

The Arc
High Street
Clowne
Derbyshire
S43 4JY

Date: 25th August 2016

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the Executive of Bolsover District Council to be held in the **Council Chamber at The Arc, High Street, Clowne on Monday 5th September 2016 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 4.

Yours faithfully



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

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 **01246 242529**

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Tel 01246 242424 **Fax** 01246 242423 **Minicom** 01246 242450
Email enquiries@bolsover.gov.uk **Web** www.bolsover.gov.uk

CUSTOMER
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EXECUTIVE AGENDA

Monday 5th September 2016 at 1000 hours in the
Council Chamber, The Arc, High Street, Clowne

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 the meeting of the Executive held on 11 July 2016.	Previously Circulated
5	Items recommended by Scrutiny Committees	
	None	
6	Policy and Budget Framework Items	
	None	
7	Non Key Decisions	
	(A) Corporate Plan Targets Performance Update – April to June 2016 (Q1 – 2016/17) Recommendations on page 6	5 to 20
	(B) Environmental Despoilment Recommendations on page 23	21 to 26
	(C) Government Consultation Concerning Proposals To Reform National Non – Domestic Rates (NNDR). Recommendations on page 30	27 to 30

	(D) Waste Disposal - Skips- Contract for Bolsover District Council Housing Repairs Recommendations on page 32	31 to 33
	(E) Budget Monitoring Report, Quarter 1 (April to June 2016) Recommendations on pages 38 and 39	34 to 46
	(F) Strategic Risk Register and Partnership Arrangements Recommendations on page 51	47 to 57
8	Key Decisions	
	(A) Renewal Of Soffits And Fascia To Council Houses 2016 – 2020 Recommendations on page 60	58 to 60
9	PART 2 – EXEMPT ITEMS <i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a (relevant exemption paragraph is cited next to the agenda item).</i>	
10	Non Key Decisions <u>Paragraphs 1, 3 and 4</u>	
	(A) Strategic Alliance – Senior Management Review – Interim Proposals Recommendation on page 67	61 to 74
11	Key Decisions <u>Paragraph 3</u>	
	(A) Appointment of Security and Concierge Contractor for Commercial Property Recommendations on page 79	75 to 79
	(B) Future Management Options for Chesterfield Crematorium Recommendations on Pages 83 and 84	80 to 109

Notes:

Items under the Key Decision headings are all Key Decisions and are notified to the public at least 28 days in advance. 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.

There have been no representations from the public to hear items 10 and 11 in public session.

Bolsover District Council

Executive

5th September 2016

**Corporate Plan Targets Performance Update – April to June 2016
(Q1 – 2016/17)**

Report of the Assistant Director – Customer Service and Improvement

This report is public

Purpose of the Report

- To report the quarter 1 outturns for the Corporate Plan 2015-2019 targets.

1 Report Details

1.1 The attached contains the performance outturn as of 30th June 2016. (Information compiled on 14th July 2016)

1.2 A summary by corporate plan aim is provided below:

1.3 Unlocking our Growth Potential

- 14 targets in total (3 target achieved previously – G02, G04 and G14)
- 11 targets on track noting that **G10** is still awaiting figures for 2015/16 and **G11** and **G13** were flagged as ‘alerts’ in the 2015/16 Q4 report and will need to be assessed at Q2.

1.4 Providing our Customers with Excellent Service

- 16 targets in total (1 target previously withdrawn – C16)
- 15 targets on track. Updates now available and noted on the appendix for **C08** and **C09**.

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

- 16 targets in total (1 target previously achieved – H14)
- 15 targets on track noting that **H05** is currently under review and may lead to a new target being recommended.

1.6 Transforming our Organisation

- 14 targets in total (2 targets achieved previously – T02 & T03)
- 12 targets on track including 2 targets (**T07** and **T12**) previously extended.

- **T07** – a further request to extend this target to 30th November 2016 is made to reflect resource issues caused by the slower than expected implementation of the Legal Restructure. Revised timetable noted on the appendix.

2 Conclusions and Reasons for Recommendation

- 2.1 Out of the 60 targets 53 (88%) are on track, 6 (10%) have been achieved (previously), and 1 (2%) has been withdrawn.
- 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 progress against the Corporate Plan 2015-2019 targets be noted.
- 6.2 Target extension be approved for T07 as noted in the report.

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	No
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two or more District wards)	
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 Performance Update – Q1 April to June 2016
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 242280 / 217641

Report Reference –

Bolsover District Council
Corporate Plan Targets Update – Q1 April to June 2016

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		Q1 2016/17 34 Businesses Engaged to date. Support provided to businesses on completing Bolsover Local Growth Fund EOIs. Companies: Maguire Business Solutions Ltd, Brodale Catering Equipment Ltd, Salon 34, Milborn Riding Centre, All Foundations UK Ltd and Carlton Wood Mill.	Sun-31-Mar-19
G 03 - Optimise business growth (as measured by gross NNDR) by £2.5m by March 2019	Growth Operations	On track		Q1 (2016/17) Estimate of NNDR income for 31/03/17 is currently £26,314,739. However as appeals information is unavailable from the Valuation Office for this year so far, this figure is very likely to change. Appeals in previous years have been over £1m which would be deducted from this figure. (Baseline: £23,476,638 Gross NNDR for 2014/15)	Sun-31-Mar-19
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 of the 15 Outline Applications being developed are from the Bolsover District Area. 6 enquiries have been signposted to the Bolsover BGF and another to D2N2 for ESIF support. Drop in sessions in Clowne, Shirebrook and South Normanton were held in March although the purdah period relating to the EU referendum halted any overt promotion and has yet to be closed (at 06.07.16). Confirmation of approval of the revised Delivery Plan is still awaited; this requests a reduced number of projects and outputs in recognition of the reduced funding available (due to changes in the €:£ exchange rate), such as 40 jobs from 65 and 20 projects from 40+. A range of programme delivery issues were discussed at the National LEADER Exchange Group (LEG) on 14th June attended by the Programme Officer. The RPA acknowledged concerns	Thu-31-Dec-20

Key Corporate Target	Directorate	Status		Progress	Target Date
				from England's LAGs about how RPA and ministerial actions and delays were affecting progress and processes at a local level.	
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		Q1 (2016/17) Work is currently on target to produce the Draft Plan for public consultation in September/October 2016.	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		Q1 (2016/17) Work is currently on target to produce the Draft Plan for public consultation in September/October 2016, publication in June/July 2017 and submission by November 2017.	Thu-30-Nov-17
G 08 - Process all major planning applications 10% better than the minimum for special measures per annum.	Growth	On track		Q1 - Achieved 75% despite the loss of resources and a relatively high number (32) of major applications. Remain well ahead of national target; but Government now consulting on a new target for all applications. Vacant officer post was filled in July, but loss of team manager may have some impact on performance (replacement appointed, expected possibly October) (Target 2016/17: 60%, National Target 50%)	Sun-31-Mar-19
G 09 - Deliver a minimum of 100 new Council properties by March 2019.	Operations	On track		Q1 2016/17 Rogers Avenue (7 units) complete next month Blackwell Hotel (7 units) - started on site. Planning permission granted for 2 other sites. 1 site progressing through planning process 1 large site (approx. 35 units) final viability being assessed.	Sun-31-Mar-19
G 10 - Enable the development of at least 1,000 new residential properties within the district by March 2019.	Growth	On track		Q.1. Final completion figures are monitored at the end of the financial year and are not yet available. It is estimated that the number of new build completions will be in line with the average of the last few years. Final completions figures should	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
				be available for reporting in the next quarterly update.	
G 11 - Through a programme of targeted refurbishment bring 15 empty private sector properties back into use per annum.	Growth	On track		Q1. Progress against this task has slowed largely attributable to the Empty Properties Officer leaving post and the post has not been filled. However, in the interim the day to day operational activity is being covered by Carl Griffiths (NEDDC) to ensure the service continues to be delivered and any referrals are being acted upon. Work continues with partner agencies to identify suitable properties for development and refurbishment. A more permanent decision will be made in Q2 over the future allocation of Empty Properties duties. Data not available to establish numbers brought into use, expected Q2. (2015/16 target not achieved – 9 units brought back into use)	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		Q1 - Further updates will be available as to NHB figures at the end of Q2 following information requested from Revenues being received and compared with previous year's figures.	Sun-31-Mar-19
G 13 - Work with partners to deliver an average of 20 units of affordable homes each year.	Growth	On track		Q1. No units of affordable housing have been completed in quarter 1 2016/17. The B@home scheme is progressing well with the first site due for completion in the next quarter. (2015/16 target not achieved – no units)	Sun-31-Mar-19

