

Date: 8th June 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 18th June 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

ACCESS FOR ALL

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 **01246 242529** **Democratic Services**
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EXECUTIVE AGENDA

**Monday 18th June 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 To approve the Minutes of a meeting of the Executive held on 21 st May 2018.	4 to 9
5	Items recommended by Scrutiny Committees None	
6	Policy and Budget Framework Items (A) Enforced Sale Procedure – Private Empty Properties <u>Recommendation on Page 12</u>	10 to 62
7	Non Key Decisions (A) Representatives on Outside Bodies 2018-19 (B) Local Plan Update <u>Recommendation on Page *</u>	63 to 67 To Follow

- (C) Bolsover Partnership Funding and Performance Monitoring April 2017 to March 2018. 68 to 123

Recommendation on Page 69

- (D) Strategic Risk Register and Partnership Arrangements. 124 to 136

Recommendation on Page 128

8 **Key Decisions**

- (A) Medium Term financial Plan – Financial Outturn 2017/18 137 to 159

Recommendation on Page 144

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). *[The category of exempt information is stated above each item].*

10 **Non Key Decision**

- (A) None

11 **Key Decision**

- (A) None

EXECUTIVE

Minutes of a meeting of the Executive of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Monday 21st May 2018 at 1000 hours.

PRESENT:-

Members:-

Councillor A.M. Syrett in the Chair

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

Also in attendance with the permission of the Chair were Councillors R.J Bowler (Chair of Customer Service and Transformation Scrutiny Committee) (until Minute No. 0836) and J.E. Smith (Vice Chair of Customer Service and Transformation Scrutiny Committee) (until Minute No. 0836)

Officers:-

D. Swaine (Chief Executive Officer), K. Hanson (Strategic Director – Place), L. Hickin (Strategic Director – People), S. Sternberg (Joint Head of Corporate Governance and Monitoring Officer), D. Clarke (Joint Head of Finance and Resources), J. Wilson (Scrutiny and Elections Officer) (until Minute No. 0836), K. Apps (Housing Strategy and Growth Manager) (until Minute No. 0837), K. Drury (Information, Engagement and Performance Manager) (until Minute No. 0838), A. Brownsword (Senior Governance Officer) (until Minute No. 0839) and N. Calver (Governance Manager) (from Minute No. 0839)

0832. APOLOGY

An apology for absence was received from Councillor B. Watson.

0833. URGENT ITEMS OF BUSINESS

There were no urgent items of business.

0834. DECLARATIONS OF INTEREST

There were no declarations of interest.

0835. MINUTES – 23RD APRIL 2018

Moved by Councillor M. Dooley and seconded by Councillor S.W. Fritchley
RESOLVED that the minutes of a meeting of the Executive held on 23rd April 2018 be approved as a true and correct record.

EXECUTIVE

0836. ITEM RECOMMENDED FROM SCRUTINY COMMITTEE REVIEW OF THE STRATEGIC ALLIANCE – INTERIM REPORT

The Chair of the Customer Service and Transformation Scrutiny Committee presented the report which detailed work carried out on the Review of the Strategic Alliance. It was noted that this was an interim report and 3 other areas had been identified for further review. Executive discussed the recommendations of the report.

Recommendation 1 – That the Customer Service and Transformation Scrutiny Committee consider the following areas of the Strategic Alliance for review:

- Delivery of the Environmental Health and Licensing Service.
- The Differences between the Pay Agreements in the 2 Councils in the Strategic Alliance and JE and the Impact this has on forming joint services.
- The Criteria for the creation of new Shared Services.

Members were in support of the first two suggested areas. It was felt that the process for delivering shared services needed strengthening and that an important area was Pay Agreements. It was noted that Bolsover District Council did not use the National Spinal Column Points which created extra difficulties. It was felt that the third area, Criteria for the creation of new Shared Services, should not be progressed until further work had taken place on Pay Agreements and harmonisation.

Moved by Councillor B.R. Murray-Carr and seconded by Councillor A.M. Syrett
RESOLVED that the Executive support Recommendation 1 of the Review

Recommendation 2 - That the Customer Service and Transformation Scrutiny Committee defer consideration of the emerging Transformation Programme whilst receiving regular updates from the Joint Strategic Director - People, on progress.

Moved by Councillor S.W. Fritchley and seconded by Councillor B.R. Murray-Carr
RESOLVED that the Executive support Recommendation 2 of the Review

Recommendation 3 - That the terms of reference for the Strategic Alliance Joint Committee are submitted to the Strategic Alliance Joint Committee for urgent review and then reviewed on an annual basis to ensure the Committee's remit remains fit for purpose in monitoring and developing the work of the Alliance.

Moved by Councillor S.W. Fritchley and seconded by Councillor M. Dooley
RESOLVED that the Executive support Recommendation 3 of the Review

Recommendation 4 - A programme of Member's Briefings covering the Strategic Alliance, our shared services and the achievements to date, either written and/or group presentation, is developed for the 2018/19 municipal year, with a commitment to evaluate the programme following the 2019 elections.

It was felt that if all Members were more involved, better decision making would be in place.

Moved by Councillor M.J. Ritchie and seconded by Councillor B.R. Murray-Carr
RESOLVED that the Executive support Recommendation 4 of the Review

EXECUTIVE

Recommendation 5 - An increased level of publicity as to the effectiveness of the arrangement is achieved via regular press releases; articles on both authority websites and use of the staff weekly briefings.

It was noted that the new Portfolio arrangements would assist with publicity arrangements

Moved by Councillor A.M. Syrett and seconded by Councillor M. Dooley
RESOLVED that the Executive support Recommendation 5 of the Review

Moved by Councillor A.M. Syrett and seconded by Councillor M. Dooley
RESOLVED that (1) the Executive endorses the recommendations of the review outlined in section 2 of the report,

(2) monitoring of these recommendations by Committee takes place over a twelve month period via the PERFORM system with an update report to Committee at the end of the monitoring period.

REASON FOR DECISION: The key issues arising from the review are identified in the further work that is proposed for delivery by the Committee in 2018/19, and the recommendations that be implemented immediately, subject to agreement of Executive, to improve existing communications.

OTHER OPTIONS CONSIDERED: Executive could choose not to endorse the recommendations of the review, where they feel the course of action recommended is beyond the delivery capacity of the Authority.

(Scrutiny and Elections Officer)

The Chair of Customer Service and Transformation Scrutiny Committee, the Vice Chair of Customer Service and Transformation Scrutiny Committee and the Scrutiny and Elections Officer left the meeting.

0837. **NON KEY DECISION TENANCY STRATEGY**

The Housing Strategy and Growth Manager presented the report which sought approval of the draft Tenancy Strategy and subsequent amendments. It was noted that the existing Tenancy Strategy had been in place since 2013 and was now due for renewal. The review had identified minor amendments to keep in line with current legislation and statistical data had been updated.

Moved by Councillor M. Dooley and seconded by Councillor B.R. Murray-Carr
RESOLVED that (1) the draft Tenancy Strategy and subsequent amendments be approved,

EXECUTIVE

(2) the Tenancy Strategy to be reviewed in 3 years unless any major operational or legislative changes need to be incorporated then a review can take place prior to this date.

REASON FOR DECISION: (1) Under the Localism Act 2011 the Council has a statutory duty to adopt a Tenancy Strategy and review periodically.

(2) It is recommended that Cabinet agree to the draft Tenancy Strategy and subsequent amendments with a review date of 3 years, however if future major legislative or operational amendments are required to be incorporated then a review can be conducted before the term ends.

OTHER OPTIONS CONSIDERED: An alternative option would be not to review the Tenancy Strategy, however as the current strategy is outdated, this option was rejected due to the fact that the Council would not be fulfilling its legal duty.

(Housing Strategy and Growth Manager)

The Housing Strategy and Growth Manager left the meeting.

0838. NON KEY DECISION CORPORATE PLAN TARGETS PERFORMANCE UPDATE JANUARY TO MARCH (Q4 – 2017/18)

Executive considered a report of the Information, Engagement and Performance Manager which provided breakdown details of quarter 4 (January to March 2017/18) performance outturn for the Corporate Plan 2015 -2019 targets.

Out of the 61 targets 40 (66%) were on track, 16 (26%) had been achieved (previously) and 2 (3%) had been withdrawn (previously).

Full details of progress were given in the report.

Moved by Councillor M.J. Ritchie and seconded by Councillor M. Dooley

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

(2) Target **G06** be extended to 30th June 2018,

(3) Target **G07** be extended to 31st July 2018,

(4) Target **H15** be withdrawn and pending further work another measure be introduced that will focus on energy saving/carbon footprint reduction.

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

EXECUTIVE

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

(Information, Engagement and Performance Manager)

The Information, Engagement and Performance Manager left the meeting.

The Governance Manager entered the meeting.

0839. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Moved by Councillor A.M. Syrett and seconded by Councillor B. Watson

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.

The Senior Governance Officer left the meeting.

0840. NON KEY DECISION TRADE UNION NEGOTIATIONS

The Chief Executive Officer presented the report which updated the Executive on the current situation following agreement to settle 42 'traditional' equal pay claims faced by the Council and sought continued support on the recommended approach outlined in the report to resolve the 79 'non traditional' equal value claims.

Moved by Councillor S.W. Fritchley and seconded by Councillor M. Dooley

RESOLVED that (1) Executive continues to support the recommended approach outlined in the body of the report, specifically in paragraphs 1.16 and 1.17,

(2) the Executive supports the use of contingencies to pay for the final settlement of the 79 none traditional cases,

(3) Executive supports the continued use of the current external HR expert to provide support to the Chief Executive Officer both during the further negotiations and the administration process, once negotiated, at an additional cost of £5,000

(4) the Chief Executive Officer updates the Executive as negotiations progress.

EXECUTIVE

REASON FOR DECISION: The successful resolving of the 42 traditional claims followed by the smooth administration process resulted in the Council gaining a lot of credibility from the trade union legal team. It has made the possibility of reaching an agreement covering the remaining 79 cases more possible. The advantage of a negotiated approach to resolve the 79 non-traditional cases is that it removes them from a long and complicated legal process that would tie up Council resources and the legal team for up to two years. This could be a potentially high profile process which may well attract both local and regional media attention as the process progresses. It could also be an expensive process due to the resources required to manage it over such a long period of time. It could also result in each individual who has a claim successfully receiving 100% of the loss rather than a negotiated percentage.

OTHER OPTIONS CONSIDERED: Settle all 79 claims without negotiation. Such an approach would have meant the Council settled the claims by accepting 100% liability with no room to negotiate. It would have meant it could not reduce its liability.

(Chief Executive Officer)

The meeting concluded at 1107 hours.

Bolsover District Council

Executive

18th June 2018

Enforced Sale Procedure – Private Empty Properties

Report of the Leader and Portfolio Member for Strategic Planning and Regeneration

This report is public

Purpose of the Report

- To implement a procedure for the current legislation of Enforced Sale, for the Council to use when carrying out this function on long term empty properties.

1 Report Details

- 1.1 Enforced sale is a process that is used to recover debts and charges that have been attached to an empty property, through work being carried out in default by the Council, where owners have failed to act. It can also help to bring long term problematic empty properties back into use and reduce the number of empty properties. The procedure can only be used when there is an outstanding debt attached to a property. Where properties are causing problems and there is no debt attached; the Council should consider other enforcement tools such as a Compulsory Purchase Order (CPO) or an Empty Dwelling Management Order (EDMO).
- 1.2 The Statutory Powers that enable a Local Authority to use Enforced Sale are:
 - Public Health Act 1936
 - Local Government (Miscellaneous Provisions) Act 1976
 - Local Government (Miscellaneous Provisions) Act 1982
 - Building Act 1984
 - Housing Act 2004
 - Town & Country Planning Act 1990
 - Environmental Protection Act 1990
 - Prevention of Damage by Pests Act 1949
- 1.3 The Empty Property Officer will use a scoring matrix (see appendix 1 of the enforced sale procedure) to assess whether enforcement action is required and to determine what procedure should be used.
- 1.4 There are approximately 600 Long Term Empty (LTE) properties across Bolsover District and the Council has set out its plan to deal with this problem in its Empty Property Strategy 2015 – 2020.

- 1.5 The Empty Property Officer is working with empty property owners and encouraging them to work with the Council and partners to bring the properties back into productive use.
- 1.6 Engagement with empty property owners has been through a number of routes including writing out to them and holding engagement events jointly with North East Derbyshire District Council and expanding it to include Chesterfield Borough Council where 60 landlords attended.
- 1.7 There are however, a number of empty property owners who have not responded or have responded but not taken the action they had promised.
- 1.8 Enforced Sale will be used when all other avenues to encourage the owner to voluntarily bring the property back into use have been exhausted.

2 Conclusions and Reasons for Recommendation

- 2.1 In conclusion, having an approved Enforced Sale Procedure will be a valuable tool for the Empty Property Officer and other Council Officers to use, when identifying suitable cases to take action against.
- 2.2 The procedure will ensure that Officers adhere to the guidance and that cases are dealt with appropriately and successfully, resulting in a reduction of empty properties and protecting the Council's reputation.
- 2.3 Having a clear procedure will help empty property owners know the procedure we will be undertaking and may encourage them to engage with the Council to take appropriate action with their property.
- 2.4 The wider general public will understand the Council are taking nuisance empty properties seriously and have an agreed procedure that the Council will follow.

