

Date: 13th April 2018

The Arc
High Street
Clowne
Derbyshire
S43 4JY

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, The Arc, High Street, Clowne on **Monday 23rd April 2018 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 and 3.


Yours faithfully



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

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EXECUTIVE AGENDA

**Monday 23rd April 2018 at 1000 hours in the
Council Chamber, The Arc, Clowne**

Item No.	PART 1 – OPEN ITEMS	Page No.(s)
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 (A) To approve the Minutes of a meeting of the Executive held on 5 th March 2018. (B) To approve the Minutes of a meeting of an Extraordinary Executive held on 26 th March 2018	4 to 10 11 to 14
5	Items recommended by Scrutiny Committees (A) Review of Disability Adaptations to Council Properties <u>Recommendation on Pages 16 and 17</u>	15 to 28
6	Policy and Budget Framework Items None	
7	Non Key Decisions (A) Local Plan Update	Verbal

8	Key Decisions	
	(A) Contract for Framework Agreement for Minor Building Repairs and Maintenance works for all Council owned properties within Bolsover District Council	29 to 31
	<u>Recommendation on Page 30</u>	
	(B) Contract for Framework Agreement for Welfare Adaptation for Council owned properties within Bolsover District Council	32 to 34
	<u>Recommendation on Page 33</u>	
	(C) Contract for provision of Scaffolding services for Building Repairs and Maintenance works for all Council owned properties within Bolsover District Council	35 to 37
	<u>Recommendation on Page 36</u>	
9	Exclusion Of Public	
	To move:-	
	That the public be excluded from the meeting during the discussion of the following items of business to avoid the disclosure to them of exempt information as defined in Part 1 of Schedule 12A to the Local Government Act 1972, (as amended by the Local Government (Access to Information) (Variation) Order 2006). <i>[The category of exempt information is stated above each item].</i>	
	Part 2 – Exempt Items	
10	Non Key Decisions	
	Exempt – Paragraph 3	
	(A) Restructure of the Projects and Development Team	38 to 43
	<u>Recommendation on Page 40</u>	
11	Key Decisions	
	Exempt – Paragraph 3	44 to 47
	(A) Interim Support to the Community and Voluntary Sector in Bolsover District	
	<u>Recommendation on Pages 46 and 47</u>	

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Minutes of a meeting of the Executive of the Bolsover District Council held in the Council Chamber, The Arc, Clowne, on Monday, 5th March 2018 at 1000 hours.

PRESENT:-

Members:-

Councillor A.M. Syrett in the Chair

Councillors M.J. Dooley, S.W. Fritchley and B.R. Murray-Carr.

Officers:-

D. Swaine (Chief Executive Officer), L. Hickin (Strategic Director – People), K. Hanson (Strategic Director – Place), S.E.A. Sternberg (Head of Corporate Governance), D. Clarke (Head of Finance & Resources), G. Galloway (Head of Property & Commercial Services), R. Routledge (Interim Planning Policy Manager) (to Minute Number 0665) and A. Bluff (Governance Officer).

0657. APOLOGIES

Apologies for absence were received on behalf of Councillors J. Ritchie and B. Watson.

0658. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0659. DECLARATIONS OF INTEREST

There were no declarations of interest made.

0660. MINUTES – 19TH FEBRUARY 2018

A correction to the Minutes of the Executive held on 19th February 2018 was noted; the Assistant Director – Governance, Solicitor to the Council and Monitoring Officer, the Assistant Director – Finance and Revenues & Benefits and the Assistant Director – Property and Estates, left the meeting prior to Minute Number 0618 and not during Minute Number 0617 as stated.

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Moved by Councillor B.R. Murray-Carr and seconded by Councillor M.J. Dooley
RESOLVED that subject to the above correction, the Minutes of an Executive meeting held on 19th February 2018, be approved as a true record.

0661. ITEMS RECOMMENDED BY SCRUTINY COMMITTEES

There were no items recommended by Scrutiny Committees.

0662. POLICY AND BUDGET FRAMEWORK ITEMS

There were no Policy and Budget Framework Items to consider.

0663. NON KEY DECISION CORPORATE PLAN TARGETS PERFORMANCE UPDATE – OCTOBER TO DECEMBER 2017 (QUARTER 3 2017/18)

Executive considered a report which provided breakdown details of Quarter 3 (October to December 2017) performance outturn for the Corporate Plan 2015 - 2019 targets.

The report also sought Executive's approval to withdraw target T14: *Achieve the Member Development Charter by December 2018*. This had previously been agreed at the quarterly Budget & Performance meeting on 29th January 2018.

Out of the 61 targets;

- 43 (70%) were on track,
- 13 (22%) had been achieved (1 in this quarter and 12 previously),
- 3 (5%) had been withdrawn (2 previously)
- 2 (3%) were overdue.

In relation to the 2 targets which were overdue, **G06: 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** and **G07: Submit Local Plan (Strategic Policies and Site Allocations) for examination by the Planning Inspectorate by November 2017**; a report on the Local Plan, including a revised timetable, was taken to Planning Committee on 8th February 2018. The Lead Officer would request extensions for these targets at Quarter 4.

A verbal update on the Local Plan by the Interim Planning Policy Manager would also be considered later in this meeting at agenda item 7 (C).

With regard to withdrawing target T14, the Member Development Working Group had decided that it no longer wished to pursue the Member Development Charter as the cost of achieving it was £999 plus VAT and reaccreditation would need to take place within a minimum of 3 years at a cost of £500 plus VAT. The criteria for the Charter had recently changed so all work previously carried out would need to be reviewed to

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ensure it met the new criteria and further work may be necessary if extra criteria had been introduced. Members felt that the money could be put to better use elsewhere within the Council.

A Member referred to Corporate Plan Target C06: *Prevent homelessness for more than 50% of people who are facing homelessness each year*; he raised concern that the Authority's Homelessness Policy only helped those people who met the Authority's strict homelessness criteria. The Chief Executive Officer replied that a pragmatic approach was required in all cases of homelessness. The Policy required a degree of flexibility for those cases where people fell between the strict guidance and those on the marginal line and this would be looked at by the Strategic Director – Place and the Head of Housing. The Member requested that the partner agencies, particularly the police, also be involved.

The Member referred to Corporate Plan Target C15: *Ensure a minimum of 50% of clients receiving parenting support each year express a positive outcome*; he raised concern that there were currently no active groups and requested that an action plan be devised on what was being done to look at new referrals and also the success rates in terms of parenting. The Strategic Director – Place agreed to devise an action plan.