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		Q1 - Customer Service Excellence accreditation successfully retained following assessment in April 2016. No action plan required this year due to the small number of partial	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
				compliances (2) and improvements embedded. Achievement and feedback communicated on website, ERIC etc.	
C 02 - Achieve an overall biennial external satisfaction rate of 85% or above for services provided by the Contact Centres.	Transformation	On track		Q1 - The Survey has been run for 2015/16. The satisfaction rate achieved was 87% in relation to telephone callers and 89% for face to face callers. An action has been put together and some improvements made already. The next survey will be run in 2017/18.	Sun-31-Mar-19
C 03 - Achieve an overall annual satisfaction rate of 80% or above for leisure, recreation and cultural activities and services.	Transformation	On track		Q1 - No satisfaction results available	Sun-31-Mar-19
C 04 - Promote the Council website and increase (unique) visitor numbers by 7% year on year.	Transformation	On track		Q1 - Statistics from Google Analytics for the period April 1 to June 30 2016 show that we have had 37,535 users visiting the website, of which 47.09% are new unique users of the website. This figure should be taken with caution though as one person could use three different devices (laptop, tablet, mobile phone) to access the website and this would be classed as three unique users.	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		Q1 - General Data Protection Regulation (GDPR) to come into force on 25th May 2018. Following the recent UK referendum outcome to leave Europe the ICO considers that the UK will still require data protection legislation to mirror the GDPR. Work continues to improve our internal data protection processes in line with the new regulations e.g. developing a database of personal data held by the Council	Sun-31-Mar-19
C 06 - Prevent homelessness for more than 50% of people who are facing homelessness each year.	Operations	On track		Q1 - April to June 2016 - 68 approaches from people seeking homeless assistance, of which 39 cases were prevented from being homeless:- 57% prevented cases.	Sun-31-Mar-19
C 07 - Install 150 new lifelines within	Operations	On		Q1 April to June 2016 - 34 units of careline equipment installed.	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
the community each year.		track			
C 08 - Process all new Housing Benefit and Council Tax Support claims within an average of 20 days.	Operations	On track		Q1 Data not available until the end of July 2016 Update – Q1 = 21.33 days (average)	Sun-31-Mar-19
C 09 - Process changes to Housing Benefit and Council Tax Support within an average of 10 days.	Operations	On track		Q1 Data not available until the end of July 2016 Update – Q1 = 8.03 days (average)	Sun-31-Mar-19
C 10 - Carry out 300 disability adaptations to Council houses each year.	Operations	On track		Q1 April to June 2016 - 78 adaptation completed	Sun-31-Mar-19
C 11 - Fully deliver the equality objectives identified in the Single Equality Scheme by March 2019.	Transformation	On track		Q1 - Good progress continues against the action plan. Notable action this quarter - 3 case studies drafted showcasing the Equality Panel, Draft Joint Equality Policy for Service Delivery circulated for comments including the Equality Panel. Suitable age discrimination training is proving difficult to source. To research and progress development of an electronic training resource for staff to access as an alternative.	Sun-31-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		Q1 – 36 new referrals were received during Q1, 11 of which were high risk. A total of 8 did not engage with the service. Positive responses were received from 22 service users (78.5%) who were asked: • Did the service meet with your requirements? • Did the service make a difference? • How satisfied are you with the service you have been given?	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		Q1 – 24.5 days (excluding sheltered accommodation)	Sun-31-Mar-19
C 14 - Attend 99% of repair emergencies within 6 working hours	Operations	On track		Q1 - 97% call out and attendance for emergencies within 6hrs	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
C 15 - Ensure a minimum of 50% of clients receiving parenting support each year express a positive outcome.	Operations	On track		Q1 - No further courses undertaken this financial year to date.	Sun-31-Mar-19

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		Q1 - At this stage of the year the target figure is 2000 hours, actual performance to date is 3361 - substantially exceeding target	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		Q1 -Target for quarter is 58,500, we have exceeded the quarterly target by achieving 61,455 to date	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		Q1 - Bolsover District Council is commissioned to deliver a health intervention programme by County Public Health. The scheme covers two programmes, the Derbyshire Integrated Wellbeing Approach and Bolsover Wellness Plus. A combined figure of 900 referrals has been set from these two programmes. To the end of June 2016 we have seen 308 clients at a number of different locations including Clowne Sports Centre, Creswell Leisure Centre, Shirebrook Leisure Centre, Welbeck Road Doctors surgery and Frederick Gent Sports Centre	Sun-31-Mar-19
H 04 - Tackle childhood obesity through	Transformation	On		Q1 – This period represents the Five:60 programme's	Sun-31-

Key Corporate Target	Directorate	Status	Progress	Target Date
the delivery of a child focused health intervention programme to all Key Stage 2 year groups by the end of each academic year.		track	<p>final term of the current academic year and the programme will have been delivered to all key stage 2 pupils within the 28 schools in the Bolsover Schools Sports Partnership.</p> <p>The delivery of the scheme in September is already being planned and schools booked in for the start of the new academic year.</p>	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	On track	<p>Q1: Please note that targets for year 2 have changed having had discussions with funders and having taken into account shortfall in year 1. Amended target for year 2 is now 340 engaged participants. Total number of engaged participants up to current time is 136.</p> <p>A New Active 4 Life Officer has been appointed and has started work in Whitwell and Bolsover. Stage 2 work has started. He has met with various local people to find out about their physical activity habits as well as what they think of facilities in their community and has been linking with other organisations and agencies which work in the communities including CVP, Parish Councils and the Freedom project. On 7th July the officer will be hosting a have your say event in Carr Vale to further consult with members of the community. Girls Hub session at Hillstown started on 20th June and attracted 4 girls. We know from experience that new sessions can take a couple of months to establish and attract a core group of participants.</p> <p>Q1 update - Target under review pending changes to project targets</p>	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
H 06 - Provide signposting and support for people who want to volunteer and recruit 60 new volunteers by February 2016.	Growth	On track		Q1: At the end of March 2016, the Volunteering project had recruiting 63 new volunteers against a revised target of 60. The following outputs/outcomes were also achieved: 11 people into employment, 42 volunteering opportunities created, 5,282 volunteer hours and 65 VCS organisations assisted. The project has been extended to end August pending a review of the service which aims to establish the ongoing needs of volunteer involving organisations across the Bolsover district.	29-Feb-16
H 07 - Assist partners in reducing crime by delivering 12 Crime Cracking events in the community each year.	Operations	On track		Q1/2016 - 2 Crime Cracking events held this quarter engaging with 100 people: 20.04.16 - U3A Older Peoples Group, Bolsover Assembly Rooms 06.06.16 - Personal Safety/Crime Prevention awareness event with SNT, The Hub South Normanton	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		Q1/2016 - The Community Cohesion Officer has helped to organise one event in Q1 of this financial year: 26.06.16 - Polish Picnic community engagement event at St Joseph's Catholic Church, Shirebrook	Sun-31-Mar-19
H 09 - Achieve a combined recycling and composting rate of 49% by March 2019.	Operations	On track		Q1 (2016\17) 4,428tonnes of recyclable\compostable waste reported via Waste Data Flow, yielding a combined recycling rate of 49.3% between April and June 2016 estimated based on 2015 Waste Data Flow actual tonnage will be available in September.	Sun-31-Mar-19
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		Q1 (2016\17) LEQS's established 0% of streets and relevant land surveyed fell below grade B cleanliness standards resulting in 100% meeting the target standard. The establishment of reviewed operational cleansing programs and inspection arrangements have continued to improve litter cleanliness standards when compared to Q1 2015\16 (4%).	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
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		Q1 (2016\17) 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		Q1 - One enforcement initiative was delivered at Barlborough (fly tipping/littering) Scrutiny recommendations are being progressed and a litter strategy will be drawn up to help to raise the profile of Council enforcement work, increase publicity/media coverage and a programme of interactions with schools.	Sun-31-Mar-19
H 13 - Develop an action plan for the improvement of each of the four town centres by March 2017.	Growth	On track		Q1 - Regeneration Frameworks - In April and May there has been four public consultation events and settlement workshops with district-wide agencies and individuals' community groups, thematic interest groups, business community etc. In addition the Interim Report was presented to BDC Cabinet. Consultants Bauman Lyons Architects have since produced an Initial Draft Framework for consideration. Contributed to the Visitor Economy (EAFRD) Group to develop further the application for centres connectivity.	Fri-31-Mar-17
H 15 - Reduce energy use in sheltered housing schemes by 10% by March 2019.	Operations	On track		Q1 - 2016/17. Detailed proposals agreed, Phase 1 of work to be tendered during Q2. (Awaiting baseline data, contained within the reports we have commissioned)	Sun-31-Mar-19
H 16 - Replace each year 200 gas fired back boilers in our Council houses with more efficient 'A' rated combi boilers.	Operations	On track		Q1 - To end of June we fitted the following numbers of boilers: 20 fitted by BDC operatives 121 fitted by contractor Total 141	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		Q1 - Discussions currently taking place into the future of IiP given the change in standard, cost and the regional approach to IiP.	Tue-31-Jul-18
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	On track		Q1 - Legislation understood, quotes for relevant survey works obtained and in a position to place an order for a survey to assess the impact of the legislation.	Mon-30-Apr-18
T 05 - Initiate a build programme for the new Clowne leisure facility by December 2015 and complete by December 2016.	Transformation	On track		Q1 - Build programme is progressing well, however the project is around 3 weeks behind schedule at present due largely to the excavation into rock taking longer than anticipated, along with poor weather conditions. The contractors are confident they can pull this back over the coming stages of development (they have been asked to provide detail of when and how they will achieve this). The pools are now formed in concrete with the steel erection, roof and floor creation almost complete.	Sat-31-Dec-16
T 06 - Introduce alternative uses to 20% of garage sites owned by the Council by March 2019.	Operations	On track		Q1 - Work started on Blackwell Site, planning received for 4 other sites to start this year. Detailed proposal agreed with Executive for large site in Shirebrook. (40+ sites under consideration for development)	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
				(Baseline data - 152 sites of which 20% = 30 sites)	
T 07 - Produce a Procurement Strategy by September 2016.	Growth	Extended		<p>Q1. A further extension has been requested until the end of November. The reason for the request is that it has not been possible to progress this as quickly as anticipated due to resources issues caused by the slower than expected implementation of the Legal Restructure and the additional increased individual workloads. A timetable for the approval of the Joint Procurement Strategy is as follows</p> <p>SAMT - 30/9/2016 Customer Services Transformation Scrutiny Committee - 14/10/2016 Strategic Alliance Joint Committee – 18/10/2016 Executive – 31/10/2016</p>	Fri-30-Sep-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	On track		<p>Q1. Key staff attended a training workshop on the processes involved in the review</p> <p>The Council has had first meeting with the Local Government Boundary Commission with regard to the commencement of the review. The review will take about a year.</p>	Sat-1-Dec-18
T 09 - Reduce the percentage of rent arrears by 10% through early invention and effective monitoring by 2019.	Operations	On track		<p>Q1 - The baseline figure (April 2015) is £562,328 (2.7% of the annual rent roll) and a reduction in Council Housing Tenants arrears by 10% by March 2019. If 10% reduction the figures will be £506,095 At the end of Quarter 1 2016 the figure stands at 2.7% (£574816.8) which is neither a decrease nor an increase.</p>	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
				<p>The impacts of Government policies on welfare reform, and rent reduction are likely to make his target significantly more challenging.</p> <p>(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 $((2.8 - 2.6) / 2.8) \times 100 = 8\%$).</p>	
T 10 - Reduce the level of Former Tenants Arrears by 10% through early intervention and effective monitoring by 2019.	Operations	On track		<p>Q1 - 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 Quarter 1 the figure was £647,832.60 which is an increase of 12% - the majority of these are newly arising (i.e. people being evicted or leaving their tenancy with debt).</p> <p>So far this financial year £64,777.89 former tenancy arrears has been collected and £77,273.20 written off which has been a reduction of £142,051.09.</p>	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		<p>Q1 - The transformation for Bolsover has achieved savings of £280,550 for 2015/16</p>	Sun-31-Mar-19
T 12 - Develop a series of strategies and plans to support the ambition of a sustainable leisure service by March 2017.	Transformation	Extended		<p>Q1 - The following are dynamic documents, ever changing and are on track: Subsidy Reduction Plan, Marketing Plan. The following is complete; Sport Development and Physical Activity Plan, however Sport England and Derbyshire Sport are delivering a new</p>	Fri-31-Mar-17

