-16
T 08 - Fully deliver the electoral changes to District and Parish wards as a result of the Local Government Boundary Commission for England's electoral review by 1 December 2018.	Growth	Not Started		Sept 2015 The Boundary Commission has not yet contacted the Council to commence this review. It cannot commence until such contact is made.	Sat-1-Dec-18
T 09 - Reduce the percentage of rent arrears by 10% through early intervention	Operations	On track		Q2/2015 - The baseline figure (April 2015) is £562,328 (2.7% of the annual rent roll) and a reduction in	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
and effective monitoring by 2019.				Council Housing Tenants arrears by 10% by March 2019. If 10% reduction the figures will be £506,095. At the end of September the figure stands at 2.7% (£578,809.41) which is neither an increase or a decrease in percentage terms (Note: this target is a reduction in the percentage rather than the monetary value - this is common in measuring rent arrears and allows comparisons with other, and over time. A reduction from 2.8% to 2.6% is measured as $((2.8 - 2.6) / 2.8) \times 100 = 8\%$).	
T 10 - Reduce the level of Former Tenants Arrears by 10% through early intervention and effective monitoring by 2019.	Operations	On track		Q2/2015 - The baseline figure is £570,254 and a reduction in former Council housing tenants arrears by 10% by March 2019 if 10% is collected then that will be £513,227. At the end of September the figure was £638,013.74 which is an increase of 11% - the majority of these are newly arising (i.e. people being evicted of leaving their tenancy with debt) So far this financial year £24,868.49 former tenancy arrears has been collected and £12,282.63 has been written off which has been a reduction of £37,151.12.	Sun-31-Mar-19
T 11 - Through successful delivery of projects within the Transformation programme achieve total income/savings of £600,000 by March 2019.	Transformation	On track		September 2015 - The Transformation Programme 2015-2019 has been agreed and communicated to employees/members in late September 2015. The current programme identifies potential savings of £295,000 for BDC as well as many non cashable service improvements. Some projects are in the very early stages and yet to quantify the savings. This is a four year programme and savings will be recorded as achieved and confirmed by Finance.	Sun-31-Mar-19
T 12 - Develop a series of strategies and	Transformation	On		Q2 update the following are being progressed and on	Thu-31-

Key Corporate Target	Directorate	Status		Progress	Target Date
plans to support the ambition of a sustainable leisure service by March 2016.		track		track: Subsidy Reduction Plan, Built Facilities Plan, Sports Development Plan and Marketing Plan	Mar-16
T 13 - Increase on-line self service transactions dealt with by the Contact Centre by 20% each year.	Transformation	On track		September 2015 - Baseline data from 2013/14 was 396 online transactions. 2015/16 - Q1 = 129 transactions, Q2 = 145, 6 month total = 274 transactions which is approximately a 39% increase based on 6 months baseline data.	Sun-31-Mar-19
T 14 - Achieve the Member Development Charter by December 2018.	Growth	On track		Q2 2015 To date, two Personal Development Plans have been completed and signed off.	Mon-31-Dec-18

10/11/15
End of report

Bolsover District Council

Executive

30 November 2015

Introduction of Universal Credit

Report of Councillor Mary Dooley

This report is public

Purpose of the Report

- To report on the introduction of Universal Credit within the District and to highlight the requirements of both Councils as part of the Universal Credit Delivery Partnership agreement (the draft agreement is attached as Appendix 1).

1 Report Details

- 1.1 Universal Credit is to be introduced across Bolsover and North East Derbyshire on the 23rd November 2015.
- 1.2 Universal Credit at this stage will only be for new single applicants between the ages of 18 and 60. The DWP estimate that there will be 327 new claims between 23rd November and 31st March 2016. It should be noted that not all these will be claiming housing benefit as they may be living at home and not liable for any rent.
- 1.3 The draft Universal Credit Delivery Partnership Agreement attached at Appendix 1 seeks to clarify the role of the DWP and that of the Council as a delivery partner.
- 1.4 The Councils are requested to provide universal Credit service provision in partnership with the DWP. The key elements of the support that the council is being asked to provide is:
 - help with on line applications
 - assistance with budgeting support to prepare and support claimants with the financial changes Universal Credit will bring including the single household payment, the Universal Credit monthly costs and housing costs paid directly to the claimant, this will only include claimants referred from the DWP for support.
 - There is a requirement for assistance with complex housing costs claims, this is usually in the form of an identified Revenue and Benefits Council Officer to provide advice to the DWP and the claimant.

Note schedule one of the Delivery Partnership Agreement (page 10) in appendix one provides a breakdown of the requirements on the council.

- 1.5 The DWP is providing an initial funding pot of £16,495 for BDC until the end of March 2016 to facilitate this support locally. This amount is based on assumptions of the support that might be required using the experience of existing Authorities where Universal Credit has already gone live.
- 1.6 It is also anticipated that there will be a pot of money allocated for supporting the interaction between UC and the Local Council Tax Reduction Scheme (LCTRS). This is yet to be determined.
- 1.7 The funding can be used to enhance or increase existing support within the council or to procure external expertise, including budgeting support. It is only ring fenced to referrals from the DWP. The experience from other Authorities has been that the number of referrals in reality has been relatively low. It should also be noted that a very small proportion of the budget identified will be to deliver personal budgeting support and on line supported access.

This equates to £807 in BDC. (see Appendix 1)

- 1.8 A Joint NEDDC/BDC steering group will be established across both Councils to monitor and ensure delivery of the Delivery Partnership Agreement. This group will be the key point of contact for the DWP representatives and will meet with the DWP on a regular basis. They will ensure that the funding provided is sufficient in relation to the actual number of claimants requiring support once universal credit has gone live
- 1.9 This group will need to map what support we already have in relation to budgeting support and on line applications. Once we have a clear picture of the support provision we currently have internally and already contracted out a decision can be then be made as to whether we need to procure additional support through the funding pot referred to in 1.5.

It should be noted that we already have internal expertise within the Authority and also existing contracts with a variety of agency to deliver budgeting support.

- 1.10 It should be noted that both Councils have been preparing for welfare reform changes by establishing Officer working groups and producing welfare reforms monitoring reports on a quarterly basis. It is intended that the steering group will assume responsibility for much of this work. In addition an Advice Agency Liaison meeting has been established which includes agencies such as Credit Unions, CABs, Unemployed Workers Centre, Financial Action Derbyshire and the Law Centre. These groups will be useful in acting as reference points for the steering groups as part of any consultation or delivery of support services.

2 Conclusions and Reasons for Recommendation

- 2.1 That a Universal Credit Steering Group should be established to monitor the introduction of Universal Credit locally. Such monitoring would take place within the context of a wider consideration of the impact of the benefits system – including welfare reform – upon local people. This should be chaired by the Assistant Director of Finance, Revenues and Benefits and will include representatives from those service areas identified in 3.1. This group will be responsible for identifying existing support available and any additional resources required to deliver welfare reform including universal credit locally and ensure that claimants are fully supported in managing the transition to universal credit and to avoid any increases in debt for Universal credit claimants.

This group will provide regular monitoring reports to SAMT and Executive on a quarterly basis.

- 2.2 That the Universal Credit Delivery Partnership Agreements for both Authorities will be signed by the Joint Executive Director of Operations at both Authorities.

3 Consultation and Equality Impact

- 3.1 An initial meeting has been held to discuss the Agreement between DWP representatives and the key members of staff from the following service areas:

- Housing Strategy and Growth
- Economic Growth
- Revenues and Benefits
- Contact Centres at both Authorities
- Housing Services (BDC)
- Partnerships Teams (BDC and NEDDC)
- Rykneld Homes

4 Alternative Options and Reasons for Rejection

- 4.1 Not to enter into the Universal Credit Delivery Partnership Agreement. This was rejected as it would result in losing any funding to support new Universal Credit claimants.

5 Implications

5.1 Finance and Risk Implications

The DWP has allocated funding to provide support to claimants moving to Universal Credit for the period up to the end of March 2016. This has been calculated based upon assumptions developed from existing Universal Credit schemes in other authorities.

This funding can be used for

- Personal budgeting support
- On line supported access
- Local Council Tax Reduction Scheme (to be determined)
- One off costs for additional publicity or events to publicise Universal Credit and support available.
- Support for the UC Service Centre in terms of specialist housing and housing benefit advice.

5.2 Legal Implications including Data Protection

The Delivery Partnership Agreement 0 Appendix one) contains a schedule at annex 1 (p19) outlining a data sharing agreement. This sets out for the responsibilities and accountabilities for data sharing of personal data for the purposes of Personal Budgeting Support (PBS) and Digital support.

5.3 Human Resources Implications

A mapping exercise is required to identify existing staff who can provide personal budgeting support, support with on line access and expertise on complex housing costs. It should be noted that at this stage we are unclear about the true number of referrals we will receive. This will be monitored over the next 6 months in preparation of UC being extended beyond single applicants to ensure we are fully resources to respond locally.

Staff within the Contact Centres and Revenues and Benefits departments will be most affected by the introduction of Universal Credit and an assessment is needed as to whether additional resources will be required internally.

Training sessions have been provided for staff at both Authorities on 11th November which was delivered by the DWP.

The DWP have offered to come into both Authorities should any further training for front line or elected members be required.