The Member referred to Corporate Plan Target H04: *Tackle childhood obesity through the delivery of a child focused health intervention programme to all Key Stage 2 year groups by the end of each academic year*; he queried if the target was still relevant. The Chief Executive Officer replied that further information would be sought for Members in relation to the numbers regarding delivery of the target. The programme was DCC funded and was currently under threat due to the budget cuts being made at DCC. The Council's Corporate Plan would need amending if the programme did not continue.

With regard to Corporate Plan Target H16: *Replace each year 200 gas fired back boilers in our Council houses with more efficient 'A' rated combi boilers*; a Member raised that there had been a lot of complaints about boilers not working during the recent cold spell. Another Member added that a common problem was the condense pipe freezing up and the placement of these should be looked at when the boilers were installed.

Moved by Councillor B.R. Murray-Carr and seconded by Councillor M.J. Dooley

RESOLVED that (1) progress against the Corporate Plan 2015-2019 targets be noted,

(2) Target T14; Achieve the Member Development Charter by December 2018, be withdrawn.

(Information Engagement & Performance Manager)

REASON FOR DECISION: This was an information report to keep Members informed of progress against the Corporate Plan Targets noting achievements and any areas of concern.

OTHER OPTIONS CONSIDERED: Not applicable to the report as providing an overview of performance against agreed targets.

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0664. NON KEY DECISION ARREARS – IRRECOVERABLE ITEMS OVER £2500

Executive considered a report which sought approval to write off of irrecoverable items relating to business rates, council tax and former housing tenants where the individual debt exceeded £2,500 as itemised in the schedules attached to the report.

Members raised concern with regard to the high levels of some of the debts and the timescales involved which had allowed the debts to escalate.

The Chief Executive Officer acknowledged that Members required reassurance that all actions had been taken to recover the debts. The timescales involved related to the fact that the Council also wished to prevent homelessness cases. A presentation had been provided to a Scrutiny Committee regarding what actions were undertaken by the Council to trace debtors before the debts were presented to Executive for write off and this could be presented to a future Executive meeting.

The Leader added that she would also like to be reassured that customers had been signposted to the advisory groups that worked with voluntary bodies who helped people avoid losing their homes by supporting them with debt management.

Members requested that a brief summary of the actions taken by officers to trace the debtors be included in future reports for Members information.

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

RESOLVED that the irrecoverable items including costs amounting to £18,844.72 be written off, with the proviso that should any of the debts become collectable, the amounts be re-debited.

(Head of Finance & Resources)

REASON FOR DECISION: The report sought agreement to write off outstanding debts in respect of persons who had ceased to trade, were deceased or could not be traced. The process of writing off debts which were not collectable allowed resources to be directed at those elements of outstanding debt where there was greater chance of recovery, while it improved the accuracy of the Council's financial statements in that they no longer detailed debt which was effectively irrecoverable.

OTHER OPTIONS CONSIDERED: The only option was not to write off the amounts concerned which for reasons outlined within the report was not considered to be an appropriate course of action.

0665. NON KEY DECISION LOCAL PLAN UPDATE

The Interim Planning Policy Manager provided a verbal Local Plan update to the meeting on the Local Plan.

Members would recall that Planning officers attended Executive on 19th February 2018 where it was confirmed that the intervention submission had been made and confirmation of receipt had been received from the Ministry of Housing, Communities and Local

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Government. A new Local Development Scheme had been drawn up and agreed for consultation purposes by the Local Plan Steering Group and Planning Committee and relevant information had been submitted to the Sustainability Appraisal Consultants. A Barrister had been appointed and initial discussions had been held in relation to both sustainability appraisal, green belt and duty to cooperate issues. Members may recall that these were all issues that the Planning Inspectorate had raised with the Council regarding work on the Local Plan that the Council should be doing.

The Interim Planning Policy Manager confirmed that the Ministry of Housing, Communities and Local Government had recently requested the Council's views on the publication of the Council's submissions be made public. With the exception of the Council's confidential discussions with the Planning Inspectorate and the Council's Sustainability Appraisal Consultants, which the Council requested to be redacted, the Council had agreed to this. Unfortunately, there had been no update in respect of the views of the Council's submission and the Council's standing in terms of intervention.

The Local Development Scheme was consulted on for two weeks during the period 9th February and 23rd February 2018 and only one representation was received. This was essentially the promotion of a site that the Council had previously refused and it has not been allocated within the Plan to be brought forward.

A report recommending adoption of the Local Development Scheme was currently in a draft form and would be presented to the Local Plan Steering Group and Planning Committee on 14th March 2018 and the new timetable would be formally adopted.

Early draft feedback from the Sustainability Appraisal Consultants had indicated that in terms of the big strategic decisions the Council was promoting; in terms of the quantum of housing and employment land and the spatial strategy about the distribution, the changes were what they would have expected to see at this point in the process. The Consultant's view was that the Council's recent revisions were essentially tweaks, which was expected this close to publication. The Consultant's advice, that whilst hard to quantify, the Council's latest preferred options were better again than the previous draft plan. Lastly, the Consultant had confirmed that they were still on track to meet the agreed dates in terms of all of the work concerned.

More work was to be undertaken on individual sites and individual policies in the Plan in terms of their sustainability but it was good so far in terms of that and the Consultants believed they would stick to all the dates concerned.

Detailed discussions had taken place with the Barrister in terms of the greenbelt, sustainability appraisal and duty to cooperate issues. Feedback on these areas was generally positive and work was still ongoing. The Council was currently on track for a special meeting of the Planning Committee on 18th April 2018, which would be to agree the publication of the draft Local Plan.

The Leader noted that a report from the Government on the revised guidance appeared to be relaxing restrictions on building and restrictions on greenbelt. The general feel was that the Government were still blaming local councils for blocking housing and therefore developers needed a simpler path to developing. Housing allocations were being looked at but the Leader did not know the detail. Whilst the Council was on track with what it planned to do as advised at this meeting, the Leader was concerned that this was another

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broadside from the Government about what the Council should be doing and this raised concerns with the Leader.

The Chief Executive Officer reported that he had arranged for a piece of work to be undertaken on the outcome of any revised guidance and what the impact may be for the Council. However, the Council needed to continue with what it was currently doing taking into account any changes that may materially affect the direction. Concerns about the impact of any revised guidance would require clarity from the Government and then dialogue on what it would mean for the Authority going forward.

The Interim Planning Policy Manager confirmed that whilst a consultation National Planning Policy Framework (NPPF) was due out today, he did not believe that many of the changes that would be consulted on would have a negative effect on the Council. In essence, the proposed changes had already been signposted and planning officers had tried to ensure that the emerging Local Plan would be robust to deal with the changes when, potentially in late summer, they were eventually brought in.