Key Corporate Target	Directorate	Status		Progress	Target Date
				Sport, Physical Activity and Active Recreation Plan in July 2016. We now have an extension until Mar 2017 to complete this work.	
T 13 - Increase on-line self service transactions dealt with by the Contact Centre by 20% each year.	Transformation	On track		Q1 - On line transactions = 285 transactions for Q1. Flytipping and noise nuisance reports have accounted for the greatest number of cases during this quarter. (Baseline data from 2015/16 - 555 online transactions).	Sun-31-Mar-19
T 14 - Achieve the Member Development Charter by December 2018.	Growth	On track		Q1 - All but 2 PDPs for members now completed and the Member Development Programme for 2016/17 has been produced and is to be presented to MDWG. MDWG to be asked to consider the draft self assessment (for the Member Development Charter) and to decide whether to submit it to EMC for a view. The Council is well ahead of the target in respect of this.	Mon-31-Dec-18

Bolsover District Council

Executive

5 September 2016

Environmental Despoilment

Report of Councillor B Murray-Carr, Portfolio Holder with Responsibility for Environment

This report is public

Purpose of the Report

- To seek Executive approval in adoption of an Action Plan to meet concerns raised at the Bolsover Partnership and Parish Council Liaison Meeting (27th June 2016) in respect of Environmental Despoilment

1 Report Details

1.1 The Assistant Director Streetscene and Environmental Health Manager have developed an Action Plan (attached **Appendix 1**) to meet concerns raised by Parish and Town Councils, as set out below:

- (i) That dog wardens consider participating in the member walkabouts undertaken in the communities if able to be there.
- (ii) That the Environmental Team considers, jointly with the Street Scene Service, undertaking more educational activities at schools within the District.
- (iii) That the Council considers how it can be more proactive in the enforcement of fly tipping and also provide better feedback to all parties involved on the outcomes of incidents.
- (iv) That the Council considers how it can take a more forceful approach on littering at supermarkets and businesses, including consistent contact with the organisations.
- (v) That the Council considers how it can make the publicity of Environmental Despoilment more targeted and consistent, including producing a rolling programme of events, news articles and initiatives.

1.2 The Council continues to make maintenance and cleanliness of its local street scene environment a priority; and, where able, takes appropriate enforcement action against persons and businesses that cause despoilment. The Action Plan is therefore aimed in maintaining high standards of street scene and customer satisfaction which is facilitated by close interdepartmental working between Streetscene and Environmental Health.

1.3 Since the Bolsover Partnership and Parish Council Liaison Meeting, a Joint Fly Tipping Policy has been implemented by Environmental Health in conjunction with Streetscene, setting out the actions that the Council can take to deal with illegal waste activities.

2 Conclusions and Reasons for Recommendation

- 2.1 To assist the Council in maximising the opportunities to prevent Environmental Despoilment within its area.

3 Consultation and Equality Impact

- 3.1 As part of the scrutiny review a wide range of stakeholders were consulted.

4 Alternative Options and Reasons for Rejection

- 4.1 The Council's Streetscene and Environmental Health duties arise from its 'Principal Litter Authority' status, reflecting statutory and regulatory requirements. Therefore, a 'do nothing' approach is not an option; in particular, due to the Council having need to clearly set out standards by which it will maintain its local Streetscene. The Improvement Action Plan (**Appendix 1**) sets out actions designed to meet these and support wider policy statements.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 Streetscene and Environmental Health service functions are predominantly provided by way of established general fund budgets; and, whilst a number of actions set out in the Action Plan are containable within existing resources, increased education and awareness may not be realistically met by way of current resources.
- 5.1.2 Increasing demand and expectation in the undertaking of enforcement action against illegal waste activities (a duty of the Joint Environmental Health Service) will place increased pressure on constrained Environmental Health resource. The provision of educational advice is integral to this duty and therefore may require further review and consideration.
- 5.1.3 Streetscene employ a Joint Community Recycling Promoter who operates across Bolsover and North East Derbyshire undertaking education and awareness raising in waste and recycling. The duties of this role may be extended to meet a wider environmental despoilment remit. However, given this equates to only 0.50FTE at BDC, limited scope would be afforded.
- 5.1.4 Over the course of the past 12 months, a second (temporary) Community Recycling Promoter has been engaged and met by way of funding from Derbyshire County Council. This has greatly assisted in raising each Council's combined recycling performance by 1% (BDC) and 2% (NEDDC) equivalent to 1,500tonnes (approx.) waste diverted from landfill across the two Councils.
- 5.1.5 If this resource was to be established moving forward, it would provide much greater scope to enhance environmental despoilment education and awareness and dovetail this with waste minimisation and recycling education activities.
- 5.1.6 The Cost of establishing a second Community Recycling Promoter position would be £30,000 (approx.) equivalent to £15,000 (approx.) per Council. It is therefore proposed, subject to Executive's approval, that a fuller business case is developed by the Assistant Director Streetscene and reported back to Executive; in particular, where new funding is required; or, this be established using Chief Executive Officer

delegated powers where increased costs are containable within existing budgets and jointly met by the Council's Strategic Alliance Partner.

5.2 Legal Implications including Data Protection

5.2.1 The Council is obliged by statutory duty to provide various street scene functions in areas of street cleansing and environmental health enforcement. These duties are defined by the Council's Principal Litter Authority status set out in the Environmental Protection Act 1990.

5.3 Human Resources Implications

5.3.1 In order to enhance the delivery of educational and awareness themes as part of the recycling role it is proposed to increase Streetscene Team (Community Recycling Promoter) resource as set out at 5.1.3 to 5.1.6 of this report.

6 Recommendations

6.1 Executive approves the Action Plan (**Appendix 1**) to meet recommendations arising from the Bolsover Partnership and Parish Council Liaison Meeting.

6.2 The Assistant Director Streetscene develops a business case in consideration of establishing a second Community Recycling Promoter; subject to which, he reports back to Executive where new funding is required; or, alternatively, this is established using Chief Executive Officer delegated powers where costs are containable within existing budgets and jointly met by the Council's Strategic Alliance Partner.

6.3 The Environmental Health Manager reviews the current arrangements and resources to address illegal waste activities at both Councils and reports back to Executive.

