

EXECUTIVE

Minutes of a meeting of the Executive of the Bolsover District Council held in the Council Chamber, The Arc, Clowne, on Tuesday 3rd January 2016 at 1000 hours.

PRESENT:-

Members:- Councillors T. Connerton, S.W. Fritchley, B.R. Murray-Carr, K. Reid and J. Ritchie.

Officers:- D. Swaine (Chief Executive Officer), S.E.A. Sternberg (Solicitor to the Council), B. Mason (Executive Director – Operations), S. Brunt (Joint Assistant Director - Streetscene) (to Minute No. 0557(C), S. Barker (Joint Assistant Director HR & Payroll), P. Wilmot (Human Resources Manager), J. Foley (Assistant Director of Customer Service & Improvement) (to Minute No. 0558), N. Blaney (ICT Manager) (to Minute No. 0558), S. Chambers and A. Bluff (Governance Officer).

Also in attendance at the meeting were Councillors R.J. Bowler and J.E. Smith and C. Millington (Scrutiny Officer) (to Minute No xxx)).

Councillor A.M. Syrett in the Chair

0551. APOLOGY

An apology for absence was received from Councillor M.J. Dooley.

0552. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0553. DECLARATIONS OF INTEREST

There were no declarations of interest made.

0554. MINUTES – 28TH NOVEMBER 2016

Moved by Councillor J. Ritchie and seconded by Councillor T. Connerton

RESOLVED that the Minutes of an Executive meeting held on 28th November 2016 be approved as a correct record.

0555. ITEMS RECOMMENDED BY SCRUTINY COMMITTEES

See exempt agenda item 10 (B).

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0556. POLICY AND BUDGET FRAMEWORK ITEMS

There were no policy and budget framework items for consideration.

0557. NON KEY DECISIONS

(A) APPOINTMENT TO AN OUTSIDE BODY

At its meeting on 31st October 2016, Executive agreed to defer consideration to appoint a representative to sit on Chesterfield Royal Hospital NHS Foundation Trust, Council of Governors to a meeting of the Strategic Alliance Management Team (SAMT). Subsequently SAMT agreed that the relevant Member for the three year appointment (1st January 2017 to 31st December 2019), would be the Portfolio Holder for Health and Wellbeing.

The deadline for the appointment was 13th December 2016. Accordingly, the Chesterfield Royal Hospital NHS Foundation Trust had been advised that the Portfolio Holder for Health and Wellbeing would be appointed.

Moved by Councillor S.W. Fritchley and seconded by Councillor T. Connerton

RESOLVED that the decision of SAMT to appoint the Portfolio Holder for Health and Wellbeing to the Council of Governors of Chesterfield Royal Hospital NHS Foundation Trust for a three year appointment (1st January 2017 to 31st December 2019) be approved.

(Governance Manager)

REASON FOR DECISION: To appoint the Portfolio Holder for Health and Wellbeing to the Council of Governors of Chesterfield Royal Hospital NHS Foundation Trust for a three year appointment (1st January 2017 to 31st December 2019).

OTHER OPTIONS CONSIDERED: None.

(B) PROCUREMENT OF KERBSIDE RECYCLING SERVICE

Executive considered a report which provided an update to Members on a joint procurement arrangement of the Council's kerbside recyclable waste collection service.

At its meeting on 31st October 2016, Executive considered a report setting out the procurement timetable for the joint market testing of Bolsover (BDC) and North East Derbyshire (NEDDC) kerbside recycling service in anticipation of it reaching the end of its extended (7 year) contract period at 31st October 2017.

The Shared Procurement Partnership had since advised the Authority of changes to public procurement regulations and that the pre-qualification process was now replaced by a selection questionnaire (SQ), which limited the Council's opportunity to request technical and financial information by moving to a 'self certification' process.

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Where financial and technical information was requested, this now had to be at the later SQ stage, thus adding time to the process, therefore, to ensure the main tendering element of the timetable was maintained, open tenders would be sought from the market place.

The tender had also been revised to provide an 'opt in' for Chesterfield Borough Council (CBC) in anticipation of their current contract arrangement reaching its anniversary at 31st October 2018.

Members were requested to note the revised timetable for undertaking joint procurement arrangements.

A further report would be submitted to Executive at the decision stage in awarding contracts.

Moved by Councillor T. Connerton and seconded by Councillor B.R. Murray-Carr

RESOLVED that (1) the revised timetable for undertaking joint procurement arrangements of BDC and NEDDC kerbside collection recycling services with an 'opt in' provision for Chesterfield Borough Council be noted,

(2) a further report to be submitted to Executive at the decision stage in awarding contracts.

(Joint Assistant Director – Streetscene)

REASON FOR DECISION: To enable the Council's kerbside collection recycling services.

OTHER OPTIONS CONSIDERED: None. Private sector recycling waste service providers had established processing facilities and end markets, securing sustainable and economic outlets, which the Council was not best placed to secure.