The Leader and the Chief Executive Officer agreed that the Council's date must not slip. The Chief Executive Officer added that once an assessment of the Government's new guidance was known, an update would be provided to lead Members to see how it reconciled to the Plan and the timetable.

Members thanked the Chief Executive Officer for paying close attention to the situation.

Moved by Councillor B.R. Murray-Carr and seconded by Councillor S.W. Fritchley
RESOLVED that the verbal update be noted.

REASON FOR DECISION: The verbal report was an updating report and there was currently no action required in order for the Local Plan to continue to develop as intended.

OTHER OPTIONS CONSIDERED: The purpose of the verbal report was to provide a progress update on the Local Plan and no alternative options had been considered. However, it is important to note that alternative options had been considered as part of the preparation of the Local Plan and these were documented through the Sustainability Appraisal that had been prepared alongside the Plan and within the various committee papers approving the content of the Plan.

The Interim Planning and Policy Manager left the meeting.

0666. KEY DECISION HOMES ENGLAND (FORMERLY HCA) FUNDING AGREEMENT

Executive considered a report which provided an update on progress regarding development sites in the southern part of the District as agreed at the 30th January 2017 Executive meeting. The report also sought Executive's approval to enter into a funding agreement with Homes England.

In October 2017, Executive approved officers to pursue Homes England (Formally HCA) Affordable Homes Programme (AHP) funding to support the delivery of sites, adding

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further capacity to the Council's B@Home Programme. Officers submitted the AHP bids for the following sites:

- St. Michael's Drive, South Normanton
- Leamington Drive, South Normanton
- Beech Grove, South Normanton
- Ash Close, Pinxton
- Elm Close, Pinxton
- Lime Close, Pinxton
- Highcliffe Avenue, Shirebrook

Homes England had confirmed that the bids, totalling approximately £650k, to support the delivery of 18 new Council homes on the above sites, had been successful and they wished to enter into a contract with the Council.

Executive's approval was sought to enter into a funding agreement with Homes England for the AHP 2016-21. Whilst the current funding agreement would cover the schemes outlined above, any further bids submitted by officers, (e.g. Recreation Close, Clowne, The Paddock, Bolsover etc.) would need to be submitted under a new Homes England funding agreement.

Members welcomed the report.

Moved by Councillor S.W. Fritchley and seconded by Councillor B.R. Murray-Carr
RESOLVED that Executive agrees to enter into the Homes England, Affordable Homes Programme 2016-21, funding agreement and any ancillary agreement as outlined in the report.

(Head of Property & Commercial Services)

REASON FOR DECISION: (1) To deliver the Council's corporate target of building a minimum of 100 new Council properties by March 2019, it was recommended that Executive utilised external funding support where available to increase the overall capacity to deliver new homes through HRA headroom borrowing.

(2) To date, Executive and Council have approved and funded the delivery of 14 sites, which will deliver 99 new Council properties by March 2019. Support of the recommendation in the report would mean of the forecast £12m total cost, Homes England would have contributed in excess of £2.2m.

OTHER OPTIONS CONSIDERED: Executive could choose not to enter the funding agreement and decline the funding support. This would increase the pressure on the HRA headroom and reduce the capacity for further delivery of new Council homes.

The meeting concluded at 1045 hours.

EXTRAORDINARY EXECUTIVE

Minutes of an Extraordinary meeting of the Executive of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Monday 26th March 2018 at 1000 hours.

PRESENT:-

Members:-

Councillors S.W. Fritchley, B.R. Murray-Carr, M.J. Ritchie and B. Watson

Officers:-

D. Swaine (Chief Executive Officer), K. Hanson (Strategic Director – Place), L. Hickin (Strategic Director – People), G. Galloway (Joint Head of Property and Commercial Services), D. Clarke (Joint Head of Finance and Resources), J. Fieldsend (Team Leader (Non-Contentious) – Solicitor) and A. Brownsword (Senior Governance Officer)

0708. ELECTION OF CHAIRMAN FOR THE MEETING

As the Chair and Vice Chair of the Executive were not in attendance, the Chief Executive Officer opened the meeting and asked for nominations for a Chairman for the meeting.

Moved by Councillor B. Watson and seconded by Councillor M.J. Ritchie
RESOLVED that Councillor B.R. Murray-Carr be elected Chairman of the meeting.

Councillor B.R. Murray-Carr in the Chair

0709. APOLOGIES

Apologies for absence were received from Councillors M.J. Dooley and A.M. Syrett.

0710. DECLARATIONS OF INTEREST

The following Declaration was received:

Agenda Item No.	Member	Type of Interest
4(A)	M.J. Ritchie	Non Significant Non Statutory

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0711. EXCLUSION OF THE PUBLIC

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

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.

Having previously declared his interest in the following item of business, Councillor M.J. Ritchie took no part in the discussion or voting thereon.

0712. KEY DECISION PARK LAND SALES AND OXCROFT DEPOT EXEMPT – PARAGRAPH 3

The Joint Head of Property and Commercial Services submitted a report which updated the Executive on progress made by Dragonfly Development Ltd in delivery of Meadow Lane, Park Lane and Rood Lane developments. The report also sought approval to agree a reduced land value for Park Lane, Pinxton and for principal agreement to dispose of Oxcroft Depot to Dragonfly Development and add the site to the loan funding agreement.

Moved by Councillor S.W. Fritchley and seconded by Councillor B. Watson

RESOLVED that (1) the Executive agree a reduction in the land value for Park Lane, Pinxton from £101,150 to £51,150 (subject to an independent external valuation). This is on the basis that the sales agreement allows that, should the profit on the Park Lane scheme exceed the forecast £24,124, the value of the reduction agreed in this report will be repaid to Bolsover District Council proportionally,

(2) the Executive agree that Dragonfly carry out a viability appraisal of the Oxcroft Lane Depot Site and bring back a further report outlining the options for the site.

REASON FOR DECISION: The recommendations in this report enable the delivery of good quality, family homes on Council owned land, whilst making a profit from the development in addition to land receipt.

OTHER OPTIONS CONSIDERED: The two main alternatives are that Executive chooses to decline to DDL proposal and retain the Park Lane site. Secondly, the sites could be disposed of through the open market. The option of retaining the sites is rejected because this would effectively prevent development and go against the Council's objective of promoting economic growth, in addition to foregoing a capital receipt. Disposing on the open market is unlikely to attract significant demand as the

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site is so marginal in viability terms, and certainly doesn't deliver a normal developer profit in the region of 17-20%.