7 Decision Information

Is the decision a Key Decision? (A Key Decision is an executive decision 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
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	
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
1	Environmental Despoilment Action Plan
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)	
Appendix 1 - Environmental Despoilment Action Plan	
Report Author	Contact Number
Steve Brunt Assistant Director - Streetscene	(01246) 217266/593044

ENVIRONMENTAL DESPOILMENT – ACTION PLAN

Focus Area	Action	By Who
<p>1. Environmental Despoilment Education and Awareness raising, including producing a rolling programme of events, news articles and initiatives.</p>	<p>a) Undertake 10 local environmental enforcement and educational initiatives in targeted areas to deal with dog fouling, littering and fly tipping (Corporate Plan Target).</p> <p>b) Environmental Health (EHT) & Streetscene (SST) Teams undertake joint educational activities at schools throughout the District(s); particularly, in areas with despoilment ‘hot spots’.</p> <p>c) Produce biannual district wide media articles to raise awareness of environmental despoilment and cleanliness issues via ‘The News’ and ‘In Touch’ and/or other media streams.</p> <p>d) Utilise social media in the education of relevant target groups.</p> <p>e) Work in partnership with Parish & Town Councils to promote and support community groups in the undertaking of local litter picks and clean-ups.</p> <p>f) Coordinate where possible, District, Parish and Town Council resources to ensure effective deployment of street cleansing resource.</p> <p>g) Dog Wardens/Environmental Enforcement Technical Officers, CAN Rangers and Community Recycling Promoters to participate, where relevant, in Elected Member\estate walkabouts and community events.</p>	<p>ADS EHM</p>
<p>2. Proactive enforcement of fly tipping, littering and dog fouling and feedback to relevant parties interested in outcomes of incidents.</p>	<p>a) Establish a joint (EHT\SST) mobile CCTV camera deployment program across District’s fly-tipping and littering ‘hot spots’.</p> <p>b) Intelligence/evidence obtained by SST passed to EHT in prescribed manner to ensure continuity of evidence and evidential tests are met.</p> <p>c) Progress and/or outcome of enforcement actions communicated to SST and other relevant stakeholders.</p> <p>d) Where appropriate, utilise social media to gather information in the identification of offenders.</p> <p>e) Publicise enforcement outcomes\successes via hard publications and electronic media channels.</p>	<p>ADS EHM</p>

Focus Area	Action	By Who
3. Education and enforcement of businesses in their duty of care requirements for litter and refuse arising from businesses activity.	a) Where appropriate, require landowners and businesses to keep relevant land clear of refuse and litter by use of enforcement powers (i.e. Community Protection Notices). b) Provide advice to businesses on duty of care responsibilities to ensure such premises have effective waste management arrangements in place. c) Coordinate Environmental Health, Streetscene and CAN Rangers existing duties to ensure effective and efficient use of resource. d) Provide training to relevant front line staff in evidence gathering. e) Identify and adopt good practice where applicable including relevant government recommendations and guidance.	ADS EHM

Legend

ADS – Assistant Director Streetscene

EHM – Environmental Health Manager

July 2016

Bolsover District Council

Executive

5th September 2016

**GOVERNMENT CONSULTATION CONCERNING PROPOSALS TO REFORM
NATIONAL NON – DOMESTIC RATES (NNDR).**

This report is public

Report of the Leader

Purpose of the Report

- To make Executive aware of the main details of the Government's consultation on the future of NNDR (business rates) and to agree a process for submitting a response to that Consultation Paper.

1 Report Details

Background

- 1.1. On July 14th the Government issued a Consultation Paper on Business Rates Retention. The closing date for responses is the 26th September 2016 which is before the next meeting of Executive scheduled for the 3rd October. Given the importance of this Consultation Paper to the future of the local government financial framework it is important that the Council submits a response and accordingly it is recommended that delegated powers are granted to the Executive Director – Operations in consultation with the Leader and Deputy Leader of the Council, and the Chief Executive to agree a response on behalf of the Council.
- 1.2. As part of the consultation process the DCLG also issued a further paper entitled "Business Rates Reform – Fair Funding Review : Call for evidence on Needs and Redistribution". It is intended that the Council will prepare a response to this paper as part of its response to the wider consultation around Business Rates reform. Both papers are available at <https://www.gov.uk/government/consultations/self-sufficient-local-government-100-business-rates-retention>.

2. Business Rates Retention

- 2.1. For a number of years local government has been in favour of a move towards a funding system where 100% of NNDR is retained locally in order to support local services. Prior to 2013 Local Government was in effect a collection agency for central government in respect of Business Rates. Local Council's send out bills, collected the money, paid over the cash collected to central government, who then redistributed that funding to individual local Councils by way of formula grant. With

effect from April 2013 local government has been able to keep 50% of any growth in their business rate receipts arising from new or expanding businesses.

2.2. The Government is now seeking to further extend the current system so that by the end of the current parliament in May 2020 all business rates will be retained by local Councils. As part of the proposed arrangements there will be a Fair Funding Review which will establish the funding baseline (funding required by each Council to deliver core services). This will ensure that individual Councils remain in the position of having adequate resources to deliver core services.

2.3. The Consultation paper sets out a number of key principles:

- The reform of Business Rates will be fiscally neutral between central and local government. Given that 100% retention will provide local authorities with an increased level of resources this will be offset by a requirement for them to accept additional responsibilities which will 'mop up' the additional funding that has been provided.
- The new system should provide both financial independence and stability to local authorities.
- Devolution of responsibilities should support the drive for economic growth, although the consultation balances this against the recognition that those local authorities which are not able to generate the required level of growth have sufficient resources to cover the cost of providing core services.
- Reform should promote the development of new models of service delivery.
- The Consultation paper indicates that the Government is prepared to look at adapting the system to meet local governance structures ie it may introduce a different model in a Combined authority with a mayor, than from the model which applies in a unitary area without a combined authority, or from those which apply in a two tier area such as Derbyshire.

2.4. The proposed changes amount to a fundamental reform of the local government finance system. Accordingly there remains a lot of further detailed work to be undertaken in order to develop a robust system which meets the Government's objectives. One of the particular difficulties in responding to the Consultation is that it does not include any exemplifications of the financial impact of the proposed measures. In addition to considering the proposals at a technical level officers are also involved in working with colleagues across Derbyshire to ascertain whether it would be appropriate to submit a Derbyshire wide response, rather than a number of responses from individual authorities. One of the key advantages of looking to a Derbyshire wide response is that we already operate a successfully Derbyshire wide Business Rates Pool that has operated to the financial advantage of all Members of the pool. While the current Derbyshire pooling arrangements will end with the introduction of the new system it would appear to be appropriate to look to extend the partnership working into the new arrangements as a way of managing risk and promoting growth.

3. Conclusions and Reasons for Recommendation

3.1. Given the importance of the Government's Consultation Paper in respect of the retention of non domestic rates it is appropriate that the Council should give consideration to the issues that are raised and should prepare a formal response. As part of the process of preparing our response Officers will explore whether it

would be appropriate to look to submit our response as part of a wider Derbyshire response to the Government's Consultation Paper.

Reasons for Recommendation

- 3.2. To enable Cabinet to consider the issues raised within the Government's Consultation Paper and to agree a mechanism – through delegated powers – by which the Council will meet the timetable for submitting a response to the consultation.

4. Consultation and Equality Impact

Consultation

- 4.1. There are covered throughout the report.

Equalities

- 4.2. These are covered throughout the report.

5. Alternative Options and Reasons for Rejection

- 5.1. The Council could take the view that it is not appropriate to respond to the Consultation paper. Given that the Consultation Paper sets out what amounts to a fundamental reform of local government finance it is necessary for the Council to give structured consideration to the potential impact of these changes and to formulate a response to the Department for Communities and Local Government. Accordingly the option of not submitting a response is rejected.

6. Implications

6.1. Finance and Risk Implications

Financial

- 6.1.1 There are covered throughout the report and the attached Appendix.

Risk

- 6.1.2 There are covered throughout the report and the attached Appendix.

6.2. Legal Implications including Data Protection

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

6.3. Human Resources Implications

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

7. Recommendations

- 7.1. That Executive note the report and grant delegated powers to the Executive Director Operations in consultation with the Chief Executive and the Leader and Deputy Leader of the Council to agree and submit the Council's response to the Government Consultation Papers concerning 100% Business Rates Retention.

8. Decision Information

Is the decision a Key Decision? (A Key Decision is an executive decision 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	Appropriate funding 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
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)	
Copies of the Government's Consultation Papers can be found at: https://www.gov.uk/government/consultations/self-sufficient-local-government-100-business-rates-retention .	
Report Author	Contact Number
Assistant Director – Finance, Revenues and Benefits	2214

Bolsover District Council

Executive

Date of meeting

Waste Disposal - Skips- Contract for Bolsover District Council Housing Repairs

Report of the Portfolio Holder for Housing and IT

This report is open

Purpose of the Report

- To seek approval for Donald Ward T/A Ward Recycling to provide a skip service to remove waste for Bolsover District Council within the Riverside Depot and to Council Owned properties as and when required.

1 Report Details

- 1.1 It was identified that the existing Waste disposal Service was not providing best value for money for the Housing Repairs Section. As a result the Housing Service, together with the Procurement Unit, tendered the service via Source Derbyshire.

Two contractors submitted tenders for evaluation:

- Donald Ward T/A Ward Recycling
- Contractor x

Donald Ward T/A Ward Recycling were the successful contractor based upon an evaluation criteria of 30% quality and 70% price

It is anticipated that there will be efficiency savings based upon a reduction in costs of around 25% but this is dependent on the amount of skips used.

- 1.2 The contract will initially be for two years with an option to extend for two further periods each of one year subject to approval
- 1.3 The indicative spend will around £35,000 per year, and this is contained within existing budgets.
- 1.4 This service can be used by other departments if required at the same cost.

2 Conclusions and Reasons for Recommendation

- 2.1 It is recommended that members agree to the Housing Repairs section awarding this contract to Donald Ward T/A Ward Recycling

3 Consultation and Equality Impact

- 3.1 Not directly.