6 Recommendations

- 6.1 That the Joint Executive Director of Operations sign the Delivery Partnership Agreements once final versions have been drawn up by the DWP.
- 6.2 That a joint NEDDC/BDC Universal Credit Implementation Group is established with immediate effect chaired by the Joint Assistant Director of Finance, Revenues and Benefits with representatives from 3.1.
- 6.3 That a mapping exercise of internal resources to provide required support and also contracted out resources is carried out with a view to identifying gaps and starting a procurement process for additional resources.
- 6.4 That the UC implementation Group will identify additional training needs for staff and members.

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	Providing our customers with Excellent Services

8 Document Information

Appendix No	Title
Appendix one	Universal Delivery Partnership Agreement (Draft version)
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)	
None	
Report Author	Contact Number
Allison Westray –Chapman Dawn Clarke	242222 242214

Report Reference –

(1) DEPARTMENT FOR WORK AND PENSIONS

and

(2) Bolsover District Council

Dated.....

UNIVERSAL CREDIT DELIVERY PARTNERSHIP

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This Delivery Partnership is made on --/--/2015

BETWEEN:-

- (1) Department for Work and Pensions, whose principal place of business is at Caxton House, Tothill Street, London, SW1H 9NA (the 'Department') and
- (2) Bolsover District Council, The Arc, High Street, Clowne, Derbyshire S43 4JY ('the Council')

IT IS AGREED as follows:-

- 1.1. As part of Universal Credit (UC) Live Service Bolsover District Council have agreed to be a delivery partner from 23/11/2015 to 31/03/2016 in accordance with this Delivery Partnership (DP).
- 1.2. The Department will work in partnership with the Council, to deliver the services required by these claimants, following Universal Support – delivered locally (previously Local Support Services Framework) principles, recognising that the partnership will deliver services (as set out in Schedule1) that are flexible and sensitive to local needs, with the ultimate aim of delivering a joined up and coherent journey between services for the claimant. This DP will support national expansion of UC as an interim arrangement, until the full Universal Support offer is in place. These include:
 - Getting on-line to make their claim.
 - Receiving budgeting support to prepare and support claimants for the financial changes UC brings, specifically these include, the single household payment, the UC monthly payment and housing costs paid directly to the claimant.
- 1.3. UC has a current requirement for assistance with complex housing cost claims from the Council.
- 1.4. Partnership working is crucial to the delivery of this DP and will lay the foundations upon which the Universal Support services will be developed and delivered.
- 1.5. The following partnering principles will apply as the Department and the Council move forward.

The Department and the Council are:

- committed to working together to improve performance, efficiency and the quality of claimants' experience of services;
- in agreement that they have key roles to play in identifying, leading and participating in partnership working;
- in agreement that, wherever possible, partnership working should be based on and leveraged against infrastructure and services that are already in place, building on existing successful partnerships and taking learning from these successful models;

- in agreement that they will continue to seek, through discussion, opportunities to further help to develop, test and trial the early implementation of any jointly agreed initiatives and best practice that will further support the ambitions of the wider Department and the Council and other local authorities in the delivery of Universal Support.
- 1.6. During the period of this DP the Department will continue to accept new claims to UC from claimants, in the designated post code areas, who satisfy the UC eligibility criteria. It is recognised that this claimant group may change as a result of changes in circumstance once the claimant is in receipt of UC.
 - 1.7. Where the actual number of claimants using the services outlined in this DP (Schedule 1 Part 2), based upon the initial UC criteria, exceed the projected volumes in Schedule 2, the Department and the Council will enter into discussions to re-negotiate and agree any increased funding to reflect the revised volumes.
 - 1.8. Where a subsequent change in the UC eligibility criteria causes the volumes to differ from the projected volumes on which this DP is based and or volumes change for any reason, the Department and the Council will enter into discussions to re-negotiate the funding.
 - 1.9. Both the Department and the Council shall participate in UC delivery, performing the acts, functions and roles assigned to it by the Parties in accordance with the outline of the services and activities set out in Schedule 1.
 - 1.10. The Council shall inform the Department in writing of the identity of any organisation which the Council employs or engages to assist the Council in performing any act on behalf of the Council or in performing any of the functions or roles of the Council in the UC support services.
 - 1.11. Nothing in this DP shall be deemed to constitute a partnership under the Partnership Act 1890 or the Limited Partnerships Act 1907, joint venture, agency, interest grouping or any other kind of formal business grouping or entity between the Department and the Council.

2. PAYMENT BY THE DEPARTMENT

- 2.1. The Department will pay the Council on presentation to the Department by the Council of a valid invoice in such form and containing such information as the Department reasonably requires for the costs incurred by the Council in providing those services and activities and in accordance with the funding arrangements set out in Schedule 2. Payment will be subject to validation by the Department which may include additional information being requested by the Department. Invoices must be presented monthly or at agreed intervals.
- 2.2. Subject to clause 2.1 the Department will pay the Council for the costs incurred by the Council in providing the services and undertaking the activities set out in Part 2 of Schedule 1 during the month for which the invoice is presented within 20 working days of the date of the presentation of the invoice.

- 2.3. Payment is time bound and invoices need to be submitted promptly. DWP cannot make payment in advance for services that have not been delivered.

3. MANAGEMENT INFORMATION

- 3.1. The Council will provide the following information each month to the Department and on an 'ad-hoc' basis (as agreed by parties on an exceptional basis), in such format and/or media as the Department reasonably requires:
- Number of claims requiring additional support (i.e. one to one assistance needed in order to complete the claim process);
 - Volume of referrals to personal budgeting support received;
 - Volume of referrals to personal budgeting support that resulted in telephone advice by the Council (or provider);
 - Volume of referrals to personal budgeting support that resulted in face to face advice by the Council (or provider);
 - Number of manual applications to Local Council Tax Reduction Scheme (LCTRS) processed;
 - Number of cases where Universal Credit service centre contacts the Council to complete the evidence gathering or makes checks on the claimant.

4. GOVERNANCE

- 4.1. The services and activities to be undertaken by the Council will be monitored during the life of this DP through:
- Monthly review meetings that will take place between the Council and the Department at a working level; and
 - Quarterly review meetings will take place between the Council's Chief Executive, and the District Manager (DWP) or their nominated representatives.

Such reviews shall include (but are not limited to) (i) the impact of the services delivered by the Council upon claimants under the UC Live Service; (ii) any specific issues received or raised by either party; (iii) the performance of the wider obligations of the Department and Council under this DP including any impact on funding and (iv) any complaints received.

- 4.2. The Department's District Manager and the relevant senior Council Official or other nominees as agreed locally, shall use reasonable endeavours to resolve all issues and differences arising out of or in connection with this DP by means of prompt discussions.
- 4.3. If the Council has a query relating to UC, in the first instance, the Council will attempt to resolve the query from existing guidance. If the query remains unresolved, the Council will complete the LA Issue Resolution Template and forward the query to the UC.MIDLANDSHIRESLAISSUES@DWP.GSI.GOV.UK inbox for resolution. The Department will seek to resolve queries submitted within 5 working days and in exceptional circumstances within 10 working days except where the query relates to a customer where the query should be resolved as soon as possible and within a maximum of 5 working days.

- 4.4 If the Department has a query relating to UC for the Council to resolve, the Council will seek to resolve queries submitted within 5 working days and in exceptional circumstances within 10 working days except where the query relates to a customer. In these circumstances the query should be resolved as soon as possible and within a maximum of 5 working days.

5. CHANGE CONTROL

- 5.1. Either the Department or the Council may propose a variation to the activities listed, in writing (including but not limited to electronic mail) to the other, and the other shall confirm in writing (including but not limited to electronic mail) to the Party who proposed the variation, whether it agrees or does not agree to the variation as soon as practicable and in any event within 30 calendar days.
- 5.2. Immediately upon agreement by the other in accordance with clause 5.1 above, the Department's nominated signatory and the Council's nominated signatory shall sign a variation whereupon the Parties shall be bound by those terms.

6. DATA PROTECTION AND FREEDOM OF INFORMATION

- 6.1. Both Parties are Data Controllers under the Data Protection Act 1998 and are joint Data Controllers for the purposes of Universal Support.
- 6.2. The Data Sharing Agreement is included in Annex 1.
- 6.3. From time to time either Party may receive requests for information relating to this DP and/or the UC Live Service. In such event, the other Party will do all things reasonably necessary to assist the Party who received the request, in meeting the requirements of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

7. CONFIDENTIALITY

- 7.1. Both Parties must ensure that they (and any person they employ or engage) only use Confidential Information belonging to the other for the purposes of the UC Live Service and neither Party shall disclose Confidential Information of the other without the other's prior written consent.
- 7.2. Both Parties shall be allowed to disclose Confidential Information to any person who they employ or engage in connection with the UC support provided that that other person is bound by confidentiality obligations substantially the same as those set out in this clause 7.
- 7.3. This clause 7 shall continue to apply after this DP has ended but it shall not apply at any time to information which is or comes into the public domain or which is required to be disclosed by law or to an auditor or regulator of a Party.

8. HEALTH & SAFETY

- 8.1. Both Parties shall co-operate with the other to ensure the health, safety and welfare of their employees, claimants, customers and visitors. In particular, they shall take all reasonable steps to:

- Inform each other of any risks arising out of each others businesses.
- Co-ordinate the emergency procedures, including evacuation arrangements and first aid provision.
- Co-ordinate the exchange and management of information in respect of serious offenders, potentially violent persons, staff protection lists and dangerous areas.
- Co-ordinate the collection and management of health and safety management information.
- Co-operate with the consultation arrangements, including provision and recognition of Trade Union appointed safety representatives and the remit of safety committees that cover co-location premises.