3 Consultation and Equality Impact

- 3.1 Consultation has been carried out with the following people:
 - Joint Head of Economic Development
 - Principal Solicitor
 - Senior Environmental Health Officer
 - Housing Strategy and Growth Manager
 - Portfolio Holder Property and Commercial Services
 - Growth Scrutiny Committee
 - SAMT
 - SAJC

4 Alternative Options and Reasons for Rejection

- 4.1 The alternative option of following enforced sale guidance from other Councils and government legislation, has been rejected in favour of having an adopted procedure that is clear to Officers, Members, empty property owners and the public.
- 4.2 The alternative option of using external legal firms to manage cases for enforced sale has also been rejected, as this would involve the Council paying them a fee (although it would be recoverable from the proceeds of the sale of the empty property). The Council has the necessary skills available in-house and the Council are better able to keep control of the process by doing it in-house.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 The financial costs of enforcing sales have been investigated and the introduction of an Enforced Sale Procedure is the most cost efficient method.
- 5.1.2 The procedure will help the Council to successfully carry out enforced sales, which will help to increase its revenue in terms of New Homes Bonus and recovering charges against properties.
- 5.1.3 Using the procedure will minimise the risk of errors when carrying out enforced sales as it will instruct Officers within each stage of the process.

5.2 Legal Implications including Data Protection

- 5.2.1 The Legal Team have helped draw up the Enforced Sale Procedure
- 5.2.2 The legal implications are contained within this report.
- 5.2.3 If no procedures are put in place and followed this would leave the Council open to challenges if the process is carried out incorrectly.

5.3 Human Resources Implications

- 5.3.1 The procedure will help Officers when dealing with Enforced Sale which should reduce time spent on cases, therefore at this stage it is expected that no extra resource should be required in terms of staff.

6 Recommendations

- 6.1 That Executive notes the contents of this report.
- 6.2 That Executive agree to the introduction of the Enforced Sale Procedure for Private Empty Properties and that it be used when dealing with cases that are appropriate for this course of action.
- 6.3 That Executive agree to delegate powers to the Chief Executive Officer to use the Enforced Sale Procedure for properties that are appropriate for this course of action.

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> <input type="checkbox"/> <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>	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
District Wards Affected	All
Links to Corporate Plan priorities or Policy Framework	Unlocking Our Growth Potential

8 Document Information

Appendix No	Title
1	Enforced Sale Procedure – Private Empty 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)	
Report Author	Contact Number
Thomas Evans (Joint Empty Properties Officer)	01246 217834

Report Reference –

ENFORCED SALE PROCEDURE

Private Empty Properties

STANDARD OPERATING PROCEDURES

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Introduction

Enforced Sale is a procedure that is primarily designed to enable councils to recover outstanding debts, created by actions that result in a land charge against a property. However, it also provides a method for getting long term problematical properties back into use and has been adopted by a number of councils across the country as an effective way of dealing with empty properties.

There are social and financial benefits from adopting the enforced sale procedure. By selling a property that is in a derelict or semi derelict condition to a new owner, there is a likelihood the new owner will refurbish the property and this increases the chances that it will become inhabited again. Financial charges, which could otherwise prove impossible to recover, can be discharged out of the proceeds of sale. It is also hoped that when empty property owners become aware of this initiative they may maintain their properties in a reasonable state and condition to avoid the prospect of formal enforcement.

An Empty Property Enforcement Group has been established to identify and examine appropriate cases to put forward for enforced sale. This consists of representatives from Environmental Health, Legal Services, Revenues and the Empty Property Officer.

Limitations of the Procedure

The issues surrounding the empty condition of a property vary so widely that no single measure offers a tailor made solution. Even where the criteria for invoking the Enforced Sale Procedure (ESP) are met, it is necessary to consider how likely the procedure is to achieve the desired outcome and to ask whether alternative courses of action might be more suitable.

The Enforced Sale Procedure can be followed even where the owner cannot be traced and even where the property has changed hands – so long as the relevant debt remains.

The procedure may be used to recover debt arising from the exercise of any statutory powers that:-

- Confer a charge on all the estates and interests in the property
- Confer Law of Property rights (i.e. grant the powers and remedies available as if the charge had been created by deed).

Any such charge will bind any prior charges affecting the property, i.e. the council's charge will have priority over other charges. However, covenants and easements over the property will not be so bound.

If the statutory powers under which the debt has arisen do not confer the above mentioned rights, then it will be necessary to consider whether Section 7 of the Local Land Charges Act 1975 applies. If it does, then the procedure may still be used, but only the estate of the offending party will be bound, not all the interests in the property. Other charges may therefore take priority over the council's charge.

Principally, the statutory powers that will enable the procedure to be used are:-

- Public Health Act 1936

- Local Government (Miscellaneous Provisions) Act 1976
- Local Government (Miscellaneous Provisions) Act 1982
- Building Act 1984
- Housing Act 2004
- Town & Country Planning Act 1990
- Environmental Protection Act 1990
- Prevention of Damage by Pests Act 1949

Actions in relation to the service of statutory notices under these provisions are most likely to have given rise to the relevant debt(s).

Additionally, the following criteria will be applied when considering whether to instigate the procedure: -

- The principle sum of the original work carried out in default must be at least £500.00 (This can be the total of a number of combined principle sums)
- **The statutory notices must have been served correctly.** Refer to the relevant statute for the requirements relating to service. *All copy notices must have been stamped and signed by the serving officer.* The procedure cannot be employed if the notices have not been served in this manner. (If the serving officer is still employed by the council, then it may be possible to ask them to rectify the notice).
- The serving officer must complete a 'Record of Service of Notice' form on service of the statutory notice. (See example in Appendix 5).
- There should be no proposed CPO action within a 2-year period.
- The property must not be the subject of any bankruptcy action. (This would usually be noted on the title).

It should be noted that the right to enforce a sale in order to recover land charges is limited by section 20 of the Limitation Act to 12 years from *when the right to receive the money accrued*, **not** from when the demand was sent out. *However*, where the owner has attempted to repay and any amount has been received, the 12 year period starts afresh from that date.

Properties shown as Unregistered using the online link to the Land Registry

The following key considerations arise in such cases: -

- Where the statutory charge does not bind all the estates and interests in the property, it would probably be inadvisable to proceed unless it is certain that there are no prior charges and that the statutory charge binds the freehold or a long lease.
- It will be necessary for the eventual purchaser of the property to apply for first registration of the title. Difficulties might arise in determining the extent of the land to be registered and in identifying the encumbrances affecting the property.

Human Rights Act 1998

Consideration of the provisions of the Human Rights Act 1998 must be taken by the Council. In particular, Part 1, Article 8 “the right to respect for... private and family life..., home and... correspondence”, and Protocol 1, Article 1 “peaceful enjoyment of... possessions”, need to be balanced against the general benefits and rights of neighbours and the surrounding community.

Letters to Owners and Chargees should include a statement that the intended action of the Council in exercising its power of sale is considered to be proportionate and in accordance with the Act.

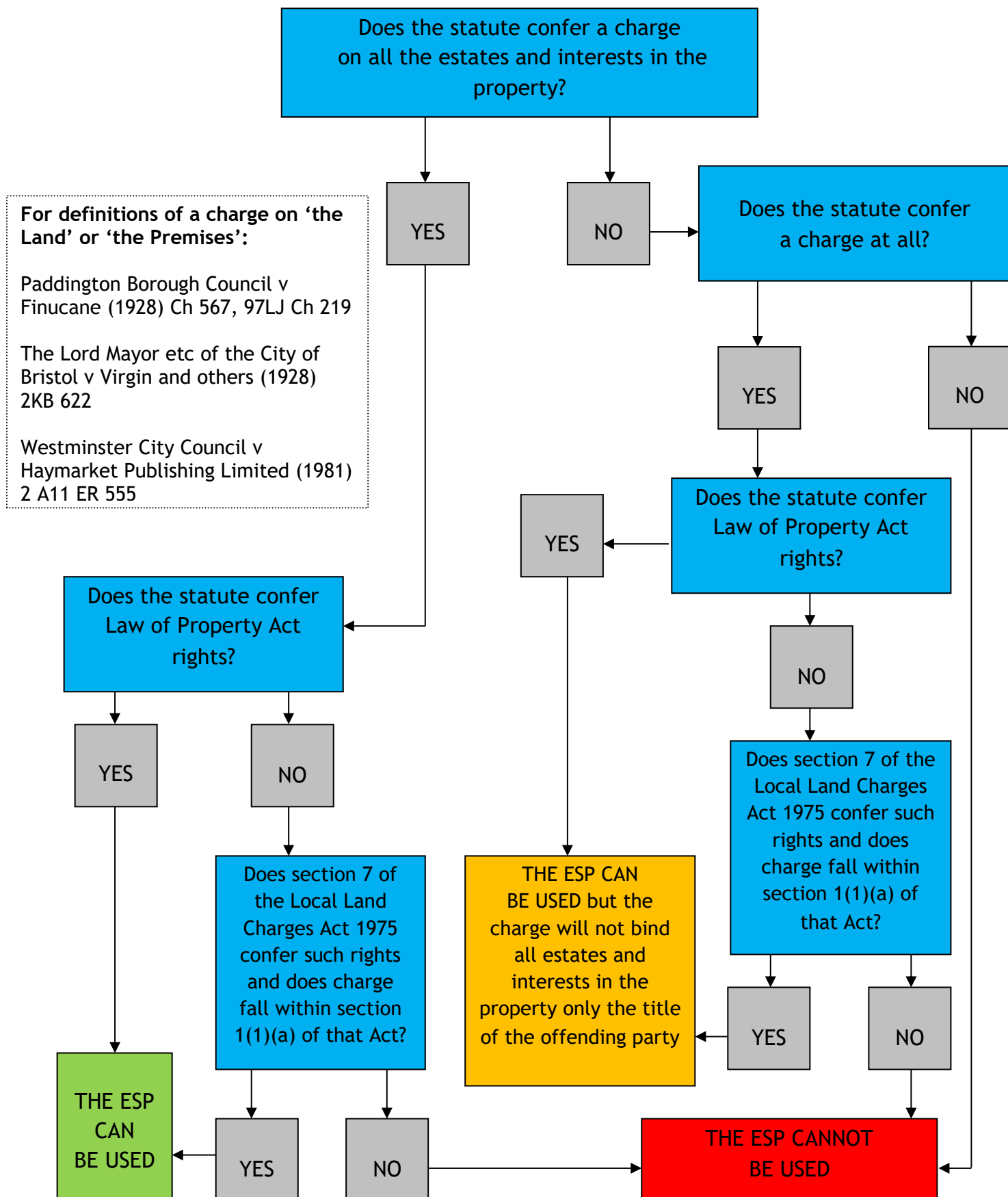
Pre-Action to Enforced Sale Procedure

Other, more appropriate, types of action must always be considered prior to pursuing ESP. The use of ESP is appropriate, when all reasonable measures have been taken and formal processes have been followed, in order to recover the debt and to resolve the existence of the empty property and its associated problems.

The first priority is always to try and trace owners of empty properties and to make contact with them. Every effort is made to try and engage with the owners and to offer them advice and assistance in getting their property back into use prior to embarking on enforcement based solution.

Enforced Sale decision flow chart

(See Appendix 16 for relevant statutes)



Enforced Sale Procedure (ESP)

1. Priority and Criteria

1.1 The Council's Empty Property Strategy sets out how the Council prioritises properties for formal enforcement following a lack of success utilising more informal measures. The assessment framework for prioritising empty homes for enforcement can be found in Appendix 1. To be further considered specifically for the ESP, 5 conditions must be met:-

- The total outstanding debt on the property should exceed £500.00, this does not include Council Tax arrears
- The property is vacant and has been for a minimum of 6 months
- Is the property registered at the Land Registry?
- The outstanding debt must be registered on Part 2 of the Local Land Charges Registry
- The owner shows no commitment to bringing the property back into use and/or to settle their debt with the Council.

However, *in exceptional circumstances*, if there is a derelict property causing a great problem where the debt is below £500.00 and the owner cannot be traced, or is refusing to co-operate, the use of the ESP could be considered.

1.2 If the title to the property has not been registered at the Land Registry and the Council is not aware of the identity of the owner (s) the following investigations can be carried out:-

- A search of The Council's electoral register and council tax records
- Enquiry of the adjoining house owners
- A search of the Housing departments records to see if anyone has been rehoused from the property

2. Compiling a property file

2.1 A property file must be prepared in order to refer the case to legal services. The property file must contain:-

- a. Copies of all the statutory notices served prior to the Council carrying out the necessary works in default together with details as to how the notices were served
- b. The record of service of notice form (see Appendix 5)
- c. Copies of the work instructions to the contractor for the work to be carried out

- d. Dates work carried out
- e. Copies of all the invoices from the contractors along with their breakdown of labour and material charges
- f. Cost of any fees charged by the council
- g. Property address
- h. Name of current owner and address (including source of information)
- i. Copies of any relevant correspondence sent to, or received from, the owner and/or interested parties in respect of the notice(s) or the debt.

An account summary sheet is also included which shows what is in the file, the notice number/s and the amount of financial charge in each case.