4 Alternative Options and Reasons for Rejection

5 Implications

5.1 Finance and Risk Implications

The cost for this contract is within existing HRA budgets

5.2 Legal Implications including Data Protection

We meet our legal obligations for procurement

5.3 Human Resources Implications

None directly

6 Recommendations

- 6.1 That members agree to the Housing Repairs section awarding this contract to Donald Ward T/A Ward Recycling
- 6.2 That progress on this contract is reported through the Housing Stock Group
- 6.3 That the JAD Community Safety and Head of Housing is given the delegated power to extend this contract for two further periods of one year (up to a maximum of two years extension). This is conditional on the performance of the contractor and the agreement of the Portfolio Holder for Housing.

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 Wards

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)	
Report Author	Contact Number
Mark Dungworth	Ex 3037

Report Reference –

Bolsover District Council

Executive

5th SEPTEMBER 2016

Budget Monitoring Report, Quarter 1 – April to June 2016

Report of the Executive Director of Operations

This report is public

Purpose of the Report

- To update the Executive on the financial position of the Council following the first quarter's budget monitoring exercise for the General Fund, the Housing Revenue Account (HRA), Capital Programme and Treasury Management activity.

1 Report Details

Background information

- 1.1 Officers have continued the integrated approach to budget monitoring in the first quarter with Performance, Risk and Finance being considered together at Directorate meetings held during July 2016. The scope of this report is therefore to report the current financial position following the 2016/17 quarter one monitoring exercise.

General Fund Revenue Account

- 1.2 The General Fund Revenue Account summary is shown as **Appendix 1**. The original budget for 2016/17 showed a funding gap of £0.057m. The current budget now shows that this is £0.013m surplus after the Council tax increase and other small savings are included. As savings are identified and secured they are moved into the relevant cost centres within the main General Fund Directorates. It should be noted that officers have been working on a review of the financial outturn for 2015/16. Initial workings suggest potential savings of £0.063m for 2016/17 and £0.049m for 2017/18 and 2018/19 are achievable. Officers are also in the process of reviewing the opportunities to reduce the salary budgets where savings arose in the first quarter.
- 1.3 Within the Directorates there is the following to report:
- The Growth Directorate shows a favourable variance of £0.125m. This relates mainly to:
 1. Under spends due to invoices not yet being received and therefore not paid, for such as joint officer posts or external contributions at the end of the quarter (£0.198m) – favourable.

2. Income received in advance of any expenditure (£0.181m) – favourable.
 3. Annual invoices were paid in quarter 1 which makes the profiled budget look overspent (£0.140m) – adverse.
 4. Expenditure has been spent but the grant hadn't been received as it is claimed in arrears (£0.079m) – adverse.
 5. Over spends against quarter 1 budget due to less income received, new pressures or where expenditure is seasonal and not profiled over 4 quarters (£0.035) – adverse.
- The Operations Directorate shows an adverse variance of £0.239m. This relates mainly to:
 1. Under spends due to invoices not yet being received and therefore not paid, for such as joint officer posts or external contributions at the end of the quarter (£0.177m) – favourable.
 2. Income received in advance of any expenditure (£0.311m) – favourable.
 3. Annual invoices were paid in quarter 1 which makes the profiled budget look overspent (£0.489m) – adverse.
 4. Over spends against quarter 1 budget due to less income received, new pressures or where expenditure is seasonal and not profiled over 4 quarters (£0.238) – adverse.
 - The Transformation Directorate has an adverse variance of £0.194m. Again, this relates mainly to:
 1. Under spends due to invoices not yet being received and therefore not paid, for such as joint officer posts or external contributions at the end of the quarter (£0.121m) – favourable.
 2. Income received in advance of any expenditure (£0.059m) – favourable.
 3. Annual invoices were paid in quarter 1 which makes the profiled budget look overspent (£0.334m) – adverse.
 4. Over spends against quarter 1 budget due to less income received, new pressures or where expenditure is seasonal and not profiled over 4 quarters (£0.040) – adverse.
- 1.4 Section 106 – In order to improve the monitoring and control of Section 106 monies received by the Council, the sums due to be utilised in a financial year are now recorded within the General Fund directorate budgets with the expenditure recorded against these sums. The amount budgeted to be spent in 2016/17 is £1.245m. Of this £0.127m must be spent by December this year or the funding may be lost. At the most recent S106 meeting on 5th July, it was reported £0.005m of this 'at risk' amount had been spent in quarter 1 and that plans are in place to spend the remaining £0.122m, before the deadline. Officers are working to ensure that all of this spending is undertaken in line with the S106 legal requirements.
- 1.5 The overall position at the end of quarter 1 shows that there is an adverse variance of £0.300m. This is mainly due to £0.963m invoices or commitments being paid or placed on the E-purchasing system for the full year. This compares to only £0.614m in 2015/16. This is an indication that the system is being used correctly as

orders are being placed as soon as the Council is committed to the expenditure. There are no real budget pressures identified in quarter 1. Budget monitoring during quarter 1 has not identified any significant budget pressures, and on the basis of the monitoring undertaken, officers are of the view that expenditure and income will be in line with the budget position at the year end.

Housing Revenue Account (HRA)

- 1.6 The Housing Revenue Account summary for the first quarter of 2016/17 is set out in **Appendix 2** to this report. At the end of quarter 1 the HRA is showing a net deficit of £0.020m.

Income

- 1.7 The quarter 1 income figures show an adverse variance of £0.378m. This is mainly due to the timing of the rent free weeks falling into the first quarter. The annual budget is profiled to receive 12 weeks in the first quarter when actually only 11 weeks were billed.

Expenditure

- 1.8 Expenditure within all of the operating areas of the HRA shows under spends in the first quarter. There are therefore no budget pressures to report at this stage of the year. It is currently anticipated that expenditure will be in line with approved budgets at the year end.

HRA – Overall Summary

- 1.9 In light of the above and the expenditure patterns to date – as detailed in Appendix 2 – there are no significant issues to report regarding the overall position for the HRA at the end of the first quarter. Again, it is anticipated that the Council will outturn in line with the approved budget.

Capital Investment Programme

Capital Expenditure

- 1.10 The capital programme summary for the first quarter of 2016/17 is provided in **Appendix 3** to this report. The programme has been updated with the capital budgets – previously approved by Executive - carried forward from 2015/16.

- 1.11 In headline terms the capital programme profiled budget for quarter 1 is £4.997m and the actual spend and known commitments total £4.305m, which is £0.692m behind the planned spend position. The main areas to highlight are listed below:

1. Go Active @ The Arc– The higher spend on this project will be in quarter 2 and quarter 3 of this year with completion due in December.
2. Vehicles and Plant – for both the GF and the HRA the replacement vehicles look over spent for the quarter in many areas. This is to allow for the lead time between order and delivery for when the vehicles are required later in the year. This reflects the fact that orders were placed in the early part of the year for much of the approved programme.
3. HRA Public Sector Housing– This is the monies for HRA Major Repair's projects which have yet to be allocated to the individual schemes. Work is being undertaken within Housing to re-profile the schemes to meet the current need.

4. HRA property new build (excluding Rogers Ave) – Two of these schemes are planned to begin in quarter 2, with the others following later in the year.

1.12 Whilst there are no significant financial issues to report regarding capital expenditure at the end of the first quarter it must be noted that the delivery of the approved capital programme is behind the profiled position as at quarter 1. Officers will continue to closely monitor the delivery of the Programme, but are of the view that the outturn position will be in line with the approved programme.

Capital Resources

1.13 HRA – The Council has sufficient capital resources in place to finance the HRA actual expenditure and commitments at the end of the first quarter.
General Fund – The financing of the General Fund part of the capital programme is in line with the approved financing arrangements.

Treasury Management

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

1.15 The Council approved the 2016/17 Treasury Management Strategy at its meeting in February 2016. **Appendix 4** identifies the Treasury Management activity undertaken during the first quarter of 2016/17 and demonstrates that this is in line with the plans agreed as part of the strategy.

1.16 The Treasury Management update report taken to Council on the 13th July identifies the potential impact upon the Treasury Strategy arising as a result of the vote to leave the European Union. While interest rates received from investments continue to be lower than anticipated and it is more difficult to place investments on the financial markets, officers are of the view that we will be able to continue to operate within the parameters agreed in the Treasury Management Strategy.

2 Conclusions and Reasons for Recommendation

2.1 While the monitoring process has identified a range of variances at this stage in the financial year, on the basis of the available evidence, officers are of the view that the outturn position at the end of the year will be in line with approved budgets.

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

General Fund

The monitoring position shows a net favourable variance position in the first quarter of £0.300m.

HRA

The HRA is showing a net over spend/ under achievement of income in the first quarter of £0.020m.

Capital Expenditure

There are no areas of concern to report regarding the capital programme in the first quarter of 2016/17.

Capital Income

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

Treasury Management

There are no significant areas of concern to report regarding Treasury Management activities in the first quarter of 2016/17.

3 Consultation and Equality Impact

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

4 Alternative Options and Reasons for Rejection

4.1 The Budget Monitoring report for 2016/17 is primarily a factual report which details progress against previously approved budgets. Accordingly there are no alternative options to consider.