9. DIVERSITY & EQUALITY

9.1. Both Parties shall ensure that they actively promote equality of opportunity for and good relations between all persons irrespective of their race, gender, gender reassignment, disability, age, sexual orientation or religion or belief. Both Parties commit to providing services that embrace diversity and promotes equality of opportunity and shall ensure that they are embedded in day to day working practices with customers, colleagues and partners. Both Parties shall ensure that business partners support their commitment to take reasonable steps to:

- Treat each other fairly and with respect.
- Promote an environment that is free from discrimination, bullying and harassment and tackle behaviours that breach this.
- Promote diversity and equality of opportunity within your respective businesses.
- Recognise and value the differences and individual contribution people make.

10. TERMINATION

10.1. Each Party shall have the right to terminate their participation in the UC Live Service at any time by giving 3 month's written notice to the other. Notwithstanding clause 10.2, termination or expiry of the UC Live Service shall be without prejudice to any rights, remedies or obligations of either Party accrued under this DP prior to termination or expiry.

10.2. In the event of either Party terminating their involvement under clause 10.1, the Department shall reimburse to the Council any properly and reasonably committed expenditure of the Council which is within the funding envelope set out in Schedule 2 only to the extent that such expenditure has or will have been incurred by the Council and cannot be avoided or mitigated despite the use by the Council of its best endeavours.

11. RIGHTS OF THIRD PARTIES

- 11.1. A person, who is not a Party to this DP, has no right to enforce any term of this DP.

12. SEVERABILITY

- 12.1. If any provision of this DP is held invalid, illegal or unenforceable for any reason, such provision shall be severed and the remainder of the provisions hereof shall continue in full force and effect as if this DP had been executed with the invalid provision eliminated.

13. DISPUTE RESOLUTION

- 13.1. Both Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with this DP within 42 days of a Party notifying the other of the dispute and such efforts shall involve the escalation of the dispute to chief officer level in the Council and Universal Credit Programme director level in the Department.

14. LAW AND JURISDICTION

- 14.1. Subject to the provisions of clause 13.1, the Department and the Council accept the exclusive jurisdiction of the English courts and agree that this DP is to be governed by and construed according to English Law.

15. INTERPRETATION

- 15.1. Schedule 3 shall have effect.

SIGNED for and on behalf of the Department for Work and Pensions:

Print name: Phil Higginson

Position: Midland Shires District Manager

Date.....

SIGNED for and on behalf of Bolsover District Council

Print name.....

Position.....

Date.....

SCHEDULE 1

UNIVERSAL CREDIT SERVICE PROVISION

PART 1

The Department will:

- provide support to the Council in the development and implementation of local service provision, following Universal Support – delivered locally (previously Local Support Services Framework) principles;
- provide timely and relevant guidance and products to inform delivery of local service provision;
- provide data to support the Local Council Tax Reduction Scheme (LCTRS);
- carry out an initial process that will highlight claimants needing budgeting support and/or an alternative payment arrangement;
- For those who are unable to self-serve, refer to the Council for provision of budgeting support;
- Ensure claimants' consent is obtained to share information with the Council;
- Provide the Council with the following information:
 - Name
 - National Insurance Number
 - Date of birth
 - Address
 - Telephone contact details
 - Whether an alternative payment arrangement is in place and if so;
 - The review date.

PART 2

The Council will:

- ensure agreed local service provision is available from (date as stated in para 1.1);
- deliver relevant learning and development products to support delivery of UC within the Council;
- monitor the impact and take appropriate actions to mitigate the impact on current business relating to administering the housing benefit provision as a result of the introduction of UC;
- inform the Department of any potential barriers to the delivery of local service provision;
- participate in discussions with the Department, pursuant to the Partnering Principles, that will further support the ambitions of the wider Department and Local Authorities in the delivery of Universal Support. Where deemed appropriate, and as a result of those discussions, any resultant changes to this DP will be subject to agreement in accordance with the Change Control procedures contained in this DP; see section 5;
- Complete the Business Readiness Certificate before the go live date, see Schedule 4.

The Council will undertake the following services and activities:

- Provide support to UC Service Centre staff around housing cost issues that may arise. This will be achieved through:
 - Identifying named points of contact for Universal Credit Service Centre staff.
 - Providing expertise for complex housing cost issues.
 - Responding to requests for information on UC claimants current housing benefit claim status within 2 working days.
 - Complete and return the Migration Gather Proforma (MGP1) (LA) within 5 working days of receipt of the request. A reminder will be issued after this time has lapsed but the non-return of the completed form may result in an incorrect Universal Credit award.

- Support for claimants to make a UC claim on-line. This will be achieved through:
 - Identifying PC/public internet sites across Bolsover District.
 - Identifying which of these locations will have trained staff present to provide 'supported access'.
 - Publicising these services to residents of Bolsover District.
 - Providing the Management Information to support number of claimants assisted; see section 3.

- Manual processing for LCTRS. This will be achieved through:
 - Providing the necessary resource to undertake this activity;
 - Manually inputting agreed data into the Council's systems;
 - Responding to the Department's queries around Local Council Tax Reduction Scheme;
 - Providing the Management Information; see section 3;

- Support for claimants who require personal budgeting support to manage their UC payments. This will be achieved through:
 - Processing personal budgeting support referrals from the Department including those claimants who have alternative payment arrangements;
 - Identifying the appropriate channel, frequency and provider to deliver personal budgeting support (may not be the Council) and referring the claimant to the right place within the set time frame – set at 2 weeks;
 - Providing (or arranging provision of) telephone or face to face personal budgeting support and follow up action as appropriate;
 - Reporting the outcomes of personal budgeting support provision against the agreed outcome measures by timely completion of LA Outcome Template and Knowledge Check Template to DWP. Details of this process and the associated forms can be found in the L&D pack.
 - Providing the Management Information relating to personal budgeting support including the number of claimants assisted; see section 3;

- Referring claimants to the Department who need personal budgeting support (but have been missed in the core process);
 - Referring claimants to the Department who may need an alternative payment arrangement e.g. because of rent arrears or vulnerability.
- Work with DWP locally in preparing landlords. This will be achieved through:
 - Working with landlords to help get claimants on-line;
 - Signposting landlord queries to the Department for resolution;
 - Promoting the appropriate use of on-line channels within the Registered Social Landlords (RSL) community in Bolsover District.

SCHEDULE 2

FUNDING ARRANGEMENTS

The total UC cost under this Delivery Partnership shall not exceed £16495.00 for services delivered to 31 March 2016.

This arrangement is designed to support initial roll out only from 23rd November 2015.

Funding is linked to the delivery of the agreed services and activities as set out below (as more particularised in Part 2 of Schedule 1).

The full breakdown of the agreed total cost of UC Live Service roll out in Bolsover District Council is shown in the table below. The volume of claimants using services will be reviewed at the regular partnership meetings. If the actual numbers of claimants requiring these services exceed the stated volumes, the Department and the Council will enter into discussions to re-negotiate and agree any increased funding to reflect the revised volumes and any increased funding will be based on the figures shown on the table.

SCHEDULE 2 cont.

DP Costs	Cost/Volume Assumptions to March 2016	Payment Basis	Maximum cost to 31 March 2016 £k
On-Line supported access (Digital)	8 customers	volumes	£203
Personal Budgeting Support	8 customers	volumes	£608
LCTRS Manual processes	0 customers	volumes	£0
Support for UC Service Centre	32 claims	volumes	£811
Management Costs		Reimburse agreed cost on a monthly basis	£7124
One off costs if applicable; Specify details of the agreed expenditure	Details:	Agreed costs which are reasonable and proportionate, not capital, novel or contentious nor paid in advance	Up to £5000 for specific costs agreed
Total (excluding VAT)			£13746
Total (including VAT)			£16495

SCHEDULE 3

INTERPRETATION

Unless the context otherwise requires, the following words and expressions shall have the following meanings:-

“Confidential Information”	means information that ought to be considered as confidential (however it is conveyed or on whatever media it is stored), information the disclosure of which would, or would be likely to, prejudice the legitimate interests of any person, and all Personal Data.
“Council”	means Bolsover District Council/Local Authority.
“Data Controller”	bears the meaning ascribed to it in the Data Protection Act 1998.
“Data Processor”	bears the meaning ascribed to it in the Data Protection Act 1998.
‘Delivery Partnership’	means a collaborative agreement between the Department and a local authority in which they agree to work together to deliver local support services to Universal Credit claimants and for the avoidance of doubt, use of these words or the word “partnership” in the Delivery Partnership is not intended to, or deemed to establish any partnership or joint venture between the Parties to this Delivery Partnership, or constitute on any Party the agent of another party or authorise any Party to make or enter into any commitments for or on behalf of any other party.
“Department”	means the Department for Work and Pensions whose principal place of business is at Caxton House, Tothill Street, London SW1H 9NA.
“Universal Support delivered locally”	sets out the principles for delivering localised support services to people who might need extra help to make or maintain a claim for Universal Credit. Previously known as Local Support Services Framework.