(Joint Head of Property and Commercial Services)

0713. NON KEY DECISION IN HOUSE PROCUREMENT UNIT EXEMPT – PARAGRAPH 3

The Strategic Director – People presented the report which sought approval to agree to terminate early on the current procurement arrangement with the NHS Shared Procurement Unit and create an 'in house' Procurement Unit for Bolsover District Council and North East Derbyshire District Council.

Moved by Councillor S.W. Fritchley and seconded by Councillor B. Watson

RESOLVED that (1) a formal request to leave the existing arrangement be made to Chesterfield Royal Hospital by the Council, the termination date to be agreed as described in the report,

(2) an 'in house' Shared Procurement Unit be established for Bolsover District Council and North East Derbyshire District Council, incurring additional costs of £8,645 per Authority to be funded from the Transformation Reserve/ Invest to Save Reserve,

(3) the Chief Executive Officer be instructed to exercise his delegated powers to establish the two new procurement posts,

(4) the recruitment of the two procurement officers on the grades shown in the report be undertaken immediately with Bolsover District Council as the employer,

(5) any additional costs associated with creating the Procurement Unit would be funded equally from the Transformation/ Invest to Save Reserve by Bolsover and North East Derbyshire District Councils, up to a maximum of £2,000 per Council,

(6) Once established, the procurement unit seeks opportunities to provide procurement services for other Local Authorities,

(7) Officers explore opportunities, options and the potential to develop a 'trading vehicle' to deliver this and possible other services in the future.

REASON FOR DECISION: (1) An 'in house' procurement service will be better placed to meet both BDC's and NEDDC's existing and future needs providing greater capacity and efficiency in the service it provides. Such a service would result in a more in-depth and strategic approach, ensuring both Councils maximise the opportunities available through procurement.

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(2) An 'in house' procurement service has the potential to not only increase our current procurement capacity and maximise efficiencies and savings, it also has the potential to generate significant income for both BDC and NEDDC by providing a service to other Local Authorities.

OTHER OPTIONS CONSIDERED: BDC and NEDDC to continue with existing arrangements through the NHS Shared Procurement Unit.

(Strategic Director – People)

**0714. NON KEY DECISION
STRATEGIC ALLIANCE – SENIOR MANAGEMENT TEAM –
RECRUITMENT PROPOSALS
EXEMPT – PARAGRAPH 3**

The Chief Executive Officer presented the report which recommended the appointment of a partner to assist in the recruitment of the posts of Joint Head of Planning and Joint Head of Partnerships and Transformation, in line with the previously approved restructure of the Strategic Alliance Management Team. A discussion took place regarding the possibility of advertising the posts internally in the first instance and the possibility of internal secondments.

Moved by Councillor S.W. Fritchley and seconded by Councillor B. Watson

RESOLVED that (1) the Executive supports the appointment of the East Midlands Councils as the partner to assist in the recruitment of the posts of Joint Head of Planning and Joint Head of Partnerships & Transformation and asks the Joint Chief Executive Officer to confirm the appointment and make the necessary arrangements.

REASON FOR DECISION: Following analysis of the two bids tabled, the Joint Chief Executive Officer has concluded that East Midlands Councils should be appointed on the grounds that their proposal offers better value for money than that proposed by Penna. As indicated, East Midlands Councils have worked with the Alliance in the recent past so have an understanding of the needs of both Councils. Additionally, they are able to hit the ground running as they are part of the Local Government family and therefore using them to assist with the recruitment process is recommended given the level of the two vacant posts.

OTHER OPTIONS CONSIDERED: An alternative option would be to accept the Penna bid but given the considerable costs this not recommended. A further alternative would be to undertake the recruitment exercise without any external support. This would have resource implications for the Human Resources Team in delivery of the relevant tests and tools for assessing candidates. Therefore, in order to ensure a robust, objective and transparent recruitment process the use of East Midlands Councils external support is recommended.

(Chief Executive Officer)

The meeting concluded at 1024 hours.

Bolsover District Council

Executive

23rd April 2018

Review of Disability Adaptations to Council Properties

Report of the Customer Service & Transformation Scrutiny Committee

This report is public

Purpose of the Report

- To present to Executive the completed report for the recent scrutiny review of the Customer Service & Transformation Scrutiny Committee

1 Report Details

- 1.1 The Customer Service & Transformation Scrutiny Committee wished to scrutinise Council performance in making disability adaptations to Council properties. Their purpose was to explore whether the Authority continues to receive value for money in procuring disability adaptations and ensure it is able to carry out as many adaptations as possible each year within the allocated budget. The perception of a waiting list for adaptations is a concern to Members.
- 1.2 The aim of the review was to assess whether the process of providing disabled adaptations to Council properties works efficiently to provide what disabled residents need and delivers value for money.
- 1.3 Within its Corporate Plan 2015-2019, Bolsover District Council has a target (Ref: C10) to carry out 300 disability adaptations to Council houses each year. Underpinning this target are planned activities which aim to improve the process when providing disabled adaptations. Key areas of the target scrutinised in this Review were:
 - Continue to develop working practices with Adult Social Care
 - Constantly review contractor pricing to ensure best value for money
 - Ensure we continue to procure quality products at best rates

2 Conclusions and Reasons for Recommendation

- 2.1 As outlined within the report, the key issue arising from the review is that the process for disability adaptations is inherently protracted but the Council has taken positive steps with regard to collaborative working practices to ensure we are more effective in meeting individual need.

- 2.2 The Committee has concluded that the reasonable course of action is to continue to monitor the Council's performance on carrying out 300 disability adaptations to Council houses each year.

3 Consultation and Equality Impact

- 3.1 All Scrutiny Committees are committed to equality and diversity in undertaking their statutory responsibilities and ensure equalities are considered as part of all Reviews. The selection criteria when submitting a topic, specifically asks members to identify where the topic suggested affects particular population groups or geographies.
- 3.2 The Council has a statutory duty under s.149 Equality Act 2010 to have due regard to the need to advance equality of opportunity and to eliminate discrimination. The efficient provision of disability adaptations supports this duty and delivers positive outcomes for disabled people of all ages and for carers.

4 Alternative Options and Reasons for Rejection

- 4.1 Executive could choose not to endorse the recommendation of the review, however as the recommendation is linked to the monitoring of an existing Corporate Plan target, this activity will take place as a matter of usual business of the Customer Service & Transformation Scrutiny Committee.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 None from this report.

5.2 Legal Implications including Data Protection

- 5.2.1 In carrying out scrutiny reviews the Council is exercising its scrutiny powers as laid out in s.21 of the Local Government Act 2000 and subsequent legislation which added/amended these powers e.g. the Local Government and Public Involvement in Health Act 2007.
- 5.2.2 The Council has a statutory duty under s.149 Equality Act 2010 to have due regard to the need to advance equality of opportunity and to eliminate discrimination. The efficient provision of disability adaptations supports this duty and delivers positive outcomes for disabled people of all ages and for carers.