- 2.2** The Empty Property Enforcement group will meet to decide in each case whether the property should be prioritised for Enforced Sale.

3. Re-service of Notices

- 3.1** All of the notices originally served and notices of demand for payment are re-served on the property with covering letter (Appendix 1). This will ensure that an owner or interested party is made aware of the debt and also ensures that there is adequate evidence available.

Notices will be served by the following methods:-

- a. One must be served on the listed owner or owners by first class post or by hand, or by affixing it to the property.
- b. One must be posted to any other address(es) shown on the Land Registry and to any other interested party of which the Council is aware.
- c. Copies must be stamped and signed by the serving officer.
- d. A "record of service of notice" form must be completed for each by the serving officer.
- e. A photograph must be taken as evidence of any notices affixed to the property and weekly visits should be made in order to replace any notices that have been torn down.

- 3.2** Also at this point any notices needed to be served under section 81A of the Environment Act 1990 are served (See Appendix 2 for sample 81A).

- 3.3** From the date of service the owner has 21 days to appeal the notice, they must do this by contacting the County Court who will assess the case and determine whether the Local Authority can proceed with enforcing the sale.

4. Section 103 Notice

- 4.1** After a period of 28 days if no appeal (as to the Section 81A notice) or payment is made, a notice pursuant to Section 103 of the Law of Property Act 1925 is then served. This gives the owner three months to repay the debt.
- 4.2** The property cannot be sold until the Section 103 notice has expired, but during this time the procedure is progressed through the various stages as far as possible.
- 4.3** The Section 103 Notices are divided into 2 categories:
 - a.** Where notices pursuant to the Environmental Protection Act 1990 have been served (Appendix 3).
 - b.** Where no notices pursuant to the Environmental Protection Act 1990 have been served (Appendix 4).
- 4.4** When serving the notices, a photograph is taken of the property and copies of all the notices served and confirmation of the method of service are attached to the property file.

5. Authorisation

- 5.1** Following the expiry of the 3 month period a check needs to be made to ascertain whether or not the debt has been paid.
- 5.2** If the debt has not been paid the Empty Property Officer must review the case with the Housing Strategy Manager. The review should include consideration of whether the property should be sold to a preferred owner or whether it should be sold at auction.
- 5.3** If following this review, it is decided that the Enforced Sale Procedure should be followed to its conclusion; the Empty Property Officer must prepare an authorisation form which, together with the property file, is passed to an Assistant Director (or such other officer as the council may nominate) for authorisation under delegated powers. Following authorisation the file is returned to the Empty Property Officer.

6. Legal Services

- 6.1** A copy of the authorisation and the file are then forwarded to the Legal team.
- 6.2** The legal team are responsible at this stage to send an instruction to the Debt Recovery Team to:
 - a.** Suspend all legal action regarding the debt

- b. Check the account numbers of the outstanding debts to make sure no payments have been received to date.

Procedure when the property is registered at Land Registry

6.3 Upon receipt of the file from the Empty Property Officer, the first step is to go through the works in default file and make a list of all the charges.

- a. A check then needs to be carried out to find out which charges are still outstanding
- b. This work is done as there are many ways debts can be paid and there is little point in undertaking work where a charge has been repaid
- c. Checks should also be made that the statutory notices have been correctly served.

6.4 Write to all interested parties:

- a. If charges are still outstanding a letter (Appendix 6) is sent to all persons on the register who have an interest in the property advising them of the position. This will include others who have a charge registered against the property.
- b. The letter must be copied to the Case Officer for information. The letter gives the owner and any other interested parties fair notice of the steps the Local Authority proposes to take. It is accepted that in most cases the whereabouts of the owner will be unknown. Even so a letter addressed to the property and any other address (es) is sent in an attempt to notify the owner. Every attempt is made to give such persons notice of the local authorities' proposals and ample opportunity to repay the debt.
- c. A period of 21/28 days is allowed for the persons served to respond

6.5 Registration of Charge

- a. If there is no response to the letter and no debts have been repaid then a charge must now be registered with the Land Registry.
- b. A resolution for the relevant charges must be prepared and be sealed by the Council (Appendix 7). This must record:
 - i. The statutory provisions
 - ii. The service of the necessary notices
 - iii. What work was done and when
 - iv. The registration of the charge in the register of local land charges and claims priority over all estates and interests
 - v. A certificate made by the Council that it has all the necessary rights and powers to make the application for registration of the charges and that it has taken all the appropriate steps in accordance with the relevant statute

- c. An application (form AP1), (Appendix 8) must be prepared for registration of the charge. The current registration fee is £40 per charge provided that each charge does not exceed £100,000.
- d. Form SC (Appendix 9) must also be completed in order to claim priority in favour of the Councils charge over any existing charge registered against the title.
- e. The completed application must be sent to the Land Registry. This will comprise:
 - i. A covering letter (Appendix 10)
 - ii. The sealed and dated resolutions together with a certified copy of each resolution
 - iii. The land/charge certificate or copies of the correspondence requesting the same
 - iv. Completed form SC (Appendix 9)
- f. Confirmation of the application form must be provided to the Empty Property Officer

6.6 Charges are registered.

- a. Notification of completion of the registration is received from Land Registry on completion of the registration. Arrangements are then made for the sale of the property.
- b. At this point:
 - i. A check is made that the charges have not been paid
 - ii. The Empty Property Officer/Housing Strategy Officer must be informed of the registration and must be asked whether the property is to be sold at auction or to a preferred purchaser
- c. Letters are then sent to the owners and interested parties advising them that the Councils charges are registered and it is the Councils intention to pursue a sale of the property (Appendix 11). This gives the owner and interested parties notice of the Councils intentions so that they cannot claim steps were not taken to notify them.
- d. The letter must be copied to the Empty Property Officer for information.

Procedure when the property is NOT registered at Land Registry

- 6.7** Upon receipt of the file from the Empty Property Officer, the first step is to go through the works in default file and make a list of all the charges.
 - a. A check then needs to be carried out to find out which charges are still outstanding
 - b. This work is done as there are many ways debts can be paid and there is little point in undertaking work where a charge has been repaid
 - c. Checks should also be made that the statutory notices have been correctly served.
- 6.8** Check that the property is not registered.

- a. A search of the index map must be undertaken at the Land Registry to ensure that the property is not registered. The search must also include the adjoining properties. This might reveal what encumbrances affect the property and also the extent/limits of the title of the property in question.
- b. The extent of the property bound by the charge and that can be sold is ascertained by applying the facts to each case, and the particular statutory provisions that have given rise to the Local Land Charge. The position is clear in the case of charges which arise under the following legislation. Thus, the ESP should be able to proceed in these cases:
 - i. Public Health Act 1936, Section 291
 - ii. Prevention of Damage by Pests Act 1949
 - iii. Building Act 1984, Section 107

6.9 Try to ascertain what encumbrances affect the property

- a. Using any information found during this investigation and any other information available as to the name(s) of the owner, the purported owner or any other interested party, a Land Charges Act 1972 search must then be carried out against the name of any such person(s) and the property concerned. This may produce clues as to encumbrances affecting the property e.g. easements, covenants and charges.
 - i. Where the statutory charge binds all the estates and interests in the property, any registered charges will be of little significance, other than for the purpose of giving notice to any charge as to the Council's intentions. **However**, where this is not the case, then it would probably be inadvisable to proceed unless it is certain that there are no prior charges and that the statutory charge binds the freehold or a long lease
 - ii. As stated above, if any of the adjoining properties are registered, it may be possible to ascertain what encumbrances affect the same. This may give a purchaser some clues as to the matters affecting the property and make the property more marketable. The alternative is that no such steps are taken and the purchaser is made aware, via the contract terms, that such is the case. In both cases though, the contract for sale will need to contain special conditions covering the position.

6.10 Write to all interested parties.

- a. If the searches provide any information as to the identity or whereabouts of the owner(s) or other interested parties, or such information is already available, a letter is now sent to all persons having an interest in the property in order to advise them of the position (See Appendices 6 and 12). This will include others who have a charge registered against the property. The owners copy must be:
 - i. Delivered to the Owner or Owners by post, or by hand or should be affixed to the property and
 - ii. Must be posted to any other address(es) shown on the Land Registry.

- b. The letter must be copied to the Empty Property Officer for information

6.11 Enquiries are completed

- a. If either:
 - i. No information is found as to the identity or whereabouts of the owner(s) or other interested parties or
 - ii. There is no reply within 21 days to the letter above

The property is put forward for sale. The contract will need to contain special conditions

7. Selling the empty property

7.1 Methods of selling the empty property:-

- a. Once the Housing Strategy and Growth Manager (or such other officer as the council may nominate) has been advised that the charges have been registered against the title and/or that the property can be put forward for sale, the Housing Strategy and Growth Manager considers how the sale is to be affected and instructs the Empty Property Officer accordingly. Other than where there is particular justification, sale at auction will be the preferred option.
- b. If choosing sale by private treaty to a preferred purchaser then commission two independent valuations of the property and have the Council's surveyor to vet the valuations to determine the sale price. Sales to a preferred purchaser should require approval to be obtained from the appropriate cabinet member.
- c. Whatever the method of sale a valuation is undertaken by the local authority's surveyor

7.2 Contract

- a. For a registered property the contract for sale will be the same as any contract for sale by a mortgagee
- b. In the case of an unregistered property there will probably be no deeds or details of any encumbrances affecting the property and the contract for sale needs to reflect this
 - i. In such cases the form of the resolution prepared in respect of registered land is incorporated into the contract as a recital (see e.g. in Appendix 13 for form of suggested special conditions of sale)
 - ii. On completion of the sale the Land Registry require the Council to provide a letter containing a certification by the Council that it has all the necessary rights and powers to dispose of the property and that it has taken all appropriate steps in accordance with the relevant statute (Appendix 14)
 - iii. It will be necessary to make the purchaser's solicitor aware that the letter must be submitted with their client's application for first registration

- iv. As far as the encumbrances are concerned, the Land Registry will probably make a “protective entry” on the register to the effect that the property is subject to such encumbrances as affect the same at the date of the registration, no details having been provided on first registration.

7.3 Title

- a. Where the title deeds have not been recovered the following should be borne in mind:
 - i. *Registered titles:* Copies can be obtained of the documents referred to on the title from the Land Registry. Where they are not available, include an appropriate clause in the contract to cover the position
 - ii. *Unregistered titles:* There will probably be no needs or details of the encumbrances affecting the property.

7.4 Immediately prior to auction/exchange of contracts a further check is made to ascertain whether the charges have been repaid.

7.5 Post Sale

- a. The post sale procedure is to be generally the same as that for a normal sale
- b. The following deductions will be made from the proceeds of the sale:
 - i. Any auctioneer's fee
 - ii. The legal fee
 - iii. The surveyor's fee
 - iv. Any administration fee
 - v. The outstanding charges

These sums will be processed in the same manner as for a normal sale.

- c. If the debts are greater than the proceeds of sale, consider whether the fees are to have first call on the proceeds or not. The auctioneer's fees will have to be paid in any event and the other fees should also have first call on the proceeds. Any remaining debt is taken off the property and placed against the former owner as a personal debt, to be pursued in the normal manner if economically viable.
- d. If any balance remains from the proceeds of the sale and the whereabouts of the owner/the person first entitled is known, then the balance is paid in the normal way.
- e. If, as is most likely, the owner's whereabouts are not known, then the balance must be paid into an interest bearing account. If no claim is then made within a period of 12 years, the money reverts to the council.

8. Appendices

Issue	How assessed	0 Points	1 Point	2 Points	3 Points
Length of time property has been empty	From Council Tax data		Per year of vacancy		
Number of complaints received about the property	From Uniform	None	1-2	3-4	5+
Level of impact on the surrounding neighbourhood	Physical assessment	None	Low	Moderate	High
State of repair	HHSRS inspection	No disrepair	Low	Moderate (Cat 2 hazard)	High (Cat 1 Hazard)
Attracting secondary issues e.g. fly tipping/antisocial behaviour	From Uniform	None	Low	Moderate	High
Local Housing Demand	Analysis of bids on Choice Based Letting scheme	Low	-	-	High
Empty Property High Incidence Ward area	Annual ward analysis of LTE	Not in priority ward	-	-	In Priority Ward
Outstanding debt on property e.g. Works in default	Local Land Charges	None	Below Enforced Sale Threshold	At Enforced Sale Threshold	Above Enforced Sale Threshold
Owner engagement	-	Owner identified and has clear plans for property	Owner identified and is engaging with Council	Owner identified but refusing to engage	Owner unknown

Dear,

Property Address:

Subject:

I am writing to you as our records show/suggest that you have an interest in the above vacant property.

On the dates shown below notices were served upon you requiring you to undertake work in order to remedy unsatisfactory circumstances. Because you did not comply with the notice/s, the Council arranged for the work to be carried out in default once it/they had expired. The cost of the work totals £500.00 excluding interest. This is now a debt which you owe the Council and one which comprises a local land charge attached to the property.

Date of Notice	Legislation	Date of Work	Amount

Please note that, should you fail to settle these outstanding debts, or contact the Council within 28 days to discuss this matter, the Council may serve on you a notice under Section 103(1) of the Law of Property Act 1925 which would advise you of its intention to sell the above property or some part of such property.