The Joint Assistant Director - Streetscene left the meeting.

(C) APPRENTICESHIP REFORMS

Executive considered a report which provided detailed information on the new apprenticeship levy and apprenticeship start targets due to be introduced in April 2017.

The Government had announced a new apprenticeship levy in the Summer Budget of 2015. The apprenticeship reforms would start to impact on the Council from April 2017 through the requirement to pay an apprenticeship levy of 0.5% of the pay bill and meet a minimum of 2.3% apprenticeship starts annually based on employee headcount. A number of options were outlined in the report which aimed to ensure that the Council made optimum use of the levy.

More recently, the Government had consulted concerning the funding rules and had indicated that if a levy paying employer wished to invest more in apprenticeship training

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than held in their digital account, the Government would meet 90% of the additional cost with the employer contributing 10%. This provided a significant incentive to employers who wished to receive additional funding.

It was hoped that with a combined collaborative approach with the Council's strategic partner, resources could be shared and efficiencies found, and the Council would ensure better purchasing powers. The Human Resources Manager would present a further report to Strategic Alliance Joint Committee with a view to encourage a collaborative approach.

It was also noted that the Council would be required to publish data on its performance against its target.

Members welcomed the report and agreed that this would provide the Council with opportunity for new apprentices and for current staff to build on their skills.

Moved by Councillor K. Reid and seconded by Councillor S.W. Fritchley

RESOLVED that (1) Strategic Alliance Management Team be endorsed to implement an Apprenticeship Strategy to include the options included in sections 1.14 and 1.15 of the report with a view to maximising the new Apprenticeship Levy and provide the opportunity for the Council to achieve its Apprenticeship target,

(2) The Council agree to pay the national pay rates for Apprentices.

(Joint Assistant Director HR & Payroll)

REASON FOR DECISION: To ensure that the Council makes optimum use of the levy.

OTHER OPTIONS CONSIDERED: Rejected for the reasons outlined in the report.

KEY DECISIONS

(A) TELEPHONY AND CONTACT CENTRE MANAGEMENT SOFTWARE

Executive considered a report which provided information on the Council's position regarding the current telephony and Contact Centre telephony management solutions and also the options for renewal.

The telephony system was used by Council staff and joint workers and the CCM was used by the Contact Centres and the Revenues & Benefits section for call queue management and reporting.

The current 5 year agreement would end in September 2017. The provider of the current telephony system had announced in 2015 that the solution would no longer be supported and maintained after September 2017 and all customers would need to migrate to a different solution in advance of this date. In addition to this, clients were

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unable to expand the system after September 2016 as new licenses were no longer on sale.

With this in mind, it was felt that it would be appropriate to consider a range of options that were available to the Council. The three main options that had been considered were;

- Remain with the current supplier and migrate to their new solution
- Adopt the MITEL solution currently utilised by NEDDC with both parties moving to the MITEL CCM solution for managing the Contact Centres
- Move to a cloud based solution

Further to visits to customer reference sites and consultations with internal stakeholders, the option evaluation concluded that the MITEL solution best met the needs of the Council as well as being the most cost effective option.

Given that the telephony and CCM software were an integral part of the Council's operational arrangements, it was crucial that the management of the transition to a new system was handled effectively. In line with established arrangements officers would develop a project risk register in order to identify and agree mitigation in respect of key risks.

In order to procure the software and equipment proposed, officers were seeking Executive's approval for the direct award via Crown Commercial Services, Framework RM1045, Lot 10 for 'Unified Communications' to NG Bailey Limited.

In response to a Member's question, the ICT Manager stated that the MITEL system was a very robust system and was also the market leader.

Moved by Councillor T. Connerton and seconded by Councillor J. Ritchie

RESOLVED that (1) the deployment of the MITEL Unified Communications telephony solution and MITEL CCM be approved,

(2) expenditure on replacement telephony and CCM software at a cost of up to £70,000, with funding from the Transformation Reserve be approved,

(3) the recommended deployment criteria as laid out in section 2.3 of the report to minimise costs of handset procurement, be approved,

(4) the direct award via Crown Commercial Services, Framework RM1045, Lot 10 for 'Unified Communications' to NG Bailey Limited be approved.

(ICT Manager)

REASON FOR DECISION: To meet the Council's requirements for telephony and Contact Centre management software.

OTHER OPTIONS CONSIDERED: Not applicable.

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The Assistant Director of Customer Service & Improvement and the ICT Manager left the meeting.

0558. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Moved by Councillor J. Ritchie and seconded by Councillor K. Reid

RESOLVED that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in the stated Paragraph of Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.

NON KEY DECISIONS

(A) THE ARC – ENHANCEMENT PROPOSALS EXEMPT PARAGRAPH 3

Executive considered a report which sought approval for proposals to improve facilities at the Arc, Clowne.