“Management Information”	means information of the kinds mentioned in clause 3.
“Partnership Principles”	means the principles set out in clause 1.5.
"Party"	means the Department and/or the Council and “Parties” shall be interpreted accordingly.
“Personal Data”	bears the meaning ascribed to it in the Data Protection Act 1998.
“Process”	bears the meaning ascribed to it in the Data Protection Act 1998.
“Universal Credit”	bears the meaning ascribed to that expression by the Welfare Reform Act 2012 and shall be interpreted accordingly.
“UC Live Service”	means the localised Universal Credit claimant support services which are to be provided by the local authority from the start date of the Delivery Partnership to 31 March 2016, an outline of which is set out in Schedule 1.

The interpretation and construction of this DP shall be subject to the following provisions:-

- words importing the singular meaning include where the context so admits the plural meaning and vice versa and words importing the masculine include the feminine and neuter;
- the words "include", "includes" and "including" are to be construed as if they were immediately followed by the words "without limitation";
- headings are included in this DP for ease of reference only and shall not affect the interpretation or construction of this agreement;
- references in this DP to any clause or sub-clause or schedule without further designation shall be construed as a reference to the clause or sub-clause or schedule to this DP so numbered;
- in the event and to the extent only of any conflict between the clauses and the content of the schedules, the clauses shall prevail over the content of the schedules; and
- any reference to a statute, statutory provision or subordinate legislation (“legislation”) shall (except where the context otherwise requires) be construed as referring to such legislation as amended and in force from

time to time and to any legislation which re-enacts or consolidates (with or without modification) any such legislation.

SCHEDULE 4

BUSINESS READINESS CERTIFICATE

Universal Credit, Local Authority Business Readiness Certificate Complete prior to Go-Live Date 23/11/2015	
Local Authority:	Bolsover District Council
Name of the person completing this BRC:	

I can confirm that Bolsover District Council is ready to deliver the services contained within the Delivery Partnership in support of Universal Credit Live Service from 23/11/2015.

Signed _____

Date _____

ANNEX 1

DATA SHARING AGREEMENT

Data sharing agreement between the Department for work and Pensions and Bolsover District Council / Local Authority to provide specified personal data.

Parties

The Parties to this Data Sharing Agreement (“DSA”) are:

- (A) The Secretary of State for Work and Pensions of Caxton House, Tothill Street, London SW1H 9NA, acting through the Department for Work and Pensions (“DWP”); and
- (B) Bolsover District Council, Hereafter referred to as the Local Authority (the “LA”) or Council.

Purpose and Background

The purpose of this Data Sharing Agreement (DSA) is to set out the responsibilities and accountabilities for data sharing of personal data for the purposes of Personal Budgeting Support (PBS) and Digital Support. The personal data to be shared with DWP/The LA for the purposes of the PBS and Digital Support will comprise of the following:

- Name
- National Insurance number
- Date of birth
- Address
- Contact telephone number
- Alternative Payment Arrangements for UC, if there is one (This will only be shared for PBS purposes)
- For digital support, digital skills such as help to enable a claimant to make and manage their UC claim on-line.

Varying degrees of support will be needed for some Universal Credit (UC) claimants to make and manage their UC claim. This is likely to include the most vulnerable claimants or claimants with complex needs. The support will be decided and provided by a local partnership of Jobcentre Plus (JCP) and the LA, following

Universal Support principles. The Local Authority will determine which other local providers it will work with in delivering support for those claimants who need it.

The Local Authority will undertake the following services and activities;

- Support for claimants to get on line to make their claim and stay on line
- Support for claimants with complex needs in particular those who require personal budgeting support.

For the purposes of these arrangements, sharing data will ensure timely and “joined-up” support. Customer consent is required to lawfully share personal data on claimants for the purposes of PBS and Digital Support.

The LA shall inform the Department in writing of the identity of any organisation which the LA employs or engages to assist the LA in performing any acts, functions or roles set out in this agreement on behalf of the LA or in performing any of the functions or roles of the LA in the UC digital and personal budgeting skills roll out.

Parties Responsibilities under the Data Protection Act 1998

The DSA is not intended to be legally binding and no legal obligations or legal rights shall arise between the Parties from the provisions of the DSA.

DWP/the LA are Data Controllers under the Data Protection Act 1998 and are joint Data Controllers for the purposes of PBS and Digital Support.

Security, Accuracy and Retention of Personal Information

DWP/The LA as Data Controllers will comply with the obligations imposed on them by the Seventh Principle of the Data Protection Act by taking appropriate technical, security and organisational measures against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

DWP/The LA as Data Controllers will ensure they have mechanisms in place to address the issues of physical security, security awareness and training, security management systems development, site-specific information systems security policy and systems specific security policies.

Any data transfers by email between Both Parties will be by secure means (by GCSX/GSI, secure email) and follow an agreed process. Alternatively, referral, with claimant consent may be made by telephone to an agreed, nominated contact.

The exporting Party will ensure that data integrity meets its existing standards unless more rigorous or higher standards are required in which case it will seek to attain such standards.

Personal data obtained by the Data Controllers for the purposes of this DSA should not be retained for any longer than is necessary for the fulfilment of those purposes, when it shall be destroyed.

Disclosure to Third Parties

The LA will not onwardly disclose the specified personal data supplied by DWP for this DSA unless permitted in law, and not without the prior approval of DWP unless required to do so by law.

DWP will not onwardly disclose the specified personal data supplied by the LA for this DSA unless permitted in law, and not without the prior approval of the LA unless required to do so by law.

Commencement and Period of Operation, Variation and Termination

This DSA shall take effect from the date the Parties fix their signatures below and shall continue in force until such time as the DSA is terminated by either or both parties.

The DSA may be varied by written agreement between the Parties.

DWP may terminate this DSA with immediate effect in the event of breach of its obligations by the LA.

The LA may terminate this DSA with immediate effect in the event of breach of its obligations by DWP.

Confidentiality

DWP and the LA are each subject to an obligation under common law to treat personal information held by either of them, or by anyone carrying out functions on their behalf, as private and confidential because it has been disclosed for a strictly limited purpose.

The LA agrees to treat as confidential the specified personal data supplied by DWP for this DSA.

DWP agrees to treat as confidential the specified personal data supplied by the LA for this DSA.

The Parties shall co-operate with each other in handling and disposing of requests made to either of them which are the responsibility under the Freedom of Information Act 2000 of the other.

Dispute Resolution

The Parties shall each appoint a nominated representative to whom any disputes arising from the operation of this DSA shall be referred.

SIGNED for and on behalf of the Department for Work and Pensions:

Print name: Phil Higginson

Position: Midland Shires District Manager

Date.....

SIGNED for and on behalf of Bolsover District Council

Print name.....

Position.....

Date.....

Bolsover District Council

Executive

30 November 2015

Central Control Procurement

Report of the Portfolio Holder for Housing and IT

This report is public

Purpose of the Report

- To replace the alarm monitoring equipment used by Central Control.

1 Report Details

- 1.1 On 2nd November 2015 Executive considered a report from the Portfolio Holder for Housing and IT regarding Derbyshire Careline, and that Derbyshire County Council (DCC) were withdrawing their previous funding offer together with the impact of this on the proposed consortium.
- 1.2 Members had previously given the JAD Community Safety and Head of Housing delegated powers to enter into a contract with the preferred supplier of monitoring equipment; however this was conditional on an agreement with DCC being finalised. As this funding offer has now been withdrawn members gave the JAD Community Safety and Head of Housing delegated powers to negotiate with the preferred supplier, and for this to be reported back to members.
- 1.3 These negotiations have taken place and the system offered is priced at £54,742 with an annual maintenance and licensing cost from year 2 of £13,122. These costs are in accordance with those set out within the original tender process.
- 1.4 This price includes:
- The MAIN system consisting of: - 3 Calls handling workstation (with device licenses) and 8 Analogue telecoms channels.
 - The Disaster Recovery (DR) system consisting 1 Calls handling workstation device licenses and 4 Analogue telecoms channels.
 - All required computer workstations and server hardware.
 - All software (including all the standard software features/modules)
 - A new digital voice recorder, with 8 channels.
 - Installation and commissioning.
 - Project management.
 - Database migration.

- 3 days training.

1.5 The cost of this equipment can be met from an existing reserve which has been set aside for this purpose.

2 Conclusions and Reasons for Recommendation

2.1 The existing equipment is at the end of its operational life and requires urgent replacement

3 Consultation and Equality Impact

3.1 None directly

4 Alternative Options and Reasons for Rejection

4.1 Officers considered the option of a retender, but came to the view that this was neither appropriate nor cost effective. As a result of the previous tender process Jontek had been identified as the most appropriate supplier on both price and quality terms.

5 Implications

5.1 Finance and Risk Implications

As covered in the report

5.2 Legal Implications including Data Protection

None

5.3 Human Resources Implications

None

6 Recommendations

6.1 That the Jontek equipment as outlined in section 1.4 is purchased to enable the continued operation of the Central Control function. .