5.3 Human Resources Implications

- 5.3.1 .None from this report.

6 Recommendations

- 6.1 That the Executive endorses the recommendation of the review:

That Scrutiny Members continue to monitor performance against Corporate Plan target C10: To carry out 300 disability adaptations to council houses each year.

- 6.2 That monitoring of this recommendation by Committee will take place via the Quarterly Performance Reports.

7 Decision Information

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: BDC: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> NEDDC: Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
District Wards Affected	All where there is provision of council housing
Links to Corporate Plan priorities or Policy Framework	Aim: Providing Our Customers with Excellent Service Priority: Supporting vulnerable and disadvantaged people

8 Document Information

Appendix No	Title
1.	Review of Disability Adaptations to Council Properties
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)	
See section 7 within Appendix 1. Documents stored in: S:\Governance and Monitoring\Scrutiny BDC\RES\Customer Service and Transformation Scrutiny Committee\2017-18 Work\Disabled Adaptations Please contact Scrutiny & Elections Officer where further information is required.	
Report Author	Contact Number
Joanne Wilson, Scrutiny & Elections Officer	01246 242385

**CUSTOMER SERVICE &
TRANSFORMATION
SCRUTINY COMMITTEE**

**REVIEW of
DISABILITY ADAPTATIONS
TO COUNCIL PROPERTIES**

December 2017

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Chair's Foreword

Following discussion at committee of anecdotal evidence, there seemed some confusion surrounding Disabled Facilities Grant's and the difference between private and social landlords.

Subsequently, the Vice Chair and myself, requested that the Head of Housing and an officer from environmental health attend a future meeting of the Customer Service and Transformation Scrutiny Committee.

Approaching a review topic in this way involved using a new mechanism of review for councillors. Due to timing, evidence was gathered from one session via the formal committee meeting. There was quite a lengthy discussion surrounding the differences and from the information gathered we have completed our first 'mini review'. We hope to use this method again in the future as a mechanism of dealing with review topics, where they allow it, in a timelier manner. We also hope that the other scrutiny committee's may look to take this approach themselves in the future

Although the evidence gathered led us to conclude that no additional action should be recommended, Members have agreed to continue to closely monitor the Corporate Plan target already in place, via quarterly reports. Members of the committee were satisfied that individual needs of our tenants are met.

Councillor Rose Bowler
Chair of the Scrutiny Committee

1. Introduction

Within its Corporate Plan 2015 - 2019, Bolsover District Council has a target (Ref: C10) to carry out 300 disability adaptations to Council houses each year. Underpinning this target are planned activities which aim to improve the process when providing disabled adaptations. Key areas of the target scrutinised in this Review are:

- Continue to develop working practices with Adult Social Care
- Constantly review contractor pricing to ensure best value for money
- Ensure we continue to procure quality products at best rates

Disability adaptations enable an individual to live as independently as possible in their present home. As the fabric of the home is changed permanently by disability adaptations, the property must be assessed for suitability before any works are carried out. All housing adaptations are tailored to meet the individual needs of each particular applicant but generally fall into two categories of works:

- Major work such as providing an extension, ground floor toilet or installing a lift
- Minor work such as fitting a handrail, ramp or shower.

A minor home adaptation is defined as one costing £1,000 or less in the charging regulations. These are often related to mobility and the prevention of falls.

Once a request for assessment for disability adaptations is made to Derbyshire County Council, an Occupational Therapist will usually visit to assess what is necessary and appropriate to meet the disabled person's needs, including those of any carer(s). This includes any risks to safety and wellbeing arising from the applicant's disabilities e.g. risk of falls. If they are then assessed as requiring disabled adaptations to their home, the Occupational Therapist makes a referral to the Council.

Very low cost adaptations (below £250) are procured through internal framework processes and carried out by Council staff. Adaptations costing more than £250 are considered at the monthly Panel Meeting between Bolsover District Council and Derbyshire County Council's Social Services. This Panel determines whether the adaptation should be treated as a priority. Prioritisation is based on (1) dependence on care; (2) need for adaptations which assist with mobility; and (3) need for special facilities which improve quality of life. All non-prioritised works are carried out in date order.

The HRA Disability Adaptations Flowchart (Appendix 3) illustrates the process for providing adaptations to Council properties following referral by Derbyshire County Council.

Separate arrangements are made for disability adaptations to non-Council properties. Disabled Facilities Grants (DFG) are available for specialist adaptations to the home, whether owner occupied or tenancies. However, all major adaptation costs for adults in receipt of a DFG are means tested and a preliminary test of resources is carried out at an early stage to estimate whether any contribution can be made towards the cost of works. Children's adaptations are not subject to a means test.

For eligible Bolsover residents who are Council tenants, disability adaptations to their home are not means tested as the Council must provide these without charge.

2. Recommendations

2.1 That Scrutiny Members continue to monitor performance against Corporate Plan target C10: To carry out 300 disability adaptations to council houses each year.

Monitoring of this recommendation by Committee will take place via the Quarterly Performance Reports

3. Scope of the review

The Customer Service & Transformation Scrutiny Committee wished to scrutinise Council performance in making disability adaptations to Council properties. Their purpose was to explore whether the Authority continues to receive value for money in procuring disability adaptations and ensure it is able to carry out as many adaptations as possible each year within the allocated budget. The perception of a waiting list for adaptations is a concern to Members.

The aim of the review was;

- To assess whether the process of providing disabled adaptations to Council properties works efficiently to provide what disabled residents need and delivers value for money.

The key issues identified are as follows;

- The Council continues to develop collaborative working practices with Derbyshire County Council Adult Social Care through joint site visits and a joint Panel approach which enables each case to be considered holistically, and prioritises works for those in greatest need.
- There is an inevitable time lag between the initial application for disability adaptations; assessment of need and referral by an Occupational Therapist; prioritisation of more urgent cases; and the procurement and installation of complex adaptations, all of which contributes to the perception of a waiting list.
- In Members' opinion, there is a disconnection between the assessment process, which is the responsibility of Derbyshire County Council, and the administration of funds (both Disabled Facilities Grant and Housing Revenue Account funded adaptations), which is Bolsover District Council.