5 Implications

5.1 Finance and Risk Implications

The issue of Financial Risks is covered throughout the report. In addition, however, it should be noted that the risk of not achieving a balanced budget is outlined as a key risk within the Council's Strategic Risk Register. While officers are of the view that these risks are being appropriately managed it needs to be recognised that there may be pressures on all of the Council's main budgets as these have been or are being reduced to minimum levels. These will need to be managed carefully during the course of this financial year if we are to protect the existing levels of financial balances.

5.2 Legal Implications including Data Protection

There are no legal issues arising directly from this report.

5.3 Human Resources Implications

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

6 Recommendations

6.1 That Executive notes the monitoring position of the General Fund at the end of the first quarter as detailed on Appendix 1 (A net adverse variance of £0.300m against the profiled budget) and the key issues highlighted within this report:

- 6.2 That Executive approves budget reductions in line with the outturn review for 2015/16.
- 6.3 That Executive notes the position on the Housing Revenue Account (HRA), the Capital Programme and Treasury Management at the end of the first quarter (Appendices 2, 3 and 4).

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	
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)	
Attached as appendices 1- 4	
Report Author	Contact Number
Chief Accountant	2458
Executive Director - Operations	2431

Report Reference –

GENERAL FUND

APPENDIX 1

Description	Per Exec 3/2/16	Movement	Per FMS	Qtr 1	Actual	Variance
	Original	Since	Current	Budget	Qtr 1	Qtr 1
	Budget	Original	Budget	2016/17	Qtr 1	Qtr 1
	2016/17	Budget	2016/17	2016/17	Qtr 1	Qtr 1
	£	£	£	£	£	£
Growth Directorate	3,328,063	403,574	3,731,637	932,909	751,289	(181,620)
Operations Directorate	6,625,192	308,357	6,933,549	1,733,387	1,972,881	239,494
Transformation Directorate	2,972,580	114,893	3,087,473	771,868	1,053,417	281,549
Support Recharges to HRA and Capital	(3,410,307)	0	(3,410,307)	(852,577)	(852,577)	(0)
<u>S106 Expenditure due in year</u>						
Growth	0	517,570	517,570	129,393	186,342	56,950
Transformation	177,734	549,800	727,534	181,884	93,944	(87,940)
Total Net Expenditure	9,693,262	1,894,194	11,587,456	2,896,864	3,205,296	308,432
Interest Paid including Minimum Revenue Provision (MRP)	666,752	0	666,752	166,688	166,688	0
Investment Interest	(158,988)	0	(158,988)	(39,747)	(47,960)	(8,213)
	10,201,026	1,894,194	12,095,220	3,023,805	3,324,024	300,219
Contributions to Reserves	1,060,599	(738,464)	322,135	80,534	80,534	0
Contribution from Earmarked Reserves	(170,501)	0	(170,501)	(42,625)	(42,625)	0
Contribution (from)/to Unapplied Grants/Holding Accounts	(183,943)	(88,673)	(272,616)	(68,154)	(68,154)	0
Contribution from S106 Holding A/cs	(177,734)	(1,067,370)	(1,245,104)	(311,276)	(311,276)	0
	10,729,447	(313)	10,729,134	2,682,284	2,982,503	300,220

GENERAL FUND

APPENDIX 1

Description	Per Exec 3/2/16	Movement	Per FMS	Qtr 1	Actual	Variance
	Original	Since	Current	Budget	Qtr 1	Qtr 1
	Budget	Original	Budget	2016/17	Qtr 1	Qtr 1
	2016/17	Budget	2016/17	2016/17	Qtr 1	Qtr 1
	£	£	£	£	£	£
Parish Precepts	2,285,865	0	2,285,865	571,466	571,466	0
Council Tax Support Grant	308,723	0	308,723	77,181	77,181	0
TOTAL NET EXPENDITURE	13,324,035	(313)	13,323,722	3,330,931	3,631,150	300,220
Revenue Support Grant (RSG)	(2,456,990)	0	(2,456,990)	(614,248)	(614,248)	0
<u>Business Rates Retention</u>						
Proportionate share	(9,849,963)	0	(9,849,963)	(2,462,491)	(2,462,491)	0
Tariff payable	5,731,357	0	5,731,357	1,432,839	1,432,839	0
Net levy payment	667,334	0	667,334	166,834	166,834	0
Section 31 grants received	(405,788)	0	(405,788)	(101,447)	(101,447)	0
New Homes Bonus Grant 11/12	(117,312)	0	(117,312)	(29,328)	(29,328)	0
New Homes Bonus Grant 12/13	(193,346)	0	(193,346)	(48,337)	(48,337)	0
New Homes Bonus Grant 13/14	(169,639)	0	(169,639)	(42,410)	(42,410)	0
New Homes Bonus Grant 14/15	(292,058)	0	(292,058)	(73,015)	(73,015)	0
New Homes Bonus Grant 15/16	(277,154)	0	(277,154)	(69,289)	(69,289)	0
New Homes Bonus Grant 16/17	(265,993)	(6,133)	(272,126)	(68,032)	(68,032)	0
COUNCIL TAX - BDC precept	(3,260,672)	(63,583)	(3,324,255)	(831,064)	(831,064)	0
Council tax - Parish element from above	(2,285,865)	0	(2,285,865)	(571,466)	(571,466)	0
Council tax collection fund surplus	(91,310)	0	(91,310)	(22,828)	(22,828)	0
TOTAL FUNDING	(13,267,399)	(69,716)	(13,337,115)	(3,334,279)	(3,334,282)	0
Funding gap/ (surplus)	56,636	(70,029)	(13,393)	(3,348)	296,868	300,220

APPENDIX 2

Housing Revenue Account

Description	Full Years Budget £	3 months Budget £	3 months Actuals £	3 months Variance £
Expenditure				
Repairs and Maintenance	4,771,769	1,192,942	1,039,552	(153,390)
Supervision and Management	4,786,632	1,196,658	1,068,275	(128,383)
Special Services	624,952	156,238	107,951	(48,287)
Supporting People - Wardens	586,724	146,681	137,005	(9,676)
Supporting People - Central Control	205,340	51,335	40,053	(11,282)
Tenants Participation	86,702	21,676	16,847	(4,829)
Provision for Doubtful Debts	100,000	25,000	25,000	0
Debt Management Expenses	10,688	2,672	2,672	0
Total Expenditure	11,172,807	2,793,202	2,437,355	(355,847)
Income				
Rents	(20,701,629)	(5,175,407)	(4,739,168)	436,239
Garage Rents	(111,390)	(27,848)	(23,572)	4,276
Garage Site Rents	(37,528)	(9,382)	(33,677)	(24,295)
Repairs and Maintenance	(10,345)	(2,586)	(1,415)	1,171
Supervision and Management	(3,480)	(870)	(33)	837
Special Services	(341,680)	(85,420)	(76,964)	8,456
Supporting People - Wardens	(179,570)	(44,893)	(101,532)	(56,640)
Supporting People - Central Control	(200,200)	(50,050)	(46,937)	3,113
Leasehold Flats and Shops Income	(18,650)	(4,663)	(2,098)	2,565
Other Income	(10,528)	(2,632)	(151)	2,481
Total Income	(21,615,000)	(5,403,750)	(5,025,547)	378,203
Net Cost of Services	(10,442,193)	(2,610,548)	(2,588,192)	22,356
Appropriations				
Debt Repayment	1,015,667	253,917	253,917	0
Interest Costs	3,230,022	807,506	807,506	0
Depreciation	2,383,034	595,759	595,759	0
Transfer to Major Repairs Reserve	3,473,616	868,404	868,404	0
Contribution to/(from) HRA Reserves	328,654	82,164	82,164	0
Net Operating (Surplus) / Deficit	(11,200)	(2,800)	19,556	22,356

APPENDIX 3

Fund	CAPITAL PROGRAMME SUMMARY	Full Years Budget £	3 months Budget £	3 months Actuals £	3 months Variance £
General Fund Assets					
ASS	AMP - The Arc	21,540	5,385	21,536	16,151
ASS	AMP - PV Lodges	141,095	35,274	70,146	34,872
ASS	AMP - Riverside Depot	2,021	505	2,021	1,516
ASS	AMP - Leisure Buildings	65,060	16,265	2,294	(13,971)
ASS	AMP - Refurbishment Work	122,101	30,525	0	(30,525)
ASS	Refurbishment - 3 Cotton St Bolsover	87,162	21,791	79,510	57,720
ASS	Shirebrook Contact Centre	128,453	32,113	0	(32,113)
ASS	Refurbishment of Oxcroft House	30,000	7,500	2,500	(5,000)
ASS	Council Chamber	5,318	1,330	5,317	3,988
ASS	Pleasley Vale Mill 1 - Dam Wall	150,000	37,500	0	(37,500)
ASS	Car Parking at Clowne - Additional	100,000	25,000	0	(25,000)
ASS	CCTV	29,322	7,331	0	(7,331)
		882,072	220,518	183,324	(37,194)
Project Horizon					
HOR	Sherwood Lodge Disposal	49,321	12,330	0	(12,330)
		49,321	12,330	0	(12,330)
ICT Schemes					
ICT	ICT infrastructure	59,932	14,983	7,885	(7,098)
		59,932	14,983	7,885	(7,098)
Leisure Schemes					
LEI	Clowne Leisure Facility	3,407,911	851,978	673,344	(178,634)
LEI	Fitness Equipment	320,806	80,202	0	(80,202)
LEI	Flume	150,000	37,500	0	(37,500)
LEI	P Vale Outdoor Education Centre Ph 2	41,134	10,284	0	(10,284)
		3,919,851	979,963	673,344	(306,619)
Private Sector Schemes					
PS	Disabled Facility Grants	370,000	92,500	63,145	(29,355)
		370,000	92,500	63,145	(29,355)
Vehicles and Plant					
VEH	Vehicles - General Fund	2,152,000	538,000	939,042	401,042
		2,152,000	538,000	939,042	401,042
Total General Fund		7,433,176	1,858,294	1,866,740	8,446