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 The decision of 7 th September which agreed the budget was the key decision. This decision reports to Members the outcome of the procurement process.
District Wards Affected	All
Links to Corporate Plan priorities or Policy Framework	

8 Document Information

Appendix No	Title
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)	
Tenders received from potential as part of the procurement process together with the record of the outcome of the tender evaluation process.	
Report Author	Contact Number
Peter Campbell	

Report Reference –

Bolsover District Council

Executive

30th November 2015

Community Safety Partnership Healthcheck

Report of the Portfolio Holder for Community Cohesion

This report is public

Purpose of the Report

- For members to agree to appoint Christine Graham consultancy to carry out a Healthcheck for the Community Safety Partnerships at Bolsover and North East Derbyshire District Councils.
- For members to agree to fund 50% of the cost of the report (£2,500) from the Transformation Reserve

1 Report Details

- 1.1 Both Bolsover and NEDDC operate their own statutory Community Safety Partnerships (CSP)
- 1.2 Whilst the CSPs operate separately within each Council there is an amount of overlap with the same partners sometimes attending both meetings, and there is some overlap both in terms of priorities and operational matters..
- 1.3 There are both similarities across the two CSPs and differences between them.
- 1.4 Officers and the relevant portfolio holders have met with Christine Graham Consultancy with a view of carrying out a healthcheck of each CSP. The details of the work proposed are set out in Appendix 1.
- 1.5 Since their inception the role of CSPs have changed, following changed in legislation and funding.
- 1.6 The Healthcheck will ensure that each CSP is performing well and within statutory guidance, and is fit for purpose. The Healthcheck will also consider if there would be any added value an increased effectiveness by the two CSPs looking to increase joint working whilst maintaining their individual identities. Although both parties are committed to maintaining their independence it does need to be recognised that they need to operate within the context of a national framework of recognised good practice, together with set of regional priorities established by the Police and Crime Commissioner. These national and regional factors invariably mean that closer working together in areas such as administration and project delivery can secure some efficiencies of scale which will enable each Partnership to better deliver its own priorities.

1.7 Full details of the proposed work are included in the appendix.

2 Conclusions and Reasons for Recommendation

2.1 That Christine Graham Consultants are appointed to carry out a Healthcheck of both CSPs

3 Consultation and Equality Impact

3.1 None directly, although partners will be consulted as part of this process.

4 Alternative Options and Reasons for Rejection

4.1 None

5 Implications

5.1 Finance and Risk Implications

The total cost is £5,000. Bolsover will be liable for 50% of this cost (£2,500) which can be met from the Transformation Reserve.

Under the Council's Contract Procedure rules it would normally be expected that at as a minimum three written quotes would be requested for a contract of this value. In this instance Officers are of the view that the Exemption to this requirement as set out in 4.8.4 (e) applies. This relates to a situation where there is no (or insufficient) marketplace to tender for the supply of goods, services or works required. Offices are not aware of any alternative supplier and an internet search has not identified any potential alternative suppliers who may be available.

Given that it has not proved possible to identify alternative suppliers Officers have given close consideration to the details set out within the proposal. Officers assessment of the position is that the work proposed is in line with the Council's requirements and will be undertaken by suitably qualified and experienced persons. As a general benchmark consultants often charge up to £1,000 which again supports the view that the quotation provided represents good value.

5.2 Legal Implications including Data Protection

None

5.3 Human Resources Implications

None

6 Recommendations

6.1 That Christine Graham are appointed to carry our a Healthcheck of both Bolsover and NEDDC Community Safety Partnerships

- 6.2 That 50% of the total cost (£2,500) is met from the Transformation Reserve.
- 6.3 That 6.1 and 6.2 are conditional on NEDDC Cabinet agreeing to the Healthcheck and to pay 50% of the total cost.
- 6.4. That a report on the outcome of the Healthcheck be provided to the relevant portfolio holders so they can give consideration to the outcome of the review and as to what further work needs to be undertaken following the review.

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	

8 **Document Information**

Appendix No	Title
1	Proposal from Christine Graham
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)	
Report Author	Contact Number
Peter Campbell	3038

**PARTNERSHIP HEALTHCHECK
FOR BOLSOVER AND NORTH EAST DERBYSHIRE COMMUNITY SAFETY PARTNERSHIPS
November 2015**

Partnership Healthcheck for Bolsover and North East Derbyshire Community Safety Partnerships

BACKGROUND

Community Safety Partnerships (CSP) have undergone a number of statutory changes in recent years.¹ The landscape in which community safety partnerships operate has also changed with the election of the first Police and Crime Commissioners in November 2012 and the wider context of central and local government austerity measures and a more joined-up approach to public service.

The statutory responsibility for crime and disorder still remains with the CSP and this healthcheck will help to ensure that CSPs are fulfilling their statutory duties and achieving the best outcomes for the local community.

The Partnership Healthcheck will focus on the fundamental process of joint working for community safety:

- Lead and guide
- Assess
- Plan for action
- Deliver

BOLSOVER AND NORTH EAST DERBYSHIRE COMMUNITY SAFETY PARTNERSHIPS

Bolsover and North East Derbyshire already have a Strategic Alliance, in that they have two Joint Executive Directors who oversee the work in both councils and a number of shared services.

Both partnerships have considered the development of closer working, whilst maintaining their individual identities. It is hoped that this closer working will exploit areas of commonality whilst recognising and celebrating the differences.

The Partnership Healthcheck will concentrate on this proposed development, with the final report capturing the issues raised and making recommendations for future collaboration.

METHODOLOGY

The healthcheck will include:

- Project initiation
- Desk-based review of documents
- Qualitative work with stakeholders and practitioners
- Analysis
- Reporting

¹ The Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007 as amended by the Crime and Disorder (Formulation and Implementation of Strategy) (Amendment) Regulations 2011

PROJECT INITIATION

At this stage we will agree the project aims, timetable and key stakeholders and practitioners.

DESK BASED REVIEW OF DOCUMENTATION

A review of the background documentation, including:

- Strategic assessment
- Partnership Plan
- County Community Safety Agreement
- Minutes of Strategy Group for previous year
- Minutes of Operational Action Group for previous year
- Information Sharing Protocol
- Accounting/funding information
- Minutes of Cabinet meetings over previous two years where decisions were made about community safety or community safety was discussed
- Minutes of overview and scrutiny committee for crime and disorder over preceding year
- Departmental reports for preceding year

This stage of the work will be undertaken off site and any sensitive material will be securely stored.

Qualitative work

This would include:

- In depth discussions with Strategy Group members
- Conversations with key practitioners
- Focus groups as agreed

This work will be undertaken, as far as possible, by a day spent on site. Telephone interviews will be used to ensure contact with those who not able to attend during the day on site.

Analysis

This analysis will draw on all the information and evidence gathered through the desk-based analysis and qualitative work.

Reporting

A concise final report will contain:

- an executive summary
- a detailed assessment of how the partnership is meeting its community safety statutory requirements, including areas of strength and areas for improvement
- recommendations

The report will be delivered during a day on site which will include:

- meeting with key personnel where any changes will be agreed and made before ...
- presentation to the Community Safety Partnership

This final report will be owned by the partnerships, who will be responsible for any decisions about publication and action plans to implement any recommendations.

Optional follow up

If required, we can make a return visit in 6-9 months, to assess the partnerships, progress with implementing any changes.

TIMESCALES

The project will be delivered through:

- Project initiation meeting on site – half day (held on 11th November)
- Qualitative work – one day on site
- Report stage – two meetings on site: one day

These days will be attended by both associates.

In order that this healthcheck is delivered in this financial year, we would expect to work to the following timescale:

- 1 December – Agreement to go ahead from Bolsover and North East Derbyshire Community Safety Partnerships
- 2 Beginning of January – all information provided to Christine Graham Consultancy
- 3 Beginning of February – On-site day
- 4 End of February – Report provided

RESPONSIBILITIES OF BOLSOVER AND NORTH EAST DERBYSHIRE COMMUNITY SAFETY PARTNERSHIPS

The partnerships will be responsible for:

- supplying all relevant information for the desk-based analysis;
- informing all interested parties about the healthcheck;
- nominating a single point of contact (at each partnership if necessary);
- facilitating the availability of people for the on-site day and telephone interviews; and
- providing accommodation for interviews and focus groups held on site

RESPONSIBILITIES OF CHRISTINE GRAHAM CONSULTANCY LTD

Christine Graham Consultancy Ltd will be responsible for:

- executing the project plan as agreed;
- confirming all appointments in writing wherever possible;
- conducting telephone interviews where needed to ensure that all key personnel at both a strategic and practitioner level have the opportunity to participate;
- conducting all interviews, phone calls and focus groups in a professional manner respecting the confidence of all interviews, making clear to interviewees if there is any exception to the confidentiality undertaking;
- maintaining the confidentiality of comments and observations made by individuals; these will not be ascribed to them in the report and will remain anonymous;
- offering the opportunity for further comment or confidential follow-up to all interviewees or participants in focus groups; and
- Storing all related material in a manner compliant with the Data Protection Act.

ABOUT THE ASSOCIATES

Christine and Verity bring many years' experience working with community safety partnerships.

Christine Graham

Christine spent 13 years working in a community safety partnership where she managed all aspects of community safety – leading on partnership governance and performance management. She was seconded to the Home Office as part of their *Tackling Violent Crime Programme*. Since November

2010 Christine has worked with many partnerships providing training, consultancy and mentoring for new practitioners. Christine is Independent Member of Cambridgeshire Police and Crime Panel and Lay Advisor to Cambridgeshire and Peterborough MAPPA.

Verity Ridgman

Verity worked on community safety for the Home Office for over ten years. She began by managing the Targeted Policing Initiative and subsequently became a Partnership Support Manager, responsible for liaising with partnerships in the North West, South East and East of England through the local Government Offices. She was a member of the working group developing the policy on information sharing reflected in the Crime and Disorder (Prescribed Information) Regulations 2007 and was an assessor for the Tilley Awards for problem-oriented partnerships. She is a member of the Institute of Consulting.