The Committee comprised the following Members:

Councillor Rose Bowler (Chair)
Councillor Pauline Bowmer
Councillor Malcolm Crane
Councillor Andrew Joesbury
Councillor Emma Stevenson

Councillor Jim Smith (Vice Chair)
Councillor Paul Cooper
Councillor Ray Heffer
Councillor Duncan McGregor
Councillor Rita Turner

Support to the Committee was provided by the Acting Scrutiny Officer and the Governance Officer.

4. Method of Review

The Committee sought evidence by way of verbal evidence and questioning with key officers, allowing them to compare the process for provision of disability adaptations to both privately owned/tenanted homes and Council homes.

Evidence from the Council's performance management system detailing the volume of adaptations over time (Appendix 1) and data from the Housing service detailing the quantity and type of adaptations supplied from April 2016 – 1 March 2017 (Appendix 2) was available to Members.

Equality and Diversity

The Council has a statutory duty under s.149 Equality Act 2010 to have due regard to the need to advance equality of opportunity and to eliminate discrimination. The efficient provision of disability adaptations supports this duty and delivers positive outcomes for disabled people of all ages and for carers.

5. Evidence and key findings

As noted in the Introduction, the Council's collaborative working practices with Derbyshire County Council Adult Social Care aim to facilitate what is a complex process and ensure those with greatest need are prioritised.

A breakdown of the type of adaptation adopted between April 2016 and 1 March 2017 (Appendix 2) shows that the majority of adaptations are internal and external hand and grab rails. Almost 1 in 5 of the total adaptations to Council homes are showers/wet rooms and 3 in 5 are handrails and grab rails. Five stair-lifts were adopted, one hoist and one specialist toilet.

When questioned about whether the Council could refuse to carry out particular works, the Assistant Director – Community Safety and Head of Housing (BDC) explained that on rare occasions, Occupational Therapists made recommendations which had effects beyond their discrete area of expertise and were not viable e.g. where the property's construction or condition was later found unsuitable for the particular adaptation.

Members queried how the Council ensures it receives value for money when using contractors for carrying out adaptations. The Assistant Director – Community Safety and Head of Housing (BDC) informed Members that for specialised work, contracts are awarded through the Efficiency East Midlands Framework and for complex, but non-specialised works, their Minor Works Framework is used. Simple adaptations such as the installation of handrails are carried out by the Council's own workforce.

Efficiency East Midlands is a not for profit procurement consortium, set up to generate efficiencies for its membership through collaboration, aggregated volumes, quality products and high level service delivery. It currently supports 86 social housing providers across the East Midlands, securing best value through its tailored procurement Frameworks.

Evidence from the Environmental Health Manager showed that while the assessment process for DFGs for privately owned / tenanted properties was similar to that for adaptations to Council homes, it was more protracted, in part because of the additional requirement for means testing. The cost of works is priced against the County Council's own procurement Framework.

With regard to servicing of adaptations such as stair-lifts, the costs fall to the owner of the property and not the tenant. The Assistant Director – Community Safety and Head of Housing (BDC) explained that the Council has a duty of care which would apply in these cases. Members questioned whether other authorities funded servicing but this information was not available.

When asked what difference the Panel meeting makes in improving the process, the Environmental Health Manager explained that the Panel enabled members to gain a holistic overview of each individual case rather than their own specialist perspective, and to act as a critical friend. If any specific adaptation is refused, the applicant has the right to make an appeal.

6. Conclusions

The key issue arising from the review is that the process for disability adaptations is inherently protracted but the Council has taken positive steps with regard to collaborative working practices to ensure we are more effective in meeting individual need.

The procurement process for major works is determined by Frameworks which support competitive tendering and best value. Minor works completed by Bolsover District Council's own workforce are subject to similar internal framework processes and can be completed reasonable quickly.

The Committee will continue to monitor the Council's performance on carrying out 300 disability adaptations to Council houses each year.

7. Bibliography

Bolsover District Council – DFG Customer Service booklet

<http://www.bolsover.gov.uk/index.php/56-your-council/customer-service/231-your-council-service-standards?highlight=WyJkaXNhYmxlZCIsImZhY2IsaXRpZXMiLCJncmFudHMlLCJkaXNhYmxlZCBmYWNPbGI0aWVzIiwZGZlYWJsZWQgZmFjaWxpZGlcyBncmFudHMiLCJmYWNPbGI0aWVzIGdyYW50cyJd>

Bolsover District Council - website information on Disabled Adaptations

<http://www.bolsover.gov.uk/index.php/resident/housing>

Derbyshire County Council – website information on Disabled Facilities Grants

https://www.derbyshire.gov.uk/social_health/adult_care_and_wellbeing/help_to_live_at_home/adapting_your_home/dfgs/default.asp

East Midlands Efficiency Framework: Adaptations Framework

<http://eem.org.uk/framework/adaptations-work/>

Bolsover and NE Derbyshire District Councils – Joint Procurement Strategy 2016-2019

<http://web.bolsover.gov.uk/reportsagendas/Reports/report19067.pdf>

Appendix 1: Disability adaptations – performance

Corporate Plan target: C 10 - Carry out 300 disability adaptations to Council houses each year.

Month	Comments
Oct 17/18	Q2 April - September 2017 - 156 completed adaptations
Jul 17/18	Q1 April - June 2017 - 73 completed adaptations Q4 April 2016 - March 2017 - 374 adaptations 2016/17 Achieved
May 17/18	Q4 April 2016 - March 2017 - 374 adaptations 2016/17 Achieved
Apr 17/18	Q4 - April 2016 - March 2017 - 374 adaptations completed Q3 – 133 adoptions carried out Year to date - 335 adaptations completed
Jan 16/17	Q3 – 133 adoptions carried out Year to date - 335 adaptations completed
Oct 16/17	Q2 April - September 2016 - 202 adaptations completed
Jul 16/17	Q1 April - June 2016 - 78 adaptations completed
Apr 16/17	April - March 2016 - 386 adaptations completed. Year one achieved
Jan 15/16	April - December 2015 - 353 adaptations completed
Oct 15/16	April - September 2015 - 210 adaptations completed

Source: Bolsover District Council Performance Management System

Planned activities to deliver target:

- Continue to develop working practices with Adult Social Care which includes:-
 - Joint monthly 'Panel Meetings' where all cases are considered and prioritised.
 - Joint site visits to ensure all technical issues are addressed.
 - Regular joint Team Meetings between the Occupational Therapists and Housing staff.
- Constantly review contractor pricing to ensure best value for money.
- Ensure we continue to procure quality products at best rates.
- Work with staff and tenants representatives to develop and improve procedures and information to customers.
- Continue to review team structure and resources to ensure the most effective use of resources.
- Introduce added performance measurements