As work on the Leisure build at the Arc had progressed, a number of potential enhancements had been identified for both civic and leisure customers;

- Tiling of the atrium/reception area,
- Painting of the corridors, atrium and dry side changing facilities,
- Replacement of old lockers in the dry side changing facilities (male and female).

These enhancements were proposed at the current time to minimise disruption on site and allow for an effective tie-in between the new leisure centre and the existing building. The work could also be completed as a variation to the current contract the Council had with Pulse and managed through current project governance arrangements.

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

RESOLVED that (1) the work packages as outlined at a cost as specified in the report, be approved,

(2) the additional works be managed through the current Leisure Centre project governance arrangements,

(3) the necessary funding be committed from the Transformation Fund to complete the work as detailed in the report.

(Executive Director - Transformation)

REASON FOR DECISION: The proposals would realise a positive effect on both sales and retention and would also provide a better customer experience for both civic and leisure users.

OTHER OPTIONS CONSIDERED: Rejected for the reasons outlined in the report.

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(B) ITEMS RECOMMENDED BY SCRUTINY COMMITTEES – CUSTOMER SERVICE AND TRANSFORMATION SCRUTINY COMMITTEE REVIEW OF HEATING COSTS TO TENANTS IN PROPERTIES WITH A DISTRICT HEATING SYSTEM EXEMPT PARAGRAPH 3

Executive considered a report of the Customer Service and Transformation Scrutiny Committee in relation to a review of heating costs to tenants in properties with a District heating system.

The aim of the review was to understand the reason for a complaint around high cost of heating for tenants in properties served by a District heating system.

At its meeting on 28th November 2016, Executive had considered an interim report of the Scrutiny Committee and had resolved that the Head of Housing and the Portfolio Holder for Housing review the current method of charging the same amount for each type of property across the District and put forward alternative suggestions as to how a fair system of billing could be introduced in the 2017/18 financial year.

The Portfolio Holder for Housing advised the meeting that the Head of Housing was currently working on a fair billing method and a report would be presented at the next meeting of Executive - any financial impacts arising from a new method would be considered as part of the Budget process in February.

Moved by Councillor J. Ritchie and seconded by Councillor S.W. Fritchley

RESOLVED that Executive considers the recommendations set out in the report of the Customer Service and Transformation Scrutiny Committee and provides a response to the recommendations within 6 weeks.

REASON FOR DECISION: To enable a fairer system of billing for energy charges to tenants in Council properties served by a District heating system.

OTHER OPTIONS CONSIDERED: None.

Councillors Bowler and Smith and the Scrutiny Officer left the meeting.

0559. KEY DECISION

(A) APPROVAL FOR THE AWARD OF TWO CONTRACTS TO UNDERTAKE WORKS AT CASTLE LEISURE PARK, BOLSOVER, (INSTALLATION OF NEW MULTI USE GAMES AREA) AND VALE PARK, CARR VALE (NEW CHILDRENS PLAY AREA) EXEMPT PARAGRAPH 3

Executive considered a report which sought approval to let two contracts for the installation of a new multi-use games area at Castle Leisure Park, Bolsover and an equipped play area at Vale Park, Carr Vale.

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As reported to Executive on 27th April 2015 and 4th April 2016, approval was sought for the investment of s106 commuted sums in enhancing and improving informal recreation facilities in Bolsover.

Further to consultation with local councillors, local community groups and local residents, tender exercises were carried out and the two schemes that were ranked as scoring highest both exceeded the requirements of the specification and provided the greatest added value. Consequently, the final result of the tender evaluation would depend on the result of the public vote, which would be carried out in early January 2017. It was, therefore, necessary to make a change to recommendation 2 in the report that the Assistant Director – Leisure, in consultation with the Portfolio Holder for Leisure, be granted delegated authority to appoint either of the two highest scoring tenders for the supply and installation of play and outdoor equipment at Vale Park, Carr Vale, subject to the process of public consultation.

Both of the schemes (MUGA and play area) as outlined in the report complied with the requirements as set out in the respective s106 agreements and had met an identified community need - the main differences being choice of equipment.

Moved by Councillor A.M. Syrett and seconded by Councillor S.W. Fritchley

RESOLVED that (1) the letting of a contract to Hags-SMP for the Supply and installation of a Multi-Use Games at Castle Leisure Park, Bolsover, to the value specified in the report be approved,

(2) the Assistant Director – Leisure, in consultation with the Portfolio Holder for Leisure, be granted delegated authority to appoint either of the two highest scoring tenders for the supply and installation of play and outdoor equipment at Vale Park, Carr Vale, subject to the process of public consultation, to the value specified in the report.

REASON FOR DECISION: To comply with the requirements as set out in the respective section 106 agreements.

OTHER OPTIONS CONSIDERED: Alternative options for both projects were discussed in the original reports to Executive.

The meeting concluded at 1110 hours.