TESTIMONIALS

'The decision to subject an organisation to a form of external analysis or review is not always an easy one. My reflection on the process is that the consultancy provided an environment which was both challenging in terms of identifying relevant issues, but also reassuring that our core principles and track record were clearly in the right place. The consultancy provided clear and accurate guidance on the aims and objectives of our community safety work and provided a series of clear recommendations which were recognised as key to strengthening our partnership processes.

In terms of the follow-up report, in my view it was comprehensive, balanced and accurate and I have no doubt will provide the focus that we need to retain a strong sense of purpose on reducing crime and disorder locally.

Most importantly, I feel that all partners to the Partnership feel that they had been fully engaged and listened to throughout the process and, as such, I would not hesitate to recommend the service provided by the consultancy as being professional, supportive and clear in terms of a series of relevant actions.'

*Philip Roberts
Corporate Director
North Kesteven District Council*

TERMS

The cost of the Partnership Healthcheck is £5,000 + VAT and subject to the terms and conditions below

Any additional follow-up will be costed separately.

TERMS AND CONDITIONS

The terms and conditions specified below are a complete statement of the legally binding agreement between the parties and supersedes all prior discussions, correspondence and representations made prior to the date of acceptance of this proposal unless otherwise agreed to and evidenced in writing by both parties, and shall apply from such date as the contract is accepted by Christine Graham Consultancy Ltd.

1 Definitions

The Company means Christine Graham Consultancy Ltd of 8 Crabapple Green, Orton Wistow, Peterborough, PE2 6YR

2 Acceptance

Upon accepting a proposal (either verbally, electronically or in writing) provided by Christine Graham Consultancy Ltd, the client agrees that they wish the contract to proceed and agreed to make the payment agreed.

3 Payment

Payment will become due within 30 days of receipt of the invoice which will be raised on completion of the contract.

4 Cancellation

4.1 By the Christine Graham Consultancy Ltd

In the event that Christine Graham Consultancy Ltd is unable to complete the contract as agreed, where possible, an alternative provider will be recommended. If an alternative provider is not available, or is unacceptable to the client, then no monies will be due to company for work undertaken but not delivered. Part payment for delivery for part of the contract may be paid if agreed by both parties.

4.2 By the Client

All cancellations must be notified to the Company in writing. Where the Client cancels the contract the Company reserves the right to impose fees for the work undertaken to date towards the final contract.

4 Quality

The Company will provide consultants suitably qualified and experienced with regard to the contract subject and will take all reasonable care to ensure that the presentation and content of the contract is made in a professional and competent manner and to the standard appropriate to the contract.

5 Copyright

Ownership and copyright of any material produced as part of the contract such as reports, presentations, handouts etc. will be the property of the client.

6 Interpretation

This agreement shall be governed by and construed in accordance with the laws of England and the parties hereby submit to the exclusive jurisdiction of the English Courts. This agreement is subject to the special conditions (if any) contained in the schedule hereto. In the event of any consistency between such special conditions and the other terms of agreement such special conditions shall prevail.

Bolsover District Council

Executive

30 November 2015

Council Chamber Refurbishment

Report of the Council Chamber Working Group

This report is public

Purpose of the Report

- To approve the tenders for the refurbishment of the Council Chamber at the Arc.

1 Report Details

1.1 The Council is undertaking a strategic review of its use of accommodation at The Arc in light of the enhanced leisure facility and other ongoing work. The first stage of this is to relocate the council chamber from its current position on the west side of the building to the old library formerly occupied by Chesterfield College.

1.2 Such a move has a number of benefits. It will tie the Council's public-facing functions (council chamber, reception, payment area and customer contact centre) into one space, free up a large space on the west side of the building for other purposes as well as address long-standing concerns members have about the fitness for purpose of the existing council chamber. These concerns include the current provision of AV and microphone technology which have previously experienced problems and impacted on the degree to which members and the public have been able to effectively participate in the Council's decision-making processes.

1.3 Accordingly, a working group comprised of officers from property and estates, governance, IT and communications together with elected members have been exploring different options for a new council chamber. This exploratory work culminated in two formal tenders which were split into three elements:

- Furniture;
- AV and microphone equipment;
- Internal building work.

1.4 A copy of the tender specification is attached at **Appendix A**. The tenders received were evaluated at a meeting of the working group on 12 November 2015 on the basis of 70% quality and 30% cost. Quality was subdivided into two elements:

- Quality of materials used;
- Experience of similar work.

2 Conclusions and Reasons for Recommendation

- 2.1 Seven suppliers tendered for the furniture element. The working group has recommended that Flexiform be awarded the tender at a cost of £78,119.48. They scored the highest on the basis of cost and quality, as set out below:

Company	Tender Points Total
Flexiform	68.97
Company B	64.14
Company E	61.77
Company F	58
Company G	57.28
Company D	50.89
Company A	49.32
Company C	Did not tender for this element

- 2.2 Seven suppliers tendered for the AV and microphone equipment. The working group has recommended that ProAV be awarded the tender at a cost of £49,165.88. They scored the highest on the basis of cost and quality, as set out below:

Company	Tender Points Total
ProAV	75.85
Company B	72.51
Company E	65
Company A	61.21
Company F	58.47
Company C	49.94
Company D	48.20
Company G	Did not tender for this element

- 2.3 Three suppliers tendered for the internal building works. The working group have recommended that G Wilkinson be awarded the tender at a cost of £28,530.60. They scored the highest on the basis of cost and quality, as set out below:

Company	Tender Points Total
G Wilkinson	100
Company B	99.14
Company A	97.04

- 2.4 Subject to approval by Executive, the working group will meet with the three contractors to clarify the process and timescales and ensure that materials tie in. Meetings will also be held with Leisure and Elections Teams to enable due regard to be given to the proposed leisure facility consultation and election timetable. Members will of course be kept up to date with the proposals as they progress.

3 Consultation and Equality Impact

- 3.1 Consultation has been undertaken with members through the working group and in other fora.

4 Alternative Options and Reasons for Rejection

4.1 To remain in the current council chamber however this would not deliver the aims of the wider accommodation review and members have indicated that the existing arrangements are not fit for purpose.

5 Implications

5.1 Finance and Risk Implications

The total cost of the project is £155,815.96 which is to be funded through the Transformation Reserve.

5.2 Legal Implications including Data Protection

The approval of tenders over £50,000 is a function of Executive.

5.3 Human Resources Implications

None.

6 Recommendations

6.1 That:

- (a) Flexiform be appointed to provide furniture for the new council chamber at a cost of £78,119.48.
- (b) ProAV be appointed to provide AV and microphone equipment for the new council chamber at a cost of £49,165.88 plus annual maintenance charges.
- (c) G Wilkinson be appointed to provide construction works for the new council chamber at a cost of £28,530.60.

6.2 The costs of 4.1 above be funded through the Transformation Reserve together with a contingency budget set at 10% of the total cost of the project.

6.3 The Assistant Director – Property and Estates be given delegated powers, following consultation with the working group, to carry out any activity to progress the refurbishment project having due regard to the proposed leisure facility construction and elections timetable.

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)	Yes
District Wards Affected	None.

Links to Corporate Plan priorities or Policy Framework	Providing our customers with excellent service Transforming our organisation

8 Document Information

Appendix No	Title
A	Project specification
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)	
None.	
Report Author	Contact Number
M Kane	7753

Report Reference –

**ANNEX B2
SPECIFICATION**

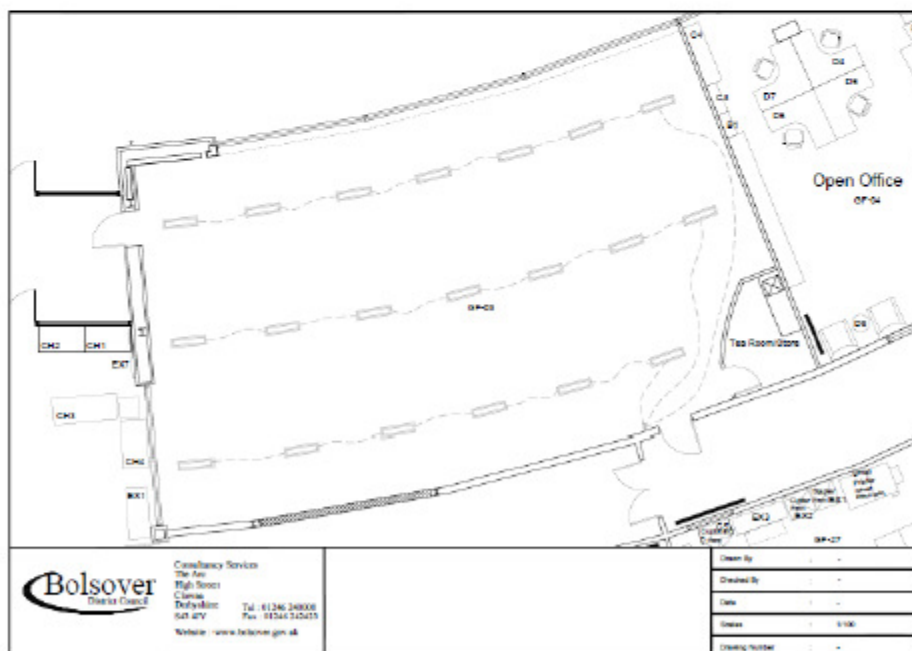
Introduction

Bolsover District Council is a local authority based in Derbyshire, serving a population of roughly 77,000. Together with the coalfield communities of Bolsover, Clowne, Shirebrook and South Normanton the District includes large areas of open countryside. The Council's main headquarters, known as The Arc, are based in Clowne. There are 37 elected members on the Council.