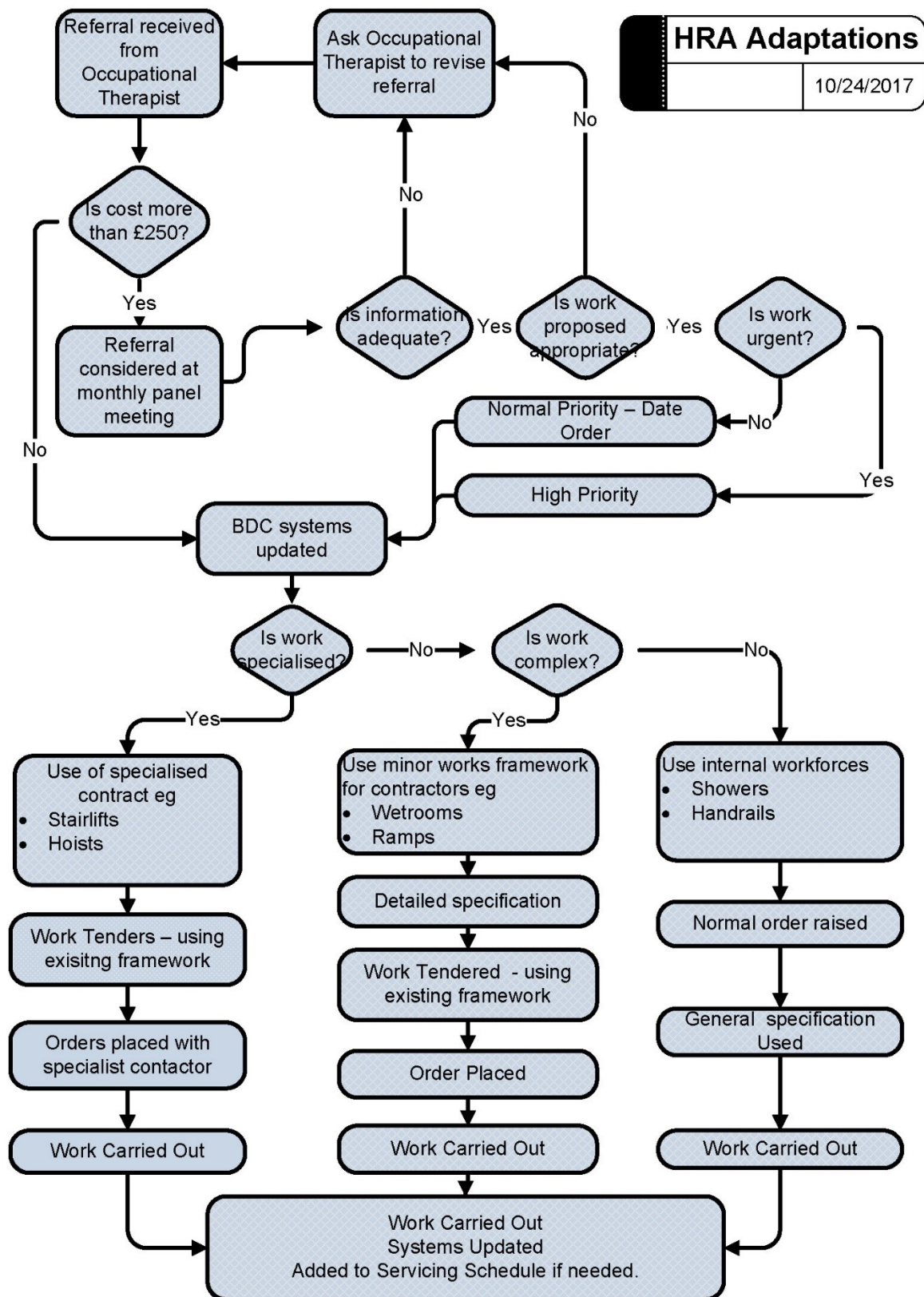
Baseline Data (History)	
Output Data 2014/15	396
Output Data 2013/14	238
Output Data 2012/13	315
Output Data 2011/12	288

Appendix 2: Completed adaptations HRA April 2016 – 1 March 2017

Description	No.	%
Grab rails / stair rails	180	52
Handrails (paths etc.)	26	8
Half steps	12	3
Hoist	1	0
Lever taps	11	3
Ramps	10	3
Soundproofing	1	0
Showers / wet rooms	65	19
Over bath showers	17	5
Stair-lifts	5	1
Dropped kerbs	1	0
Specialist WC	1	0
Door entry systems	2	1
Vibrating pillow alert	1	0
Miscellaneous	12	3
Total	345	100%

Source: Bolsover District Council Housing Service

Appendix 3: HRA Disability Adaptations Flowchart



Bolsover District Council

Executive

Date of meeting

Contract for Framework Agreement for Minor Building Repairs and Maintenance works for all Council owned properties within Bolsover District Council

Report of the Deputy Leader and Portfolio Holder – People and Places

This report is open

Purpose of the Report

- To seek approval for a framework of contractors to provide a Minor Building Repairs and Maintenance service for Bolsover District Councils Housing Repairs Section.

1 Report Details

- 1.1 The existing Works Framework has been designed to provide an efficient process for offering housing repair work to local contractors. The majority of Housing Repair work is provided through our own workforce, however there is the need to supplement this to provide additional cover at times of high demand, and to provide some specialist services.
- 1.2 The current contract expires on the 31st March 2018 and as such the procurement team were instructed to retender via Source Derbyshire to establish a framework of a minimum of 3 and maximum of 6 contractors. 7 contractors' submitted tenders for evaluation of which 3 were chosen based upon 70% price and 30% quality. The matrix below shows the overall scoring with the successful contractors shown in bold.

Contractor	Overall Score (max 100)
xx	50
Swinstead Enterprises	82
xx	50
xx	Failed to meet standard
M & J Builders	82
Xx	Failed to meet standard
T&S Heating	80

- 1.3 The framework will allow officers to either offer mini-competitions to the contractor on the framework, or to allow the direct award of work when prices have been provided as part of the tender process, or for emergencies. This is more efficient than always looking for 3 prices for work.

- 1.4 The contract will initially be for two years with an option to extend for a further two years subject to approval.
- 1.5 The framework allows for either a mini-competition between contractors on the framework, or the direct offer of work using the pre-priced schedule of rates.
- 1.4 Spend is based upon responsive demand and is therefore difficult to quantify. However, based on previous years it is estimated this will be around £30,000 per year (in total). This can be met from existing HRA budgets.

2 Conclusions and Reasons for Recommendation

- 2.1 It is recommended that members agree to this framework.

3 Consultation and Equality Impact

- 3.1 Not directly.