Please also note that the Council will exercise its right to charge interest at a rate of not more than 2% above the current Bank of England base rate, on any sums that are owed to it. For any works where a Section 81a notice applies, interest will run from the date of service of such notice; in all other cases, interest will run from the date of service of the aforementioned Section 103(1) notice should it be necessary to serve such notice.

Please be advised that you should contact the officer named at the top of this letter, as the Councils Finance Department will not take payment without authorisation from that named officer

This letter has been sent to all those that have, or appear to have, an interest in the above property

Yours faithfully,

Notice under Section 81A of the Environmental Protection Act 1990 relating to: Property
Address

To: XXXX

On (date) the council served on you a Notice under Section 80 of the Environmental Protection Act 1990 ("the Act") requiring the execution of certain works and the taking of such other steps in relation to the above property to abate the nuisance or prohibit or restrict its occurrence or recurrence arising from the defective state of such property.

You failed to comply with such Notice and the Council, in default, carried out such works and took such steps as aforesaid at a total cost to the Council of (£ XXX). This is the sum recoverable by the Council pursuant to Section 81(4) of the Act in respect of the above Notice and this Notice is given pursuant to Section 81A of the Act.

I am required by Subsection 81A(2) of the Act to advise you that, pursuant to Subsection 81A(1) thereof, where any expenses are recoverable under Section 81(4) of the Act from a person who is the owner of the premises there mentioned and the local authority serves a Notice on him under Section 81A of the Act (pursuant to which this Notice is given):

- a) The expenses shall carry interest, at such reasonable rate as the local authority may determine, from the date of service of the Notice until the whole amount is paid, and
- b) Subject to the provision of Section 81A of the Act, the expenses and accrued interest shall be a charge on the premises.

The rate of interest payable is determined by the Council as referred to in a) above and varies from time to time.

I am further required to advise you of the provisions of Subsections 81A(4) to (6) of the Act which are as follows:

- (4) Subject to any Order under Subsection (7)(b) or (c) below, the amount of any expenses specified in a Notice under this Section and the accrued interest shall be a charge on the premises:
 - a) as from the end of the period of 21 days beginning with the date of service of the Notice or,
 - b) where an appeal is brought under Subsection (6) below, as from the final determination of the appeal, until the expenses and interest are recovered.
- (5) for the purposes of Subsection (4) above, the withdrawal of an appeal has the same effect as a final determination of the appeal.
- (6) a person served with a Notice or copy of a Notice under this section may appeal against the Notice to the County Court within a period of 21 days beginning with the date of service.

If you are in any doubt as to the effect of this Notice, you should take legal advice.

Dated:

Signed:

Notice under Section 103(1) of the Law of Property Act 1925/ Letter before action (where the Environmental Protection Act applies) relating to: *Property Address*

On the (date), the Council served on you Notice under Section 80 of the Environmental Protection Act 1990 ("the Act") requiring you to carry out certain works to the above property. You failed to comply with such Notice and the Council, in default, carried out such works at a total cost to the Council of £ **XXX**

This is now a debt that is due to the Council as well as a Local Land Charge attaching to the above property. Also, interest is now accruing on such amount at the current statutory rate.

On the date the Council gave you Notice under Section 81A of the Act and the period of 21 days referred to in Subsections 81A (4) (a) and (6) having elapsed and no appeal against that Notice having been made pursuant to the said Subsection 81A (6) then by virtue of the provisions of Subsection 81A (4) of the Act:

1. The expenses incurred by the Council as referred to above and the accrued interest have become a charge on the above property and
2. The Council has for the purpose of enforcing the said charge by virtue of Subsection 81A (8) of the Act all the same powers and remedies under the Law of Property Act 1925, and otherwise, as if it were a mortgagee by deed having powers of sale and lease, of accepting surrenders of leases and of appointing a receiver.

The council now requires you to pay to it immediately the above amount with the interest owing in respect of it on the date of payment. If you do not pay the amounts due, the Council, without further Notice, can:

- 1) If the debt is not paid within 28 days from the service of this Notice commence proceedings in the County Court for the recovery of the debt or
- 2) If the debt is not paid within three months from the date of service of this Notice sell the above property or some part of such property.

Please note that the Council is legally obliged to give you Notice pursuant to Section 103 (1) of the Law of Property Act 1925 if it chooses the option in point (2) above and this letter constitutes such a Notice.

I would remind you that once again you are required to settle the amounts due to the Local Authority and it is important that you contact me within 28 days to advise me how you intend to proceed.

Please note that you must only attempt to settle this matter after contacting me, as the Finance Department will not take payment without my authorisation and you may incur extra charges through the delay.

If you are in doubt as to the effect of this Notice you should take legal advice.

Dated:

Signed:

Notice under Section 103(1) of the Law of Property Act 1925/ Letter before action (where the Environmental Protection Act does not apply) relating to: *Property Address*

To:

On the (date), the Council served on you Notice under the provision of [Statute and Section] requiring you to carry out certain works to the above property. You failed to comply with such Notice and the Council, in default, carried out such works at a total cost to the Council of £ XXX

On the (date), the Council served on you Notice under the provision of [Statute and Section] as above requiring you to carry out certain works to the above property. You failed to comply with such Notice and the Council, in default, carried out such works at a total cost to the Council of £ XXX

On the (date), the Council served on you Notice under the provision of [Statute and Section] as above requiring you to carry out certain works to the above property. You failed to comply with such Notice and the Council, in default, carried out such works at a total cost to the Council of £ XXX

On the (date), the Council served on you Notice under the provision of [Statute and Section] as above requiring you to carry out certain works to the above property. You failed to comply with such Notice and the Council, in default, carried out such works at a total cost to the Council of £ XXX

These are now debts that are due to the Council as well as Local Land Charges attaching to the above property. Also, interest is now accruing on such amount at the current statutory rate.

By virtue of the provisions of the above statute(s), the debts due to the Council have, from the date of completion of the said works, taken effect, until recovered, as charges on the above property and the Council has all the same powers and remedies under the Law of Property Act 1925 and otherwise, as if it was a mortgagee by deed having powers of sale and lease, of accepting surrenders of leases and of appointing a receiver.

The council now requires you to pay to it immediately the above amount with the interest owing in respect of it on the date of payment. If you do not pay the amounts due, the Council, without further Notice, can:

- 1) If the debt is not paid within 28 days from the service of this Notice commence proceedings in the County Court for the recovery of the debt or
- 2) If the debt is not paid within three months from the date of service of this Notice sell the above property or some part of such property.

Please note that the Council is legally obliged to give you Notice pursuant to Section 103 (1) of the Law of Property Act 1925 if it chooses the option in point (2) above and this letter constitutes such a Notice.

I would remind you that once again you are required to settle the amounts due to the Local Authority and it is important that you contact me within 28 days to advise me how you intend to proceed.

Please note that you must only attempt to settle this matter after contacting me, as the Finance Department will not take payment without my authorisation and you may incur extra charges through the delay.

If you are in doubt as to the effect of this Notice you should take legal advice.

Dated:

Signed:

Example of Record of Service of Notice form

RECORD OF SERVICE OF NOTICE

THE PREVENTION OF DAMAGE BY PESTS ACT 1949 AND THE BUILDING ACT 1984

Property: **XXXX** ("the Property")

I, (**name**) confirm that I have given/served a notice in respect of the Property under the Prevention of Damage by Pests Act 1949, Building Act 1984 and certify that:

1. **a) Property unoccupied – registered/unregistered title**

The property was at the date of giving/service of the said notice, unoccupied and the notice was served by addressing it to the owner or occupier of the Property and affixing it, or a copy of it, to some conspicuous part of the Property and a notice was also given/served by (*detail also any other method of service*)

b) Property occupied – registered title

The property was at the date of giving/service of the said notice, occupied and I made reasonable enquiry to ascertain the name and address of the person to or on whom the notice should be given or served (including a search at the Land Registry which revealed that the property is registered) and the notice was given/served by (*detail also any other method of service*)

c) Property occupied – unregistered title

The property was at the date of giving/service of the said notice, occupied and I made reasonable enquiry to ascertain the name and address of the person to or on whom the notice should be given or served (including a search at the Land Registry which revealed that the property was unregistered) and the notice was given/served by (*detail also any other method of service*)

Type of Notice:

Notice Ref Number:

Date of Notice:

Signed:

Designation:

Date:

Letter to interested parties

Dear,

Property:

Your Charge Dated:

I am aware from the contents of the registers of title number [], which relates to the above property, that you have a charge registered against the same. That charge is dated [] and the owner of the property is shown to be [].

The Council has, pursuant to its statutory powers, carried out certain works to the above property, the costs of which have been registered in Part 2 of the Register of Local Land Charges as financial charges

The statutes pursuant to which the Council has carried out such works confer, in favour of the Council, a charge on the premises and all estates and interests therein and the Council has, for the purposes of enforcing the charge all the same powers and remedies under the Law of Property Act 1925, and otherwise as if it were a mortgagee by deed having powers of sale, of lease, of accepting surrenders of leases and of appointing a receiver. The said statutes confer a priority on the Council's charge over your own charge and therefore, when registered, the Council will be first chargee.

The Council proposes, pursuant to its statutory powers, to register the financial charges against the title to the above premises. Thereafter the Council may exercise its power of sale over the property and apply the proceeds of sale towards the discharge of the debt due to the Council.

If you wish to pay the outstanding debt due to the Council, I will provide details of the outstanding amounts. Otherwise, I should be grateful if you would forward to me all the title deeds and documents in your possession relating to the property.

If you do not have the deeds and documents in your possession, please let me know. I should be grateful if you were then able to let me know their whereabouts.

If you wish to discuss this matter, please do not hesitate to contact me on the above details

Yours Faithfully

Example of resolution – Section 76, Building Act 1984

PROPERTY:

BUILDING ACT 1984

XXXX COUNCIL

1. Whereas **XXXX** Council (“the Council”) is a “local authority” within the meaning of Section 126 of the Building Act 1984 (“the Act”).
2. And whereas a local authority, if it considers that any premises are in such a state as to be prejudicial to health or a nuisance, and unreasonable delay in remedying that defective state would be occasioned by following the procedure prescribed by Section 80 of the Environmental Protection Act 1990 may, under Section 76 of the Act , serve Notice on the owner or occupier of those premises stating that the local authority intend to remedy the defective state and may do so, subject to there being no counter-notice served by the owner or occupier.
3. And whereas a notice under Section 76 of the Act is to be served in accordance with Section 94 of the Act.
4. And whereas the expense of such works may, by virtue of Subsection (2) of Section 76 of the Act, be recovered from the owner or occupier of the premises and such expense plus interest thereon, by virtue of Section 107 of the Act, from the date of completion of the works shall, until recovered, be a charge upon the premises and all estates and interests in them and gives a local authority for the purposes of enforcing such a charge, all the powers and remedies under the Law of Property Act 1925 and otherwise as if they were mortgagees by deed.
5. And whereas such charge is by virtue of Section 1(1)(a) of the Local Land Charges Act 1975, registerable as a Local Land Charge.
6. And whereas, under Section 7 of the Local Land Charges Act 1975, a local land charge falling within the aforementioned Section 1(1)(a) takes effect as if it had been created by deed of charge, by way of legal mortgage within the meaning of the Law of Property Act 1925, but without prejudice to the priority of the charge.
7. And whereas Section 101 of the Law of Property Act 1925 provides that a mortgagee by deed shall have inter alia the power of sale of the property so mortgaged.
8. And whereas pursuant to a notice dated [] the Council gave Notice to the owner or owners of the property known as [] (“the premises”) under Section 76 of the Act by serving the Notice in accordance with Section 94 of the Act by –

ALTERNATIVE 1 addressing the Notice to [] and delivering it to that person **and/or**

ALTERNATIVE 2 addressing the Notice to [] and leaving it or sending it in a pre-paid letter addressed to that person at [] being the usual or last known residence of that person **and/or**

ALTERNATIVE 3 addressing the Notice to the Secretary or Clerk of [XXXX Limited] at [], being the registered or principal office of [XXXX Limited] and delivering it or sending it in a pre-paid letter to that address **and/or**

ALTERNATIVE 4 (it not being practicable, after reasonable inquiry having been made, to ascertain the name and address of the person to or on whom the Notice should be given or served) addressing the Notice to the owner or owners of the premises (naming the premises) and either delivering it to some person on the premises or (there being no person on the premises to whom it can be delivered) affixing the Notice or a copy of it to some conspicuous part of the premises.