APPENDIX 3

Fund	CAPITAL PROGRAMME SUMMARY	Full Years Budget £	3 months Budget £	3 months Actuals £	3 months Variance £
Housing Revenue Account					
HRA	Group Dwellings Safety Work	100,000	25,000	0	(25,000)
HRA	External Wall Insulation	220,000	55,000	104,469	49,469
HRA	Electrical Upgrades	260,649	65,162	12,042	(53,120)
HRA	Cavity Wall + Loft Insulation	20,000	5,000	0	(5,000)
HRA	External Door Replacements	184,656	46,164	10,133	(36,031)
HRA	Heating Upgrades	1,200,000	300,000	397,203	97,203
HRA	Environmental Works	200,000	50,000	617	(49,383)
HRA	Decent Homes - External	74,680	18,670	2,441	(16,229)
HRA	Kitchen Replacements - Decent Homes	800,000	200,000	30,007	(169,993)
HRA	Re Roofing	800,000	200,000	208,182	8,182
HRA	Regeneration Mgmt & Admin	69,320	17,330	17,330	0
HRA	Sprinkler Systems	16,000	4,000	0	(4,000)
HRA	GD Boiler Replacement	200,000	50,000	54,263	4,263
HRA	New Bolsover - MRA	343,347	85,837	0	(85,837)
HRA	Flat Roofing	50,000	12,500	6,471	(6,029)
HRA	Public Sector Housing	1,785,650	446,413	0	(446,413)
HRA	Rogers Ave Creswell - HRA New Build	445,988	111,497	445,821	334,324
HRA	Blackwell Hotel Site - HRA New Build	820,000	205,000	819,871	614,871
HRA	Fir Close Shirebrook - HRA New Build	470,436	117,609	3,080	(114,529)
HRA	Derwent Drive Tibshelf - HRA New Build	646,849	161,712	0	(161,712)
HRA	Recreation Close Clowne - HRA New Build	117,609	29,402	770	(28,632)
HRA	New Bolsover - HLF scheme	3,102,581	775,645	11,066	(764,579)
HRA	Vehicles - HRA	627,366	156,842	314,237	157,396
Total HRA		12,555,131	3,138,783	2,438,003	(700,780)
TOTAL CAPITAL EXPENDITURE		19,988,307	4,997,077	4,304,743	(692,334)
Capital Financing					
General Fund					
	Specified Capital Grant	(370,000)	(92,500)	(63,145)	29,355
	Private Sector Contributions	(29,322)	(7,331)	0	7,331
	Prudential Borrowing	(2,974,623)	(743,656)	(1,035,039)	(291,383)
	Reserves	(3,968,776)	(992,194)	(768,556)	223,638
	Capital Receipts	(90,455)	(22,614)	0	22,614
		(7,433,176)	(1,858,294)	(1,866,740)	(8,446)
HRA					
	Major Repairs Allowance	(5,856,652)	(1,464,163)	(843,158)	621,005
	Direct Revenue Financing	(635,366)	(158,842)	(314,237)	(155,396)
	Prudential Borrowing	(4,286,532)	(1,071,633)	(1,269,542)	(197,909)
	External Grant	(1,776,581)	(444,145)	(11,066)	433,079
		(12,555,131)	(3,138,783)	(2,438,003)	700,780
TOTAL CAPITAL FINANCING		(19,988,307)	(4,997,077)	(4,304,743)	692,334

Activity 2016/17

PWLB Borrowing

The Council has not taken any new loans from the PWLB during the first three months.

As at 1 April 2016 the Authority's total outstanding PWLB debt amounted to £104,100,000. The profile of the outstanding debt is analysed as follows: -

PWLB Borrowing Term	Maturity Profile 30-Jun-16 £
12 Months	1,000,000
1-2 years	1,000,000
2-5 years	5,000,000
5-10 years	20,300,000
10-15 years	22,800,000
over 15 years	54,000,000
Total PWLB Debt	104,100,000

At 30 June 2016 no repayments have been made to the PWLB. It should be noted that there is a repayment of £1,000,000 to the PWLB scheduled for 28th September 2016.

PWLB Interest

The total interest cost to the Council of the PWLB debt for 2016/17 is estimated at £3,669,878. This cost is split between the HRA and General Fund based on the level of debt outstanding. Interest paid to the PWLB in the first three months was £323,188.

Temporary Borrowing

Cash flow monitoring and management identifies the need for short term borrowing to cover delays in the receipt of income during the year. Zero interest charges were incurred during the first three months as there were no overdrawn bank balances. At the 30 June 2016 the only temporary borrowing undertaken by the Council is £485,857.37 which is the investment balances held on behalf of Parish Councils.

Temporary Investments

The following tables show the investments and interest earned to 30 June 2016:

Investments on call

Counterparty	Balance at 1/4/16 £	Deposits £	Withdrawals £	Interest received £	Balance at 30/06/16 £
Barclays	5,000,000	0	0	1,247	5,001,247
Santander	4,000,000	0	(3,000,000)	2,838	1,002,838
BNP Paribas (MMF)	5,000,000	0	0	6,798	5,006,798
Standard Life (MMF)	5,000,000	0	0	6,363	5,006,363
SSGA (MMF)	0	5,000,000	0	635	5,000,635
Aberdeen (MMF)	2,000,000	3,000,000	0	3,338	5,003,338
Invesco (MMF)	3,000,000	2,000,000	0	5,015	5,005,015
	24,000,000	10,000,000	(3,000,000)	26,234	31,026,234

Fixed-term investments

Counterparty	Balance at 1/4/16	Deposits	Withdrawals	Interest received	Balance at 30/06/16
	£	£	£	£	£
Goldman Sachs International Bank	5,000,000	0	0	7,052	5,007,052
Nationwide BS	5,000,000	0	0	7,003	5,007,003
Close Brothers	5,000,000	0	(5,000,000)	7,671	7,671
	15,000,000	0	(5,000,000)	21,726	10,021,726

Interest Received

Interest received on investments at 30 June 2016 was £47,960. This level of interest is above the profiled estimate for the annual investment interest of £42,052.

Compliance with Treasury Limits

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

	Actual to Date 2016/17	Approved limits 2016/17
Authorised Limit (total Council external borrowing limit)	98,299,000	112,989,000
Operational Boundary	98,299,000	107,989,000

Bolsover District Council

Executive Committee

5th September 2016

Strategic Risk Register and Partnership Arrangements

This report is public

Report of the Executive Director - Operations

Purpose of the Report

- To update Members concerning the current position regarding Risk Management and Partnership Arrangements and to seek approval for the revised Strategic Risk Register as at 30th June 2016, 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 a consideration of the strategic and operational risks which have been identified by Elected Members and Officers as part of the Council's risk, 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 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 arrangements of the Council. From a Governance perspective the effective operation of Risk Management is 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 allows a fully informed decision to be made, and

helps 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, whilst ensuring 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 June 2016 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 to maintain a focus on current risks.
- To revisit risk scores assessments and ensure that appropriate mitigation remains in place.

2.2. In overall terms a key theme 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. This objective needs to be secured against a background of both declining and less certainty concerning financial resources. Allied to the financial position local authorities are faced with significant legislative change impacting upon Housing, Planning, the welfare system, devolution and finance. These developments 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.

2.3. During the recent round of Quarterly Performance meetings the three key issues raised concerned the impact of the referendum decision that Britain would leave the European Union, the pace of legislative change and the ability to recruit and retain appropriately qualified staff. While previous versions of the Council's Strategic Risk Register had mentioned this as a potential issue, following the referendum there are perceived risks regarding the loss of EU funding both directly on the Council and on partner organisations serving the area of the District. The outcome of the vote has also resulted in a significant level of political change which may further impact through legislative change in a range of areas including finance (Consultation on NNDR reform), while the Housing and Planning Act could impact on a number of services. The pace and scale of legislative change was already resulting in uncertainty which has been exacerbated by the vote in favour of leaving the European Community. Given that the risks / issues arising from the vote to leave the European Union are effectively the same as those associated with legislative change and change arising from the national political agenda these are covered by the same Strategic Risk (Risk 1) as outlined in Appendix 1. Finally, the issue of the loss of key staff and the difficulties being experienced in finding suitable replacements continues to be 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 already featured within the Strategic Risk Register and is detailed as Item 3 within Appendix 1.

- 2.4. In order to develop the understanding of risk together with a culture of risk management 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.

Partnership Arrangements.