As part of an ongoing accommodation review, the Council wishes to relocate its council chamber from one part of the building into a recently vacated area previously used as a library. A group of councillors as well as officers from property and estates, governance and IT have met as a working party to explore ideas which have contributed to this specification for Council Chamber furniture and AV/microphone equipment. Other building works such as new carpet, lighting adjustments and blocking up of internal doors will be tendered for separately.

Dimensions

The available space roughly measures 10.4m from front to back, 16.1m in width at the front where the windows are and 16.6m in width across the rear wall up to the small tea room in the corner. An illustrative plan is given below:



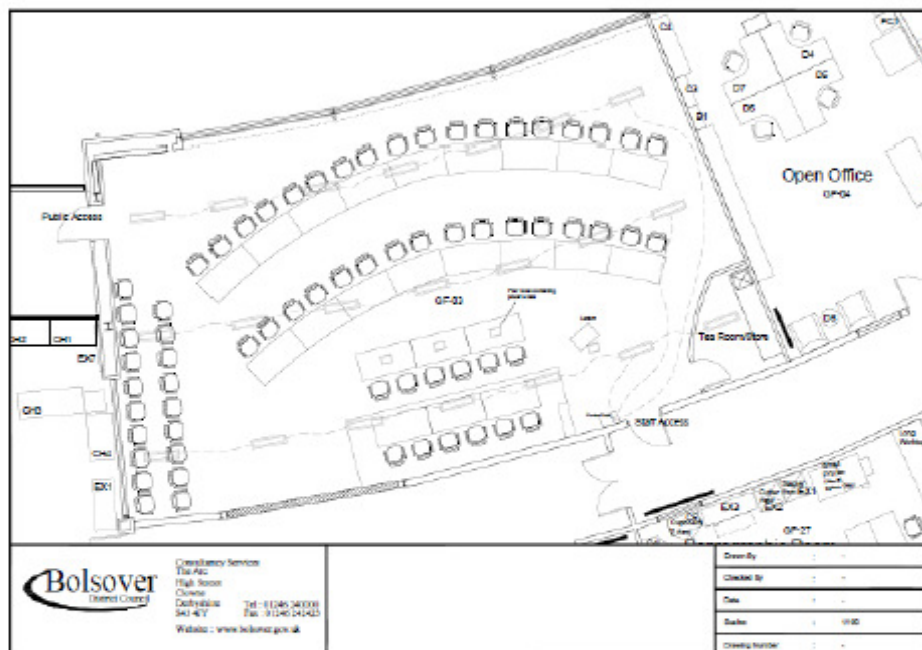
Furniture

The Council is seeking a good quality furniture solution with modesty panels and inlay design to tables together with good-quality fabric seating (colours to be advised).

The council chamber should have a portable raised platform (with portable disabled ramp access) along the rear wall, with a top table that seats six people (for the Chair, Vice Chair, Leader, Deputy Leader, Chief Executive and Clerk) together with a smaller table directly in front of, but not on, the raised platform. The smaller table will seat up to six other officers who may be called on to advise the Council.

The remaining members should be arranged in two arced rows totalling 17 tables that can accommodate 34 seats. A lectern should be provided to the right of, but not on, the raised platform.

Public access and seating for up to 20 will be to the left of the room. These must be in a different style to the members' seating. No separate 'press' area is required. Below is an illustrative layout plan:



AV Facilities

Two HD projectors with accompanying 2.4m wide electric projector screens should be positioned on the rear wall either side of the top table with wireless presentation system and easy-to-use touch-screen control system with sufficient video switching and distribution equipment.

Rather than a separate screen on the front wall the two top tables should be fitted with small 10 inch AV screens that reflect what is on the main screens, enough for one between two. The control unit should be located to the right of the raised platform with input for VGA and HDMI. The lectern should also include a 10 inch screen so speakers can follow their presentations without having to look behind themselves.

In addition, the Council is seeking a 35 unit wireless microphone system and two tie clip microphones with PA system together with wall mounted speakers sufficient for the room size including audio DSP to manage and EQ sources. The control unit should include audio recording software. Please quote for optional electronic voting. An infra red hearing loop system with 10 receivers is also sought.

Quote should include regular servicing and maintenance.

Quotations

Tenders are invited for either or both of the elements included in this tender on the basis of 70% quality and 30% cost. Quality will include a submission's ability to meet the specification described, in the timescales specified, and similar work undertaken at other organisations.

Contacts for further information: <https://in-tendhost.co.uk/noecpc.aspx/Home>

The Council would like the new Council Chamber installed around New Year 2016.

Bolsover District Council

Executive

30th November 2015

Strategic Risk Register

Report of the Executive Director - Operations

This report is public

Purpose of the Report

- To update Members concerning the current position regarding Risk Management and to seek approval for the revised Strategic Risk Register as at 30th September 2015, as part of the suite of Finance, Performance and Risk reports.

1 Report Details

Background

- 1.1. The Council's Strategic Risk Register has been developed in the light of consideration of the strategic and operational risks which have been identified by Elected Members and Officers as part of the Council's service management and quarterly performance arrangements.
- 1.2. In its approach to Risk Management the Council is seeking to secure a number of objectives and to operate in line with recognised best practice. In order to appreciate the importance of Risk Management it is useful to reiterate these objectives:
 - To improve the way in which the Council manages its key risks so as to reduce the likelihood of them happening, and to mitigate their impact or magnitude in those cases where they do materialise. This is a key element in protecting service delivery arrangements, the financial position and the reputation of the Council.
 - To strengthen the overall managerial approach of the Council. From a Governance perspective the effective operation of Risk Management is regarded as being a key element of the managerial framework operating within an authority.
 - Effective Risk Management is a key component in ensuring that organisations are able to achieve their objectives, and that key projects proceed in line with plan.

- The identification of the risks attached to existing service delivery, or to a project or new initiative is important both to allow a fully informed decision to be made, and to ensure that all appropriate measures to mitigate (or reduce) the risk are in place from the outset.
- Finally, an appreciation of the risk environment within which the Council operates assists in determining an appropriate level of financial reserves for sound financial management, and ensures that the organisation has a good awareness of its overall risk exposure.

2. The Strategic Risk Register

2.1. The revised Strategic Risk Register as at 30th September 2015 is set out in **Appendix 1** for consideration by Executive. The intention is that this review of the Register will secure the following objectives:

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

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

2.3. During the recent round of Quarterly Performance meetings the issue of the loss of key staff and the difficulties being experienced in finding suitable replacements was a widespread concern expressed by managers. While a limited number of services are experiencing significant problems it is clear that all areas of work are now finding it difficult to attract suitable candidates at a time when we are facing

increased staff turnover. This issue was already included within the Strategic Risk Register and is detailed as Item 3 within Appendix 1.

- 2.4. In order to develop the understanding of risk throughout the organisations a series of training sessions for senior managers which covered the issue of Risk Management have been held in both the summer of 2014 with further training in the Autumn of 2015. Likewise, as part of the Budget Scrutiny Meeting on 14th September 2015 there was a presentation to Members concerning Risk Management.

3 Conclusions and Reasons for Recommendation

- 3.1 The Strategic Risk Register is intended to highlight those areas where the Council needs to manage its risks effectively. One of the key purposes of this report is to set out the risks that have been identified (see Appendix 1) and to encourage both Members and Officers to actively consider whether the Strategic Risk Register and supporting Service Risk Registers actively cover all of the issues facing the Council.

Reasons for Recommendation.

- 3.2 To enable Executive to consider the risks identified within the Strategic Risk Register in order to assist in maintaining effective governance arrangements, service and financial performance.

4 Consultation and Equality Impact

Consultation

- 4.1 There are no issues arising from this report which necessitate a formal consultation process.

Equalities

- 4.2 There are no equalities issues arising directly out of this report.

5 Alternative Options and Reasons for Rejection

- 5.1 Under the relevant good practice and to facilitate the development of robust managerial arrangements the Council is required to prepare a Strategic Risk Register as part of its risk management framework. This report is in part intended for Members and Officers to consider whether the Council has adopted an appropriate approach to its management of risk. Given that this report is part of the approach to help ensure the effective management of risk there is not an alternative to the presentation of this report.

6 Implications

6.1 Finance and Risk Implications

Financial

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

Risk

Risk Management Issues are covered throughout the body of the main report.

6.2 Legal Implications including Data Protection

There are no legal or data protection issues arising directly out of this report.

6.3 Human Resources Implications

There are no human resource issues arising directly out of this report.

7 Recommendations

- 7.1 That Executive approves the Strategic Risk Register as at 30th September 2015 as set out in Appendix 1.

8 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 directly.
Links to Corporate Plan priorities or Policy Framework	Robust Governance (including Risk Management) arrangements underpin the effective operation of the Council and its ability to secure all of the Corporate Plan priorities.