ALTERNATIVE 5 (the premises at the date such Notice is given or served being unoccupied) addressing the Notice to the owner or owners of the premises (naming the premises) and affixing the Notice or a copy of it to some conspicuous part of the premises stating that the Council intended to remedy the defective state of the premises after the expiration of [] days from the date of service of the Notice by carrying out the following works: [XXXX]

9. And whereas there being no counter-notice served upon the Council within the period prescribed by Section 76(3) of the Act, the Council executed the said works between the [date] and the [date] at a cost to the Council of £ [].
10. And whereas on the [date] the Council registered the cost of the works in Part II of the Council's Local Land Charges Register as a specific financial charge against the premises, such charge attracting interest at such a rate from time to time applying.
11. And whereas pursuant to a Notice dated [] the Council gave Notice to the owner or owners of the property known as [] ("the premises") under Section 76 of the Act by serving the Notice in accordance with Section 94 of the Act by

ALTERNATIVE 1 addressing the Notice to [] and delivering it to that person **and/or**

ALTERNATIVE 2 addressing the Notice to [] and leaving it or sending it in a pre-paid letter addressed to that person at [] being the usual or last known residence of that person **and/or**

ALTERNATIVE 3 addressing the Notice to the Secretary or Clerk of [XXXX Limited] at [], being the registered or principal office of [XXXX Limited] and delivering it or sending it in a pre-paid letter to that address **and/or**

ALTERNATIVE 4 (it not being practicable, after reasonable inquiry having been made, to ascertain the name and address of the person to or on whom the Notice should be given or served) addressing the Notice to the owner or owners of the premises (naming the premises) and either delivering it to some person on the premises or (there being no person on the premises to whom it can be delivered) affixing the Notice or a copy of it to some conspicuous part of the premises.

ALTERNATIVE 5 (the premises at the date such Notice is given or served being unoccupied) addressing the Notice to the owner or owners of the premises (naming the premises) and affixing the Notice or a copy of it to some conspicuous part of the premises stating that the Council intended to remedy the defective state of the premises after the expiration of [] days from the date of service of the Notice by carrying out the following works: [XXXX]

12. And whereas there being no counter-notice served upon the Council within the period prescribed by Section 76(3) of the Act, the Council executed the said works between the [date] and the [date] at a cost to the Council of £ XXX.
13. And whereas on the [date] the Council registered the cost of the works in Part II of the Council's Local Land Charges Register as a specific financial charge against the premises, such charge attracting interest at such a rate from time to time applying.
14. And whereas the said monies continue to remain outstanding

XXXX COUNCIL being now desirous of exercising their aforementioned power of sale over the premises to recover the costs they have incurred in relation thereto,

HEREBY RESOLVES

1. (i) To make application to the District Land Registry for Lancashire and Greater Manchester under the Land Registration Act 1925 to register their charge against all titles subsisting in the premises.

(ii) To claim, affirm and avow in said application the binding nature of the Council's charge on all estates and interests in the premises and the priority of the Council's charge over all existing and future charges affecting each and every title in the premises (whether or not they be registered), such claims, affirmations and avowals being supported by the decisions in Bristol Corporation-v-Virgin [1928] 2.K.B.622 and Paddington Borough Council-v-Finucane [1928] Ch567.

(iii) To affix the Council seal hereto.

HEREBY CERTIFIES TO HM LAND REGISTRY

2. (i) As recited in paragraph 4 of this resolution, the Act contains provisions conferring a charge on the premises and interests therein.
(ii) As further recited in paragraph 4 of this resolution, the Act confers on the Council all the powers and remedies under the Law of Property Act 1925 and otherwise as if it were a mortgage by deed.
(iii) The Council has followed the procedure in the Act as to services of Notices and the carrying out of the works
(iv) The charge (s) for which an application for registration is made pursuant to 1(i) above affects the whole of the property known as [] and registered under title number (s) [].
(v) As recited in paragraphs 10 and 13 of this resolution, the charge (s) for which an application for registration is made pursuant to 1(i) hereof was/were registered in Part II of the Council's Register of Local Land Charges on the [] and the []

Dated:

The COMMON SEAL of the XXXXX Council was hereunto affixed in pursuance of an Order of the Council

Authorised Signatory:

Land Registry

Application to change the register

AP1

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

Land Registry is unable to give legal advice, but you can find guidance on Land Registry applications (including our practice guides for conveyancers) at www.gov.uk/land-registry.

Conveyancer is a term used in this form. It is defined in rule 217A, Land Registration Rules 2003 and includes persons authorised under the Legal Services Act 2007 to provide reserved legal services relating to land registration and includes solicitors and licensed conveyancers.

Where there is more than one local authority serving an area, enter the one to which council tax or business rates are normally paid.

Enter the title number of each title that requires an entry to be made in that register.

Place 'X' in the appropriate box.

Give a brief description of the part affected, for example 'edged red on the plan to the transfer dated'.
.....

To find out more about our fees visit www.gov.uk/government/collections/fees-land-registry-guides

Place 'X' in the appropriate box.

LAND REGISTRY USE ONLY

Record of fees paid

Particulars of under/over payments

Reference number

Fees debited £

1	Local authority serving the property: Full postcode of property (if any):																				
2	Title number(s) of the property:																				
3	The application affects <input type="checkbox"/> the whole of the title(s) <input type="checkbox"/> part of the title(s) as shown:																				
4	Application, priority and fees <table border="1"> <thead> <tr> <th>Applications in priority order</th> <th>Price paid/Value (£)</th> <th>Fees paid (£)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2">Total fees (£)</td> <td> </td> </tr> </tbody> </table> Fee payment method <input type="checkbox"/> cheque made payable to 'Land Registry'			Applications in priority order	Price paid/Value (£)	Fees paid (£)													Total fees (£)		
Applications in priority order	Price paid/Value (£)	Fees paid (£)																			
Total fees (£)																					

The fee will be charged to the account specified in panel 7.

☐ direct debit, under an agreement with Land Registry

List the documents lodged with this form. We only need certified copies of deeds or documents you send to us with Land Registry application forms. Once we have made a copy of the documents you send to us, they will be destroyed, this applies to both originals and certified copies

5 Documents lodged with this form:

Provide the full name(s) of the person(s) applying to change the register. Where a conveyancer lodges the application, this must be the name(s) of the client(s), not the conveyancer.

6 The applicant:

Complete as appropriate where the applicant is a company. Also, for an overseas company, unless an arrangement with Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003.

For UK incorporated companies/LLPs

Registered number of company or limited liability partnership including any prefix:

For overseas companies

(a) Territory of incorporation:

(b) Registered number in the United Kingdom including any prefix:

This panel must always be completed.

If you are paying by direct debit, this will be the account charged.

This is the address to which we will normally send requisitions. However if you insert an email address, we will use this whenever possible.

7 This application is sent to Land Registry by

Key number (if applicable):

Name:

Address or UK DX box number:

Email address:

Reference:

Phone no:

Fax no:

Complete this panel if you want us to notify someone else that we have completed this application.

8 Third party notification

Name:

Address or UK DX box number:

Email address:

Reference:

Place 'X' in the appropriate box.

In this and panel 10, each proprietor may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address.

Where a charge has an MD reference we will ignore an address given in this panel unless the charge is in favour of a United Kingdom bank and neither the charge form nor any agreement we have with the lender specifies an address for service.

For permitted addresses see note to panel 9.

Complete as appropriate where the lender is a company. Also, for an overseas company, unless an arrangement with Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003.

If this statement applies (i) place 'X' in the box and (ii) enclose Form DI.

Section 27 of the Land Registration Act 2002 lists the registrable dispositions.

Rule 57 of the Land Registration Rules 2003 sets out the disclosable overriding interests that you must tell us about.

Full details of the evidence of identity that is required can be found in [Practice Guide 67](#) and in ['Completing the evidence of identity panels on forms AP1, FR1, and DS2'](#) both of which can be found on the GOV.UK website.

- 9 The address(es) for service for each proprietor of the registered estate(s) to be entered in the register is
- ☐ the address of the property (where this is a single postal address)
 - ☐ the address(es) for service from the transfer/assent
 - ☐ (for existing proprietors who are remaining in the register) the current address(es) for service in the register
 - ☐ the following address(es):

- 10 Name and address(es) for service of the proprietor of any new charge to be entered in the register:

For UK incorporated companies/LLPs

Registered number of company or limited liability partnership including any prefix:

For overseas companies

(a) Territory of incorporation:

(b) Registered number in the United Kingdom including any prefix:

- 11 Disclosable overriding interests

- ☐ This application relates to a registrable disposition and disclosable overriding interests affect the registered estate.

- 12 Confirmation of identity

When registering transfers, charges, leases and other dispositions of land, or giving effect to a discharge or release of a registered charge, Land Registry relies on the steps that conveyancers take, where appropriate, to verify the identity of their clients. These checks reduce the risk of property fraud.

Where a person was not represented by a conveyancer, Land Registry requires 'evidence of identity' in respect of that person, except where the first alternative in panel 13(2) applies.

Place 'X' in the appropriate box.

Conveyancer is defined in rule 217A, Land Registration Rules 2003 and includes persons authorised under the Legal Services Act 2007 to provide reserved legal services relating to land registration and includes solicitors and licensed conveyancers.

Place 'X' in the box in the second column if the person or firm who is sending the application to Land Registry represented that party in the transaction. Otherwise complete the details in the third column. If the party is not represented insert 'none' in the third column.

'Evidence of identity' is evidence provided in accordance with any current direction made by the Chief Land Registrar under section 100(4) of the Land Registration Act 2002 for the purpose of confirming a person's identity.

If this application is to register a transfer, lease or charge, or to give effect to a discharge in Form DS1 or a release in Form DS3 complete one of the following

☐ I am a conveyancer, and I have completed panel 13

☐ I am not a conveyancer, and I have completed panel 14

13 Where the application is sent to Land Registry by a conveyancer

(1) Details of conveyancer acting

If you are sending an application to register a transfer, lease or charge, for each party to each disposition that is to be registered state in the table below the details of the conveyancer (if any) who represented them.

Where a party is not represented by a conveyancer you must also complete (2) below.

Name of transferor, landlord, transferee, tenant, borrower or lender		Conveyancer's name, address and reference
	<input type="checkbox"/>	Reference:
	<input type="checkbox"/>	Reference:
	<input type="checkbox"/>	Reference:

If you are sending an application to give effect to a discharge in Form DS1 or release in Form DS3 for each lender, state in the table below the details of the conveyancer (if any) who represented them.

Place 'X' in the box in the second column if the person or firm who is sending the application to Land Registry represented that party in the transaction. Otherwise complete the details in the third column. If the party is not represented insert 'none' in the third column.

Where a lender is not represented by a conveyancer you must also complete (2) below.

Name of lender		Conveyancer's name, address and reference
	<input type="checkbox"/>	Reference:
	<input type="checkbox"/>	Reference:

Place 'X' in the appropriate box(es).

Insert the name of each unrepresented transferor, landlord, transferee, tenant, borrower or lender for whom you give this confirmation.

Evidence of identity is defined in panel 12. Full details of the evidence of identity that is required can be found in [Practice Guide 67](#) available on the [GOV.UK](#) website.

(2) Evidence of identity

Where any transferor, landlord, transferee, tenant, borrower or lender listed in (1) was not represented by a conveyancer

☐ I confirm that I am satisfied that sufficient steps have been taken to verify the identity of

and that they are the registered proprietor or have the right to be registered as the registered proprietor

☐ I enclose evidence of identity in respect of each unrepresented transferor, landlord, transferee, tenant, borrower or lender for whom I have not provided the confirmation above

14 Where the application is sent to Land Registry by someone who is not a conveyancer

(1) Details of conveyancer acting

If you are sending an application to register a transfer, lease or charge (i.e. a mortgage), for each party to each disposition that is to be registered, state in the table below the details of the conveyancer (if any) who represented them.

You must also complete (2) below.

If the party is not represented insert 'none' in the second column.

Name of transferor, landlord, transferee, tenant, borrower or lender	Conveyancer's name, address and reference
--	---

			Reference:
			Reference:
			Reference:

If the party is not represented insert 'none' in the second column.

If you are sending an application to give effect to a discharge in Form DS1 or release in Form DS3, for each lender state in the table below the details of the conveyancer (if any) who represented them.

You must also complete (2) below.

Name of lender	Conveyancer's name, address and reference
	Reference:
	Reference:

Place 'X' in the appropriate box(es).

Evidence of identity is defined in panel 12. Full details of the evidence of identity that is required can be found in ['Completing the evidence of identity panels on forms AP1, FR1, and DS2'](#) available on the GOV.UK website.

(2) Evidence of identity

- ☐ for each applicant named in panel 6 is enclosed
- ☐ for each unrepresented transferor, landlord, transferee, tenant, borrower or lender listed in (1) is enclosed

If a conveyancer is acting for the applicant, that conveyancer must sign.

If no conveyancer is acting, the applicant (and if the applicant is more than one person then each of them) must sign.

15

Signature of conveyancer:

Date: -----

OR

Signature of applicant: -----

Date:

WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

Land Registry

Application for noting the overriding priority of a statutory charge



If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

Land Registry is unable to give legal advice, but you can find guidance on Land Registry applications (including our practice guides for conveyancers) at www.gov.uk/land-registry.

Conveyancer is a term used in this form. It is defined in rule 217A, Land Registration Rules 2003 and includes persons authorised under the Legal Services Act 2007 to provide reserved legal services relating to land registration and includes solicitors and licensed conveyancers.

LAND REGISTRY USE ONLY

Record of fees paid

Particulars of under/over payments

Reference number
Fees debited £

Where there is more than one local authority serving an area, enter the one to which council tax or business rates are normally paid.

Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.

Place 'X' in the appropriate box.

State reference, for example 'edged red'.

To find out more about our fees visit www.gov.uk/government/collections/fees-land-registry-guides

Place 'X' in the appropriate box.

The fee will be charged to the account specified in panel 6.