- 2.5. The Council has recently reviewed its arrangements resulting in Executive agreeing in January 2016 to a revised Risk Management (Including Partnership Working) Strategy. The approach proposed in that document is that a range of strategic partnerships will be reported on and monitored as part of the Council's quarterly report in respect of Risk. These will be complementary to the existing reports prepared by the Partnership Team in respect of the Partnerships it co-ordinates. The Partnership Team provides to Executive twice on year a Partnership Funding and Performance Monitoring report which sets out the range of partnerships it works directly with. While the Partnership Team co-ordinate the Council's work with these external organisations it should be noted that many of these have been assessed as being of relatively limited risk, with officers adopting a 'light touch' approach in developing appropriate working relationships.
- 2.6. While there will invariably be an overlap between the two reports this report will focus on what might be termed as the Council's strategic partnerships. These are as follows:
- The relationship with the North Midlands authorities (Derbyshire and Nottinghamshire) and Sheffield City Region in progressing the economic development and devolution agenda.
 - The strategic alliance with North East Derbyshire District Council which is central to the transformation agenda of delivering services at lower costs whilst enhancing service resilience.
 - Shared Services arrangements with Chesterfield, Derbyshire Dales, North East Derbyshire and the Chesterfield Royal Hospital which help secure cost effective arrangements in a number of specialist service areas.
 - Arrangements with Derbyshire County Council amongst others to secure aligned services across the public sector in areas such as health and economic development.
 - The Community Safety Team and associated statutory partners including the Police.

Although the Partnerships outlined above are very different in terms of scope and working arrangements they all have in place formal governance arrangements between the partners, supported by appropriate internal governance arrangements which cover performance, finance and risk. Appropriate approvals have been agreed through the Council's formal committee arrangements, with partnership issues and developments being considered as is required within this Council's constitution. The arrangements in place are intended to be both risk based and proportionate to the risk exposure of the Council.

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 appropriately cover all of the issues facing the Council. The section of Partnerships serves to highlight the extent of these working arrangements, together with the mechanisms which are in place for their successful management.

Reasons for Recommendation.

- 3.2 To enable Executive to consider the risks identified within the Strategic Risk Register / Partnership Arrangements 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 and partnerships. Given that this report is part of the approach to help ensure the effective management of risk / partnerships there is not an alternative to the presentation of a formal 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 June 2016 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 June 2016.
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 June 2016

	Risk	Consequences	Risk Score (Likelihood Impact) x	Risk Score (Likelihood Impact) Taking into Account Current Controls x	Risk Owner / Lead Officer
1	Government Legislation / impact of EU referendum vote / adverse external economic climate has an accelerating impact on Council (poor grant settlement), or upon the local economy, to which Council is unable to adopt an appropriate change of Strategic direction. An increase in policy announcements / legislative changes has been seen following the May 2015 election.	<ul style="list-style-type: none"> • Unable to deliver a package of services that meet changing local needs and aspirations. • Reduced influence over delivery of local services. • 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
	<ul style="list-style-type: none"> • The Council is outward looking and actively works to understand proposed changes and the approaches that might be adopted to mitigate against these. • The Council has effective political and managerial arrangements in place to manage change. • Appropriate levels of financial reserves / investment funding are maintained to fund strategic shifts in service delivery. • Effective engagement with staff to ensure they embrace necessary change. 				

2	Failure to deliver a balanced budget in line with the MTFP, at a time when the Council's reserves are limited to 'adequate' 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. 	3,4 12	2,4 8	SAMT / Chief Financial Officer / Political Leadership
<ul style="list-style-type: none"> • The Council has effective financial and wider management arrangements in place to ensure budget / service delivery arrangements are robust. • The recent settlement has indicated challenging but manageable savings targets. A key risk is that under 'localism' there is less certainty concerning income (NNDR, NHB). • The Council has 'adequate' financial reserves in place to cushion against any loss of income for a period of at least one financial year. 					
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. 	3,4 12	2,4 8	SAMT / Asst Director HR
<ul style="list-style-type: none"> • The Council has effective communication and working with staff as validated by securing 'silver' accreditation at IIP. • There is sufficient funding to bring in agency staff where required to maintain service performance. • At this stage the problematic areas are those where there are national 'shortages'. In the majority of areas it has proved possible to recruit appropriate replacement staff. • Appropriate training budgets are in place to ensure that staff receive necessary training to maintain service quality. • The Council will look at introducing appropriate apprenticeship / training schemes in order to develop suitable staff. 					

4	<p>Delivery of the Council's Agenda is dependent upon effective delivery of both a number of major initiatives / projects 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. • 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. 	3,4 12	2,4 8	SAMT / Chief Executive
<ul style="list-style-type: none"> • The Council has effective prioritisation and project management arrangements in place to ensure resources are directed at key objectives. • The Council has made efforts to ensure effective use of employees by utilising shared services to protect service resilience, by maintaining appropriate training arrangements and by investing in transformational ICT projects. • The Council has a robust performance management framework that should serve to highlight emerging issues. 					
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. 	3,4 12	2,4 8	SAMT / Director of Transformation

		<ul style="list-style-type: none"> Business Continuity Plans prove ineffective in practice. 			
	<ul style="list-style-type: none"> The Council works in partnership with a range of partners on its Emergency Planning arrangements to ensure that we operate in line with best practice. There is an annual 'desktop' scenario to test officers understanding of the arrangements and that they are fit for purpose in a realistic 'trial' scenario. All sections have Business Continuity plans in place which identify key risks and mitigation. Corporate IT systems have been tested against Industry standards for Business Continuity. The Council works in partnership with a range of other agencies that should be able to provide support in the event of the Council's own procedures failing to be effective. 				
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	2,4 8	Chief Executive / Political Leadership Team
	<ul style="list-style-type: none"> There are appropriate structured training arrangements in place for both Members and Officers. The Council is an outward looking organisation where both Members and Officers are encouraged to network with peer groups to ensure a developed awareness of the broader environment within which we operate. 				
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	<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

	increasing issue for the Council.				
	<ul style="list-style-type: none"> The Council has appropriate managerial arrangements in place supported by staff recruitment and training to ensure these risks are effectively managed. Performance is formally managed on a quarterly basis to ensure that any emerging issues re service performance are effectively identified and resolved at the earliest possible opportunity. 				
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
	<ul style="list-style-type: none"> The Council has appropriate managerial arrangements in place supported by staff recruitment and training to ensure these risks are effectively managed. The Council has an active Standards and Audit Committee which provide independent review of the Governance arrangements in the Council. The Annual Governance Report sets out an evidence based structured assessment of the operation of the Council's governance arrangements. 				

Bolsover District Council

Executive

Date of meeting: 5th September 2016

RENEWAL OF SOFFITS AND FASCIA TO COUNCIL HOUSES 2016 – 2020

This report is open

Purpose of the Report

- Appointment of Contractor to undertake replacement of soffits and fascia & associated Works to the councils housing stock
- Approval of recommendation to appoint following full Tender Evaluation

1 Report Details

1.1 A tender exercise has been undertaken to identify and appoint a suitable contractor to carry out the replacement of soffits and fascia to Council owned domestic properties as required and advised by Housing Services.

1.2 Housing had identified from the recent housing stock survey that a replacement Soffit and Fascia Scheme needed to be put in place to replace soffits and fascias as identified in the survey.

A contract was to be put together on a 1 + 1 + 1 + 1 (4 Years) a Budget of £200k per year is allocated.

1.3 An open tender was advertised on Source Derbyshire. Bidders were invited to submit prices against a detailed schedule of works for year 1. These prices would then be used for subsequent years.

The 10 returned bids were opened on Friday 5th of August 2016 by Procurement Services.

1.4 The tender sums are based on a detailed schedule of rates which correspond to a number of general installation works expected to be undertaken at properties throughout the duration of the contract.

The evaluation sessions of the submitted prices and supporting information was undertaken by officers of Housing Services and Property Services on Thursday 11th August 2016.

In accordance with the published assessment criteria the tenders were evaluated on the following basis;

- PRICE 70%
- QUALITY 30%

PRICE

The lowest price returned was awarded the full 70% score and was set as the benchmark against all other price submissions as per the standard procedure of Procurement Services. Subsequent prices were then deducted percentage points in relation to how much they exceeded the lowest price.

QUALITY

Quality Evaluation Category	Weighting
Returned References / Evidence of Competence	20%
Relevant Experience of Project Completion	20%
Contract Management	20%
Tenant Liaison	20%
Resources (incl. sub-contracting)	20%

2 Conclusions and Reasons for Recommendation

- 2.1 The combined price and quality scores of the contractors has been calculated and of the 10 contractors that submitted a bid the lowest overall contractor based on the price and evaluation score was Bluelines Roofing LTD

3 Consultation and Equality Impact

- 3.1 Not Directly

4 Alternative Options and Reasons for Rejection

- 4.1 No alternative options to be recommended at this time.

5 Implications

5.1 Finance and Risk Implications

Achievement of spend as per budget allocated by Housing Services

5.2 Legal Implications including Data Protection

Contract to be arranged by Legal Services as per details within section 6.1 of this report.

5.3 Human Resources Implications

N/A

6 Recommendations

- 6.1 Having reviewed and evaluated each bid the evaluation group recommends that Bluelines Roofing are appointed as the contractor to undertake the councils replacement soffit and fascia requirements arising for the period from 1st October 2016 until 31st March 2020 on a 1 + 1 + 1+ 1 JCT contract Basis (Total 4 Years)

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 Areas of Bolsover District
Links to Corporate Plan priorities or Policy Framework	Growth Strategy

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)	
Report Author	Contact Number
David Riley	01246 242319