9 Document Information

Appendix No	Title
1	Strategic Risk Register as at 30 th September 2015.
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)	
Report Author	
Contact Number	
Executive Director – Operations	2431

STRATEGIC RISK REGISTER SUMMARY AS AT: 30th September 2015

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

	has been seen following the May 2015 election.				
3	It becomes increasingly difficult to recruit to key posts or to replace key staff who leave. Staff morale is adversely affected by as a result of pace of change, tightening financial circumstances or external circumstances.	<ul style="list-style-type: none"> • Deterioration in services to the public. • Increasing inefficiencies in service provision. • Weakening of Internal Control arrangements. • Increased pressure on other members of staff. 	4,4 16	3,4 12	SAMT / Asst Director HR

4	<p>Delivery of the Council's Agenda is dependent upon effective delivery of both a number of major initiatives inc projects to deliver the priorities of the Growth and Transformation agenda, HRA reform, Asset Management securing major financial savings and implementing a range of new government reforms whilst maintaining service quality, which may overstretch our reduced organisational capacity.</p>	<ul style="list-style-type: none"> • New initiatives are not delivered in a cost-effective manner. • Significant failings arise in the delivery of key projects. • Failure to maintain / improve services in line with local aspirations. • Failure to generate the savings required to balance the budget. • Financial efficiencies weaken Governance / Internal Control arrangements. • Service deterioration / failure arising from capacity issues. 	4,4 16	3,4 12	SAMT / Chief Executive
5	<p>Emergency Planning and Business Continuity arrangements fail to meet required standards when tested by flu pandemic, natural disaster (flood), etc.</p>	<ul style="list-style-type: none"> • Inability of Council to provide services as a consequence of a severe catastrophic external event (e.g. flooding, major terrorist incident, flu pandemic, fire). • Failure of IT infrastructure, leading to inability to effectively operate services and to safeguard income streams. • Business Continuity Plans prove 	3,5 15	2,5 10	SAMT / Director of Transformation

		ineffective in practice.			
6	Lack of strategic direction from Members / Corporate Management, external partners change Strategic direction.	<ul style="list-style-type: none"> • Failure to deliver high quality services which address national and local priorities. • Deterioration in Governance Arrangements. • Refocus of current services necessary with associated disruption. 	3,4 12	3,3 9	Chief Executive / Political Leadership Team
7	A major operational or failure of data protection risk materialises resulting in a significant impact upon the Council's ability to secure its corporate objectives. Given the efficiency measures that have been introduced to date this is considered to be an increasing issue for the Council.	<ul style="list-style-type: none"> • Deterioration in services to the public, potentially a major initial impact upon a local resident or a group of local residents. • Significant staff and financial resources required to resolve position, impacting on other services. • A major service has its operating capacity significantly impact and is required to introduce major reform in its approach to service delivery. 	3,4 12	2,4 8	SAMT / Assistant Directors
8	Governance Arrangements including Performance, Finance and Risk Management need to be maintained in order to continue to operate effectively in a rapidly changing environment.	<ul style="list-style-type: none"> • Adverse Impact upon Service Quality. • Failure to deliver high quality services which address national and local priorities. • Significant adverse reputational impact. 	3,4 12	2,4 8	Chief Financial Officer / Monitoring Officer

BOLSOVER DISTRICT COUNCIL

EXECUTIVE

30th NOVEMBER 2015

VEHICLE REPLACEMENTS – LEISURE SERVICES

**REPORT OF COUNCILLOR B MURRAY-CARR WITH PORTFOLIO RESPONSIBILITY
FOR THE ENVIRONMENT**

This report is public

Purpose of the Report

- To seek Executive approval to purchase light commercial fleet vehicles operated by the Council's Leisure Services Team.

1 Report Details

- 1.1 Leisure Services operate 8 light commercial vehicles which have previously been procured under finance lease arrangement, 5 of which fall due for replacement at March 2016.
- 1.2 The vehicles will be purchased through the Nottinghamshire Procurement Partnership (Light Commercial Vehicle) Framework Contract for provision of Cars, Light Commercial Vehicles up to 3,500kg GVW and Minibuses (Ref: 2015/5087-157149) which meets European Procurement requirements.

2 Conclusions and Reasons for Recommendation

- 2.1 Light commercial vehicles identified in this report have reached the end of their lease term and will shortly fall due for replacement. It is proposed that replacements are purchased under an established framework contract and financed by way of prudential borrowing.
- 2.2 The Council has previously relied of finance lease arrangements for vehicle acquisitions; however, over the past two years the Council has changed its approach from one of using finance leasing to one of acquiring vehicles by outright purchase. The switch in approach reflects the fact that a combination of low interest rates, the fact that modern vehicles can operate effectively beyond a 5 year period; together, with the greater flexibility afforded by ownership rather than leasing making ownership the more cost effective option.
- 2.3 It is proposed that the vehicle replacements are funded via prudential borrowing which provides the Council with greater flexibility throughout the course of the loan; in particular, if at some stage in the future it was considered appropriate to take vehicles out of use or if a decision is made to extend their operational life then this can be accomplished in a more cost effective fashion.

3 Consultation and Equality Impact

- 3.1 Leisure Services managers have undertaken consultation with staff concerning the suitability of the vehicles proposed to ensure they are appropriate to meet their service delivery requirements.

4 Alternative Options and Reasons for Rejection

- 4.1 Replacement of vehicles by way of finance lease arrangements was is considered to no longer offer good value to the Council and reduces the scope for flexibility concerning how vehicles are managed throughout the course of their anticipated period of utilisation; in particular, where vehicles may require releasing from lease agreements prior to their agreement end date.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 The cost of vehicle replacements set out in this report will be procured by way of the Nottinghamshire Procurement Partnership (Light Commercial Vehicle) Framework Contract ref: 20101S 105-159633; as follows:

Vehicle	Qty
Transit 350 L2 H2	1
Transit Custom 290 L2 H2	1
Transit Trend 125PS Minibus	1
Ranger XL single cab	1
Ranger XLT double cab	1

The total cost of the above vehicles amounts to one of £92,782. Prior to the purchase of the vehicles identified officers will be undertaking a further review to establish whether there is an opportunity to reduce the number of vehicles purchased.

- 5.1.2 The vehicles will be purchased by way of prudential borrowing; for which approval has previously been secured to meet the cost as part of the Council's vehicle replacement program. This was approved within the Council's Capital Programme and the associated prudential borrowing to finance the vehicle has been agreed as part of the Council's Treasury Management Strategy.
- 5.1.3 Prudential borrowing provides the Council with greater flexibility concerning the period of utilisation of the vehicle. While the main advantage of this flexibility is the ability to extend the working life of the vehicle at a relatively low cost, it can also help avoid the heavy costs associated with an early return of a vehicle. Contract hire and leasing are relatively inflexible arrangements and changes during the course of the contract would clearly have potential costs for Leisure Team and the Council
- 5.1.5 The table below summarises areas of risk associated with management of fleet vehicles:

Risk Type	Risk Detail	Control Measure
Corporate Ambitions and Priorities	Service delivery supports Council Priorities which would be undermined by ineffective and inefficient fleet vehicles. Progress of Strategic Alliance (Fleet Review) delays vehicle replacement program.	Vehicles and specialist bodies specified to meet service need. Standardised vehicle specification may facilitate wider joint working with the Council's Strategic Partner; in particular, benefits arising from fleet maintenance and procurement.

Risk Type	Risk Detail	Control Measure
Operational	Service performance and standards affected by fleet reliability.	Vehicle replacements sourced within effective utilisation period. Appropriate vehicle specification. Planned maintenance and safety inspections undertaken.
Regulatory	European emission standards not met.	Specify vehicles which meet current EU emission standards. Maintenance of vehicles meets Council's statutory Duty of Care.
Financial	Increased cost of vehicle replacements place service budgets under greater pressure.	On the basis of the procurement exercise this risk has been partly mitigated through effective purchasing. Service specification included requirements re fuel efficiency, maintenance costs and operational flexibility which will minimise ongoing revenue costs
Reputation	Customer satisfaction with services has a significant impact on the Council's reputation.	Ensure vehicles employed meet needs of service and are maintained to high standards.
Staff	Changes in vehicle types and specification could affect the staff using them for service delivery.	Consult with staff and users on vehicle specifications and types to ensure fit for purpose.

5.2 Legal Implications including Data Protection

5.2.1 The value of vehicle replacements set out in this report exceed officer delegated approval levels; hence, seeking Executive approval to undertake their procurement via the Nottinghamshire Procurement Partnership Framework Contract for Cars, Light Commercial Vehicles up to 3,500kg GVW and Minibuses ref: 2015/5087-157149, which meets European requirements.

5.3 Human Resources Implications

5.3.1 None arising directly from this report.

6 Recommendations

6.1 It recommended that:

- (a) Up to five light commercial vehicles, as set out at 5.1.1 of the report are procured via the Nottinghamshire Procurement Partnership (Light Commercial Vehicle) Framework Contract at a cost of up to £92,782.
- (b) Financing of the vehicles is undertaken by way of Prudential Borrowing as previously approved by way of the Council's Capital Programme and Treasury Management Strategy.

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)	Yes
District Wards Affected	All District Wards
Links to Corporate Plan priorities or Policy Framework	<ul style="list-style-type: none"> • Providing our Customers with Excellent Service • Supporting our Communities to be Healthier, Safer, Cleaner and Greener

8 Document Information

Appendix No	Title
N/a	N/a
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)	
Report Author	Contact Number
Steve Brunt	01246 593044\217264