1	Local authority serving the property:					
2	Title number(s) of the property:					
3	Property: The statutory charge affects <input type="checkbox"/> the whole of each registered estate <input type="checkbox"/> the part(s) of the registered estate(s) shown on the attached plan:					
4	Application and fee <table border="1"> <tr> <td>Application</td> <td>Fee paid (£)</td> </tr> <tr> <td>Noting of priority of statutory charge</td> <td></td> </tr> </table> Fee payment method <input type="checkbox"/> cheque made payable to 'Land Registry' <input type="checkbox"/> direct debit, under an agreement with Land Registry		Application	Fee paid (£)	Noting of priority of statutory charge	
Application	Fee paid (£)					
Noting of priority of statutory charge						

Provide the full name(s) of the person(s) applying for the noting of the overriding priority. Where a conveyancer lodges the application, this must be the name(s) of the client(s), not the conveyancer.

5 The applicant:

This panel must always be completed.
If you are paying by direct debit, this will be the account charged.
This is the address to which we will normally send requisitions. However if you insert an email address, we will use this whenever possible.

6 This application is sent to Land Registry by

Key number (if applicable):

Name:

Address or UK DX box number:

Email address:

Reference:

Phone no:

Fax no:

List the documents lodged with this form. If this application is accompanied by either Form AP1 or FR1 please only complete the corresponding panel on Form AP1 or DL (if used). Original documents are only required if your application is a first registration, when we will return the originals if a certified copy is supplied. If your application is not a first registration then we only need certified copies of deeds or documents you send to us with Land Registry application forms. Once we have made a copy of the documents you send to us, they will be destroyed, this applies to both originals and certified copies.

7 Documents lodged with this form:

Place 'X' in the appropriate box and complete as necessary.

- 8
- ☐ I certify that the statutory charge is already registered as entry number in the charges register
- ☐ I certify that the statutory charge has arisen and this is evidenced by:

State the provision or other reason.

9 The applicant applies for an entry to be made in the register to show that a statutory charge referred to in panel 8 has priority over the charge(s) shown in panel 10. The statutory charge has priority by virtue of:

If there are two or more charges of the same date to the same lender, you must clearly identify which charge(s) priority is claimed over by including a number or other identifier for the charge in the first column.

10 Identify the charge(s) over which priority is claimed

Date of charge

Lender

If a conveyancer is acting for the applicant, that conveyancer must sign. If no conveyancer is acting, the applicant (and if more than one person then each of them) must sign.

11	Signature of applicant or their conveyancer: -----
	Date:

WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

© Crown copyright (ref: LR/HO) 09/14

Letter to Land Registry in respect of unregistered property

Your ref:

Our ref:

Date:

The Chief Land Registrar

XXXXXX

Dear Sir,

Property:

I refer to the above property, which has today been transferred by the Council under the Enforced Sale Procedure.

In accordance with the procedure agreed with you I, on behalf of the Council and being duly authorised to DO so, hereby certify that:

1. As recited in clause [] of the Contract for Sale dated [] the Act (as referred to therein) contains provision conferring a charge on the Premises and on all estates and interests therein.
2. As further recited in clause [] of the said Contract for Sale the Act confers on the Council all the powers and remedies under the Law of Property Act 1925 and otherwise as if they were mortgagee by deed.
3. The Council has followed the procedure in the Act as to service of notices and the carrying out of the works.
4. The charge(s) pursuant to which the Council has disposed of the property affect(s) the whole of the property known as [] today disposed of by the Council.
5. As recited in clause [] of the Contract for Sale the charge(s) pursuant to which the Council has disposed of the property was/were registered in Part 2 of the Register of Local Land Charges on the [].

Yours Faithfully

Council Solicitor

Dear,

Re:

Address:

I refer to the above and my letter dated, requesting the Title Deeds and advising you of the Council's statutory powers in relation to the charges outstanding in respect of the above property.

In that letter, I advised you that the Council has the power to sell the above property, for the purpose of enforcing the charge and to deduct from the proceeds of sale the debts due to the Council.

The Council's charge has now been registered at HM Land Registry and it is now the Council's intention to market the property with a view to a sale thereof.

Yours Faithfully,

Dear,

Re:

Address:

The Council has, pursuant to its statutory powers. Carried out certain works to the above premises, the cost of which have been registered in Part 2 of the Register of Local Land Charges as financial charges. Notice(s) detailing the works and the costs have been served, together with Notice(s) of demand for payment of the amount(s) due to the Council in order to satisfy the requirements of Section 103(1) of the Law of Property Act 1925.

The statutes pursuant to which the Council has carried out such works confer, in favour of the Council, a charge on the premises and all estates and interests therein and the Council has, for the purposes of enforcing the charge all the same powers and remedies under the Law of Property Act 1925, and otherwise as if it were a mortgagee by deed having powers of sale, of lease, of accepting surrenders of leases and of appointing a receiver.

The Council proposes, pursuant to its statutory powers, to register the said financial charges against the title to the above premises. Once the charge(s) have been registered, the Council may then sell the premises and apply the proceeds of sale towards the discharge of the debt. If, however, the debt is greater than the proceeds received on any sale, the Council has the right to pursue you for any balance owing, if necessary by legal action.

I should therefore be grateful if you would make arrangements through me for the discharge of the outstanding debt or, if you are not prepared to do this, then please forward to me all the title deeds in your possession relating to the above property. If they are not in your possession, please let me know and advise me of the whereabouts of the deeds.

Please note, if I hear nothing from you within 21 days from the date hereof, I will proceed to register the Council's charges against your title to the above premises.

If you wish to discuss this matter, please do not hesitate to contact me on the above details.

Yours faithfully,

Suggested Special Conditions

Building Act 1984 (Section 76) Charge – Unregistered Property

1. The Property

All that Property situate at and known as [] on the borough of XXXXX shown for identification purposes only edged red on the attached plan.

2. Recitals

2.1 WHEREAS the Vendor is a “local authority” within the meaning of S126 of the Building Act 1984 (“the Act”) and the steps taken by the Vendor as referred to in these recitals were taken in their capacity as a local authority within the meaning of the Act

2.2 AND WHEREAS a local authority, if it considers that any premises are in such a state as to be prejudicial to health or a nuisance, and unreasonable delay in remedying that defective state would be occasioned by following the procedure prescribed by Section 80 of the Environmental Protection Act 1990 may, under Section 76 of the Act , serve Notice on the owner or occupier of those premises stating that the local authority intend to remedy the defective state and may do so, subject to there being no counter-notice served by the owner or occupier.

2.3 AND WHEREAS a notice under Section 76 of the Act is to be served in accordance with Section 94 of the Act.

2.4 AND WHEREAS the expense of such works may, by virtue of Subsection (2) of Section 76 of the Act, be recovered from the owner or occupier of the premises and such expense plus interest thereon, by virtue of Section 107 of the Act, from the date of completion of the works shall, until recovered, be a charge upon the premises and all estates and interests in them and gives a local authority for the purposes of enforcing such a charge, all the powers and remedies under the Law of Property Act 1925 and otherwise as if they were mortgagees by deed.

2.5 AND WHEREAS s such charge is by virtue of Section 1(1)(a) of the Local Land Charges Act 1975, registerable as a Local Land Charge.

2.6 AND WHEREAS under Section 7 of the Local Land Charges Act 1975, a local land charge falling within the aforementioned Section 1(1)(a) takes effect as if it had been created by deed of charge, by way of legal mortgage within the meaning of the Law of Property Act 1925, but without prejudice to the priority of the charge.

2.7 AND WHEREAS Section 101 of the Law of Property Act 1925 provides that a mortgagee by deed shall have inter alia the power of sale of the property so mortgaged.

2.8 AND WHEREAS pursuant to a notice dated [] the Vendor gave Notice to the owner or owners of the property known as [] (“the premises”) under Section 76 of the Act by serving the Notice in accordance with Section 94 of the Act by –

ALTERNATIVE 1 addressing the Notice to [] and delivering it to that person **and/or**

ALTERNATIVE 2 addressing the Notice to [] and leaving it or sending it in a pre-paid letter addressed to that person at [] being the usual or last known residence of that person **and/or**

ALTERNATIVE 3 addressing the Notice to the Secretary or Clerk of [XXXX Limited] at [], being the registered or principal office of [XXXX Limited] and delivering it or sending it in a pre-paid letter to that address **and/or**

ALTERNATIVE 4 (it not being practicable, after reasonable inquiry having been made, to ascertain the name and address of the person to or on whom the Notice should be given or served) addressing the Notice to the owner or owners of the premises (naming the premises) and either delivering it to some person on the premises or (there being no person on the premises to whom it can be delivered) affixing the Notice or a copy of it to some conspicuous part of the premises.

ALTERNATIVE 5 (the premises at the date such Notice is given or served being unoccupied) addressing the Notice to the owner or owners of the premises (naming the premises) and affixing the Notice or a copy of it to some conspicuous part of the premises stating that the Vendor intended to remedy the defective state of the premises after the expiration of [] days from the date of service of the Notice by carrying out the following works: [XXXX]

2.9 AND WHEREAS there being no counter-notice served upon the Vendor within the period prescribed by Section 76(3) of the Act, the Vendor executed the said works between the [date] and the [date] at a cost to the Vendor of £ [].

2.10 AND WHEREAS on the [date] the Vendor registered the cost of the works in Part II of the Council's Local Land Charges Register as a specific financial charge against the premises, such charge attracting interest at such a rate from time to time applying.

2.11 AND WHEREAS the expenses incurred by the Vendor as referred to in Recital 2.9 have become a charge on the premises by virtue of Section 107 of the Act as more particularly referred to in Recital 2.4 and the said expenses continue to remain outstanding.

3. Title

3.1 The title to the property is unregistered and the Vendor does not have in its possession any of the title deeds or documents relating to the Property and the Purchaser shall raise no requisition thereon or objections thereto and shall not be entitled to postpone or delay completion as a result thereof.

3.2 The Vendor cannot produce an up-to-date receipt in respect of any yearly rent (if any) payable on the Property nor any other evidence that any such rent has been paid to date (and in which respect the Vendor shall not be liable for any arrears of such rent up to the date of Actual Completion and which liability the Purchaser will assume on Actual Completion) and the Purchaser shall raise no requisition nor be entitled to delay or postpone completion as a result thereof.

3.3 The Purchaser purchases with full knowledge of the fact that on first registration of the title to the Property at HM Land Registry the Chief Land Registrar will make an entry against such

title on the following (or similar terms) and the Purchaser shall make no claim or demand against the Vendor in regard thereto:

“The Property is subject to such restrictive covenants and to such rent charges as may have been imposed thereon before [*this will be the date of application for first registration*] and are still subsisting and capable of taking effect”.

4. Possession

Vacant possession of the Property will be given to the Purchaser on Actual Completion

5. Covenants for Title

5.1 The Vendor is selling all of the estates and interests in the Property as are bound by the Charge(s) arising under Section 107 of the Building Act 1984 as referred to in Recital 2.11 of these Special Conditions but freed and discharged from the said Charge(s).

5.2 Sections 1 to 9 of the Law of Property (miscellaneous Provisions) Act 1994 shall not apply to this Agreement and the Transfer of the Property to the Purchaser (“the Transfer”) and the Transfer shall contain the following provisions:

5.2.1 In consideration of £ [**naming the amount of the consideration**] (receipt of which is acknowledged) the Vendor transfers the Property to the Purchaser

5.2.2 The parties agree and declare that the covenants by the Vendor implied by Sections 1 to 9 of the Law of Property (Miscellaneous Provisions) Act 1994 shall not apply to this transfer

6. Matters affecting the Property

The property is sold subject to and (as the case may be) with the benefit of:

6.1 all rents rights exceptions and reservations and covenants and conditions provisions and agreements and declarations or otherwise as subsist and relate to the Property without any obligation or liability on the part of the Vendor (whether as a result of its inability to produce the title deeds or documents to the property or otherwise) to define or provide details of the same.

6.2 all Local Land Charges whether registered or not before or after the date hereof and all matters capable of being registered as such

6.3 all notices served and orders demands proposals or requirements made by any local or public authority whether before or after the date hereof

6.4 all actual or proposed orders directions notices charges restrictions conditions agreements or other matters arising under the town and country planning legislation and environmental law.

6.5 all covenants exceptions and reservations of whatever nature all rights of way water light air and other rights easements quasi easements liabilities and public or private rights whatever and to any liability to repair or contribute to the repair of sewers drains fences or other like

matters as the Purchaser shall have notice of or shall be apparent on inspection of the Property.

7. Indemnity covenant by the Purchaser

The transfer will contain a covenant by the Purchaser with the Vendor that the Purchaser and its successors in title will henceforth observe and perform all such matters subject to which the property is expressed to be sold in Clause 6.1 of these Special Conditions the breach of which would or could expose the Vendor to liability (either direct or indirect) and will contain an indemnity by the Purchaser in favour of the Vendor against all actions proceedings costs claims and demands which may be made against the Vendor in connection with the breach non-performance or non-observance of the same.

8. Subsales

The Vendor will not be required to execute a Transfer of the property to any person other than the Purchaser and in one parcel and by one transfer.

9. General Conditions

9.1 “The General Conditions” means the Standard Conditions of Sale (Fourth Edition)

9.2 The General Conditions are deemed to be incorporated herein so far as the same are applicable to a sale by private treaty and are not varied by or inconsistent with these Special Conditions and the “contract rate” will be four per cent (4%) per annum above the Base Rate for the time being of the Co-operative Bank plc.