4 Alternative Options and Reasons for Rejection

- 4.1 None.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 The cost for this will be met within existing HRA budgets.

5.2 Legal Implications including Data Protection

- 5.2.1 This contract has been procured through the procurement team and using Source Derbyshire. The returns were assessed on a 70% price and 30% quality split. This methodology is compliant with the Councils standing orders.

5.3 Human Resources Implications

- 5.3.1 None directly.

6 Recommendations

- 6.1 That Members agree to this framework initially for a 2 year period to Swinstead Enterprises, M&J Builders and T&S Heating.
- 6.2 That the Joint Head of Housing and Community Safety is delegated power to extend this contract for one further period of two years. This is conditional on the satisfactory performance of the contractors, and the agreement of the portfolio holder for housing.
- 6.2 That progress on this contract is reported through the Housing Stock Group.

7 Decision Information

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: BDC: <i>Revenue - £75,000</i> Y <i>Capital - £150,000</i> <input type="checkbox"/> NEDDC: <i>Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	Yes
District Wards Affected	All
Links to Corporate Plan priorities or Policy Framework	

8 Document Information

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

Bolsover District Council

Executive

23rd April 2018

Contract for Framework Agreement for Welfare Adaptation for Council owned properties within Bolsover District Council

Report of the Deputy Leader and Portfolio Holder – People and Places

This report is open

Purpose of the Report

- To seek approval for a framework of 2 contractors to provide Welfare Adaptation works for Bolsover District Councils Housing Repairs Section.

1 Report Details

- 1.1 It was identified within the Housing Repairs Section that a Welfare Adaptation Framework was required in order to provide a more efficient and cost effective Welfare Adaptation service provision. Under the current system, Officers need to get three prices or quotes for each job. This is time consuming and increasingly difficult as some contractors are becoming increasingly reluctant to spend time pricing jobs with no guarantee of success. The new system will be more efficient as it will allow Officers to either obtain prices just from the contractors on the framework, or to make a direct award based on pre-tendered prices.
- 1.2 The Procurement Team were instructed to tender via Source Derbyshire to establish a framework of contractors. 6 contractors' submitted tenders for evaluation of which 2 were chosen based upon 70% price and 30% quality.

Contractor	Overall Score (max 100)
Xx	59.33
Xx	71.90
Matthews & Tannert	81.97
Swinstead Enterprises	90.00
Xx	68.62
Xx	75.49

- 1.3 The contract will initially be for two years with an option to extend for a further two years subject to approval
- 1.4 The budget will be around £120,000 per year and is contained within existing HRA budgets.

- 1.5 The framework allows for a mini-competition between contractors on the framework, but also allows direct award, for example for urgent work.

2 Conclusions and Reasons for Recommendation

- 2.1 It is recommended that Members agree to this framework

3 Consultation and Equality Impact

- 3.1 Not directly

4 Alternative Options and Reasons for Rejection

- 4.1 To continue with the current practice of gaining competitive prices for each job. This was rejected as the administrative burden was high. The current proposal still offers competition between contractors on the framework.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 The cost for this will be met within existing HRA budgets.

5.2 Legal Implications including Data Protection

- 5.2.1 This contract has been procured through the Procurement Team and using Source Derbyshire. The returns were assessed on a 70% price and 30% quality split. This methodology is compliant with the Councils standing orders.

5.3 Human Resources Implications

- 5.3.1 None directly

6 Recommendations

- 6.1 That Members agree to this framework initially for a 2 year period.
- 6.2 That the Joint Head of Housing and Community Safety is delegated power to extend this contract for one period of an additional two years. This is conditional on the satisfactory performance of the contractors, and the agreement of the Portfolio Holder for People and Places.
- 6.3 That progress on this contract is reported through the Housing Stock Group.

7 Decision Information

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: BDC: Revenue - £75,000 Y Capital - £150,000 □ NEDDC: Revenue - £100,000 □ Capital - £250,000 □ <input checked="" type="checkbox"/> Please indicate which threshold applies	
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	Yes
District Wards Affected	All
Links to Corporate Plan priorities or Policy Framework	Corporate Plan Target - Carry out 300 disability adaptations to Council houses each year.

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		01246 593037

Bolsover District Council

Executive

23rd April 2018

Contract for provision of Scaffolding services for Building Repairs and Maintenance works for all Council owned properties within Bolsover District Council

Report of the Deputy Leader and Portfolio Holder – People and Places

This report is open

Purpose of the Report

- To seek approval to appoint a contractor to provide scaffolding for Bolsover District Councils Housing Repairs Section.

1 Report Details

- 1.1 The existing Scaffold contract expires on the 31st March 2018 and as such the Procurement Team were instructed to retender via Source Derbyshire to establish a new contract. 3 contractors' submitted tenders for evaluation from which Dark Scaffolding Ltd were chosen based upon 70% price and 30% quality. The matrix below shows the overall scoring with the successful contractor shown in bold.

Contractor	Overall Score (max 100)
Dark Scaffold Ltd	85.00
xx	55.03
xx	54.97

- 1.2 The contract will initially be for two years with an option to extend for on period of two years subject to approval.
- 1.3 Spend is based upon responsive demand and is therefore difficult to quantify. However, based on previous years it is estimated this will be around £35,000 per year (in total). This can be met from existing HRA budgets.

2 Conclusions and Reasons for Recommendation

- 2.1 It is recommended that Members agree to a contract with Dark Scaffolding Ltd.

3 Consultation and Equality Impact

- 3.1 Not directly.

4 Alternative Options and Reasons for Rejection

4.1 None.

5 Implications

5.1 Finance and Risk Implications

5.1.1 The cost for this will be met within existing HRA budgets.

5.2 Legal Implications including Data Protection

5.2.1 This contract has been procured through the Procurement Team and using Source Derbyshire. The returns were assessed on a 70% price and 30% quality split. This methodology is compliant with the Councils Standing Orders.

5.3 Human Resources Implications

5.3.1 None directly.

6 Recommendations

6.1 That Members agree to a contract with Dark Scaffolding Ltd initially for a 2 year period.

6.2 That the Joint Head of Housing and Community Safety is delegated power to extend this contract for one further period of two years. This is conditional on the satisfactory performance of the contractors, and the agreement of the Portfolio Holder for People and Places.

6.2 That progress on this contract is reported through the Housing Stock Group

7 Decision Information

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC: Revenue - £75,000 Y</i> <i>Capital - £150,000 □</i> <i>NEDDC: Revenue - £100,000 □</i> <i>Capital - £250,000 □</i> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	Yes
District Wards Affected	All

Links to Corporate Plan priorities or Policy Framework	
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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	01246 593037

Report Reference –