9.3 The General Conditions are amended as follows:

9.3.1 Standard Conditions 2.2.5 and 2.2.6 shall not apply and the Deposit shall be paid to the Vendor’s Solicitor as agent for the Vendor

9.3.2 In Standard Condition 3.1.2 sub clause (c) the words “and could not reasonably” shall be deleted

9.3.3 Standard Condition 3.4 shall not apply

9.3.4 Standard Condition 4.6.2 shall not apply

9.3.5 Standard Condition 5.1.1 shall not apply and the buyer assumes the risk when the contract is made

9.3.6 Standard Condition 5.1.2 shall not apply and the buyer must buy the Property in whatever physical state it is in at completion.

9.3.7 Standard Conditions 5.2.2 (b), 5.2.2 (e) and 5.2.2 (g) shall not apply

9.3.8 Standard Condition 5.2.3 shall not apply

9.3.9 Standard Condition 5.2.7 shall not apply

- 9.3.10** In Standard Condition 5.2.2 (f) the words “nor change its use and is to comply with all statutory obligations relating to the property and indemnify the seller against all liability arising as a result of any breach of such obligation” shall be added at the end
- 9.3.11** In Standard Condition 7.1.1 the words “or in negotiation leading to it” and “or was” shall be deleted
- 9.3.12** Standard Condition 7.3.2 shall be deleted and the following substituted:
Compensation is calculated at the contract rate on all sums payable under the contract (other than pursuant to Standard Condition 6.3) for the period between the completion date and actual completion.

10. Non-Merger

The contract will not merge in the Transfer on completion but will continue in full force and effect in relation to any matters outstanding at completion.

11. Condition of the Property

The Purchaser is deemed to have made a full and complete inspection of the Property and to have full knowledge and notice of the state of repair and condition thereof in all respects and the Purchaser shall make no claim or demand whatsoever against the Vendor in respect of any matter or thing arising out of or in connection with the state of repair and condition of the Property or any part thereof.

12. Transfer to take effect subject to General and Special Conditions

The transfer is to take effect as if the disposition is expressly made subject to all matters to which the Property is sold subject under the General Conditions and Special Conditions of sale.

13. Completion date

The sale will be completed at the office of the Vendor's Solicitor before 2.30pm on []

14. Restriction on Assignment

This Agreement is personal to the Purchaser and shall not be capable of assignment.

Dear,

Re:

Address:

I refer to the above property, which has today been transferred by the Council under the Enforced Sale Procedure.

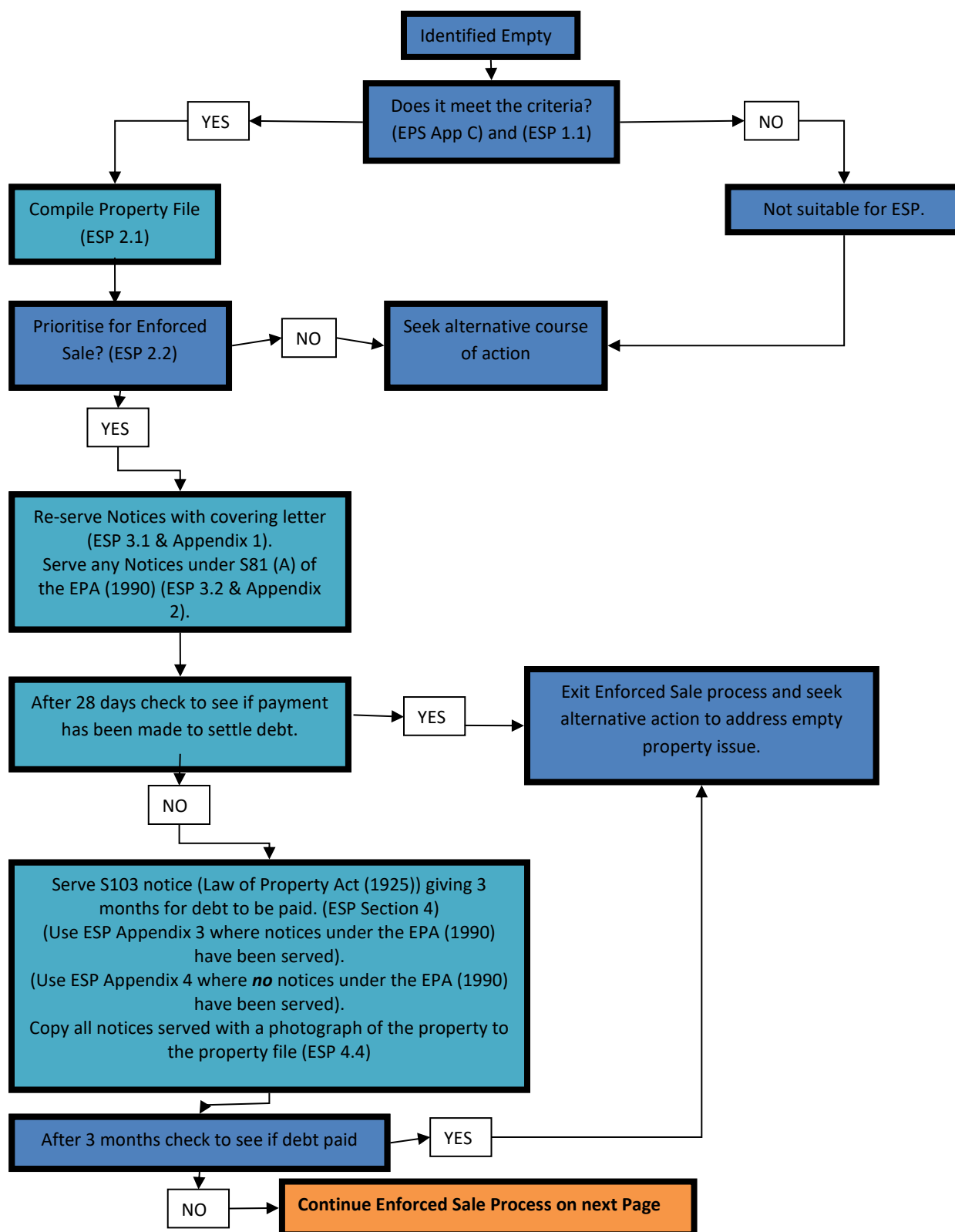
In accordance with the procedure agreed with you, I on behalf of the Council and being duly authorised to do so, hereby certify that:

1. As recited in clause [] of the Contract for Sale dated [] the Act (as referred to therein) contains provision conferring a charge on the Premises and on all estates and interests therein.
2. As further recited in clause [] of the said Contract for Sale the Act confers on the Council all the powers and remedies under the Law of Property Act 1925 and otherwise as if they were mortgagee by deed.
3. The Council has followed the procedure in the Act as to service of notices and the carrying out of the works.
4. The charge(s) pursuant to which the Council has disposed of the property affect(s) the whole of the property known as [] today disposed of by the Council.
5. As recited in clause [] of the Contract for Sale the charge(s) pursuant to which the Council has disposed of the property was/were registered in part 2 of the Register of Local Land Charges on the [].

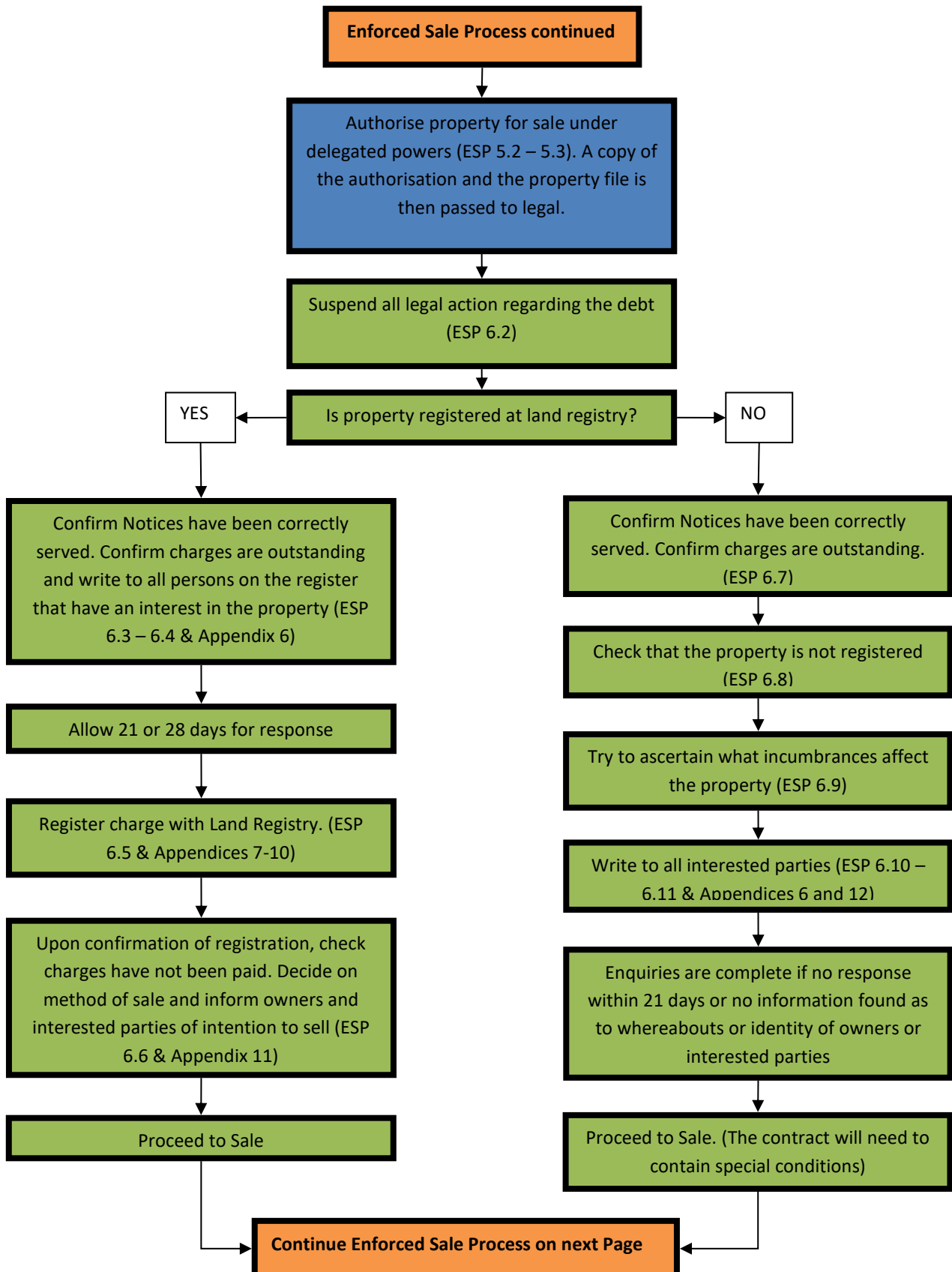
Yours Faithfully,

Solicitor

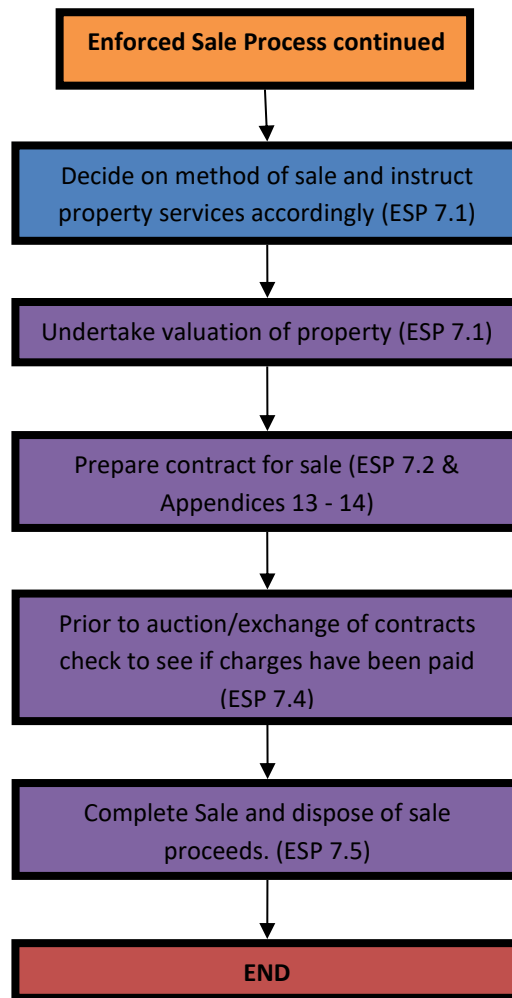
ESP process responsibility flow chart (Page 1)



ESP process responsibility flow chart (Page 2)



ESP process responsibility flow chart (Page 3)



Key to colours



Notices and charges used in the Enforced Sale Procedure

STATUTE	PRIORITY CHARGE	DOES INTEREST ACCRUE?
Public Health Act 1936 S45 (works to closets) & S83 (filthy or verminous)	YES	YES
Local Government (Miscellaneous Provisions) Act 1976 S33 (restore services) & S35 (private sewer)	YES	NO
Local Government (Miscellaneous Provisions) Act 1982 S27 (drains) & S29 (boarding up)	NO	NO
Highways Act 1980 S154 (hedges, trees) & S165 (unfenced land)	YES	NO
Building Act 1984 S59 (drainage), S60 (soil pipes), S76 (defective premises), Ss 77/78 (defective buildings), S79 (dilapidated building) & S84 (yards)	YES	NO
Housing Act 2004 Ss 11 & 12 (improvement), S40(2) (emergency remedial action), Ss 49/50 (recovery of charges for enforcement action)	YES	YES
Town & Country Planning Act 1990 S215 (land condition)	NO	NO
Environmental Protection Act 1990 S80 (statutory nuisance)	YES	YES
Prevention of Damage by Pests Act 1949 S4 (rats and mice)	YES	YES

REPRESENTATIVES ON OUTSIDE BODIES 2018/19

CABINET FUNCTIONS

Organisation	Representative(s)
Age Concern Chesterfield & District	Cabinet Member for Housing and Community Safety
Ambition Partnership Group	Cabinet Member for Partnerships and Transformation
Arts Derbyshire	Cabinet Member for Partnerships and Transformation
Association of Retained Council Housing (ARCH)	Cabinet Member for Housing and Community Safety
Association for Public Service Excellence (a) National (b) Central Region	 (a) Cabinet Member for Partnerships and Transformation (b) Cabinet Member for Housing and Community Safety
Bolsover Community Safety Partnership	Cabinet Member for Housing and Community Safety
Bolsover Countryside Partnership	Cabinet Member for Street Scene
Bolsover District Youth Advisory Panel	Cabinet Member for Partnerships and Transformation
Bolsover District Community Sports Forum	Cabinet Member for Partnerships and Transformation

Organisation	Representative(s)
Bolsover Partnership Board	Leader of the Council Cabinet Member for Partnerships and Transformation
Bolsover Partnership – Health and Wellbeing Partnership	Cabinet Member for Street Scene
Business Executive Advisory Group	Leader of the Council Cabinet Member for Finance and Resources & Sustainable Energy
Citizens Advice Bureau Board of Trustees	Cabinet Member for Corporate Governance
Chesterfield and District Crematorium Joint Committee	Cabinet Member for Housing and Community Safety Cabinet Member for Property and Commercial Services
Chesterfield Royal Hospital NHS Foundation Trust	Cabinet Member for Property and Commercial Services (Term expiring on 1 st January 2019)
Culture Derbyshire Board	Cabinet Member for Partnerships and Transformation
Defra Rural and Farming Network	Cabinet Member for Property and Commercial Services
Derbyshire Energy Partnership	Cabinet Member for Finance and Resources & Sustainable Energy
Derbyshire Children’s Trust Board	Cabinet Member for Partnerships and Transformation

Organisation	Representative(s)
Derbyshire Coalition for Inclusive Living	Cabinet Member for Partnerships and Transformation
Derby and Derbyshire Strategic Leadership Forum	Leader of the Council Deputy Leader of the Council (Substitute) Chief Executive Officer (non voting)
Derbyshire Health and Wellbeing Board	Leader of the Council
Derbyshire Law Centre Management Committee	Cabinet Member for Corporate Governance
Derbyshire Partnership Forum	Leader of the Council Deputy Leader of the Council (substitute) <i>Anti-Poverty Champion</i> Cabinet Member for Corporate Governance
Derbyshire Safer Communities Board	Cabinet Member for Housing and Community Safety
Derbyshire Sport	Cabinet Member for Partnerships and Transformation
Derbyshire Unemployed Workers Centre Bolsover Project	Cabinet Member for Town Centre Renewal, Media and Marketing
D2 Joint Committee for Economic Prosperity	Leader of the Council Deputy Leader of the Council (Substitute)
D2N2 LEP	Leader of the Council (as substitute)

Organisation	Representative(s)
D2N2 Infrastructure Investment Board	Leader of the Council
Dragonfly Development Ltd Board	Cabinet Member for Property and Commercial Services
East Midlands Councils	Leader of the Council
East Midlands Migration Board	Leader of the Council Cabinet Member for Street Scene (Substitute)
Groundwork Creswell	Cabinet Member for Property and Commercial Services
ICT Shared Services Joint Committee	Leader of the Council Deputy Leader of the Council Cabinet Member responsible for ICT
Industrial Communities Alliance	Leader of the Council Cabinet Member for Partnerships and Transformation (Substitute)
Joint Working Board (BDC/NEDDC/CBC)	Leader of the Council Deputy Leader of the Council Chief Executive Officer Councillor R. Bowler (Scrutiny Representative) (Observer) Councillor S. Peake (Scrutiny Representative) (Substitute Observer)
Junction Arts	Cabinet Member for Partnerships and Transformation

Organisation	Representative(s)
LEADER Programme	Cabinet Member for Property and Commercial Services
Local Authorities Energy Partnership	Cabinet Member for Finance and Resources & Sustainable Energy
Local Government Association – General Assembly	Leader of the Council
Local Government Information Unit	Leader of the Council
Markham Employment Growth Zone (MEGZ) Liaison Committee	Leader of the Council
North East & Bolsover Learning Disability Partnership Board	Cabinet Member for Housing and Community Safety
Older Persons Forum	Cabinet Member for Housing and Community Safety
Peak District and Derbyshire Destination Management Partnership	Leader of the Council
Sheffield City Region Combined Authority	Leader of the Council Deputy Leader - Substitute
Sheffield City Region Local Enterprise Partnership (LEP) Board	Leader of the Council
Shirebrook Business Services Board	Cabinet Member for Town Centre Renewal, Media and Marketing
Two Shires Credit Union	Cabinet Member for Finance and Resources & Sustainable Energy

Bolsover District Council

Executive

18th June 2018

<p>Bolsover Partnership Funding and Performance Monitoring April 2017 to March 2018</p>

Report of the Porfolio Holder - Partnerships and Transformation

This report is public

1 Purpose of the Report

1.1 The attached report titled 'Bolsover Partnership Funding and Performance Monitoring April 2017 to March 2018':

- Reports on key activities that the Bolsover Partnership Team has been working on between April 2017 and March 2018
- Highlights key statistics/trends for the district in relation to three of the Partnership's thematic Action Groups – Business and Employment, Health and Well-Being, and Raising Aspirations
- Provides an overview of the Council's Business Growth Fund in Bolsover and the impact of the investment
- Outlines social value outcomes through the B@Home Partnership
- Updates progress on the Building Resilience Programme funded by the Controlling Migration Fund
- Provides an overview of the Council's Grants to Voluntary Organisations programme and the impact of the investment
- Updates progress on the LEADER programme
- Highlights case studies demonstrating the impact of project activity to local people

2 Report Details

2.1 Please see attached report.

3 Conclusions and Reasons for Recommendation

3.1 To ensure that funding is targeted to best effect.

4 Consultation and Equality Impact

4.1 Activities commissioned through the Partnership are consulted upon as part of the commissioning process.

5 Alternative Options and Reasons for Rejection

5.1 None.

6 Implications

6.1 None.

7 Finance and Risk Implications

7.1 Detailed in the report highlights the implications for the coming financial year 2018-19 of DCC planned reductions in Public Health funding (see page 5). The Partnership Team will be bearing this in mind as we move forward into a new financial year with Bolsover Partnership and the Council.

8 Legal Implications including Data Protection

8.1 None.

9 Human Resources Implications

9.1 None.

10 Recommendations

10.1 That the report be received.

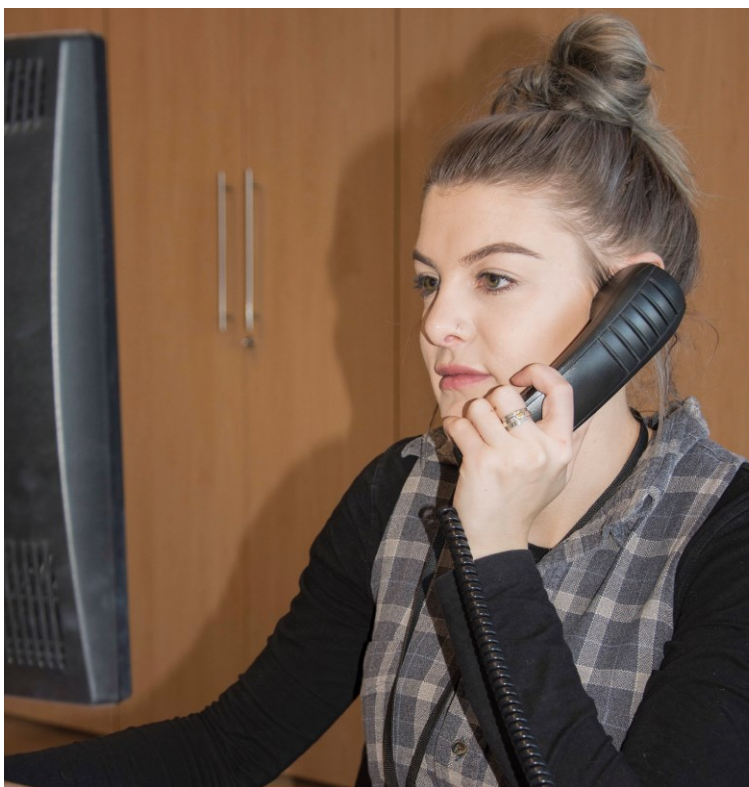
11 Decision Information

Is the decision a Key Decision? A Key Decision is 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:</i> <i>Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC:</i> <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>	No
District Wards Affected	All
Links to Corporate Plan priorities or Policy Framework	Unlocking our Growth Potential Supporting our Communities to be Healthier, Safer, Cleaner and Greener

12 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
Laura Khella Partnership Programme Management Consultant	07760 223704

Bolsover Partnership Funding and Performance Monitoring April 2017 to March 2018



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Bolsover Partnership – Overview

Our Vision

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

Introduction

Welcome to Bolsover Partnership’s Funding and Performance Monitoring Report for the period April 2017 to March 2018. This report provides an update on all funding streams/activities that are directly managed by the Chief Executives and Partnership Team (CEPT). These are:

Chief Executives and Partnership Team

One Public Estate

Residual Working
Neighbourhoods
Fund

DCC Public Health
Locality Funding

Grants to
Voluntary
Organisations

Controlling
Migration Fund

Business Growth
Fund

Prime Minister's
Challenge Fund

This progress update aims to:

- Report on key activities that the Partnership Team has been working on between April 2017 and March 2018
- Highlight key statistics/trends for the district in relation to three of the Partnership’s thematic Action Groups – Business and Employment, Health and Well-Being, and Raising Aspirations
- Provide an overview of the Council’s Business Growth Fund in Bolsover and the impact of the investment
- Outline progress made through the B@Home Partnership and social value outcomes
- Update progress on the Building Resilience Programme funded by the Controlling Migration Fund
- Provide an overview of the Council’s Grants to Voluntary Organisations programme and the impact of the investment
- Update progress on the LEADER programme
- Highlight case studies demonstrating the impact of project activity to local people

Funding Overview

The table below shows which projects were delivered between April and September 2017; this demonstrates how the Partnership uses a range of funding streams to deliver against the priorities within the Sustainable Community Strategy.

Project Name	Working N'hds Fund	Bolsover District Council	Public Health Locality	DCLG CMF	BIG Lottery	Other	Total
Budget Buddies	0	0	13,257	0	0	1,424	14,681
BDC Apprenticeships	39,632	12,907		0	0		52,539
Eats and Treats	0	0	7,176	0	0	2,766	9,942
Community Cohesion	0	0	3,439	0	0	4,638	8,077
Raising Aspirations	0	0	28,408	0	0	93,875	122,283
CVP Forums	0	0	7,500	0	0	0	7,500
Affordable Warmth	0	0	8,564	0	0	0	8,564
Working Together	0	0	23,357	0	0	0	23,357
Bolsover Countryside	0	0	13,000	0	0	30,060	43,060
Bolsover Wellness	0	0	102,750	0	0	0	102,750
Children's Wellness	0	0	15,000	0	0	0	15,000
New Bolsover	0	0	6,212	0	17,209	6,163	29,584
HWB Small Grants	0	0	19,708	0	0	9,200	28,908
Grants to Vol Organisations	0	115,415	0	0	0	0	115,415
Talent Match	0	0	0	0	42,000	0	42,000
LEADER contribution	0	12,000	0	0	0	0	12,000
5 Ways to Well-Being	0	0	11,568	0	0	0	11,568
Work Well Team	0	0	1,435	0	0	0	1,435
Building Resilience	0	0	0	265,015	0	0	265,015
TOTAL	£39,632	£140,322	£261,374	£265,015	£59,209	£148,126	£913,678

Public Health Locality Funding

Bolsover district receives an annual allocation of Public Health Locality Funding from Derbyshire County Council (DCC). In 2017/18, the allocation was £231,790. All activity commissioned using this funding contributes to the priorities in *A Healthy Bolsover*, as well as the over-arching priorities of the Sustainable Community Strategy; full details of those initiatives are contained within this End of Year Report.

Public Health Localities and Place-based work is seen as integral to addressing the wider determinants of health and well-being at a local level; in particular, employment and skills, financial inclusion, community cohesion and social isolation experienced by some of Derbyshire's most vulnerable communities. On 15th March 2018, a report of the Director of Public Health was taken to DCC's Cabinet and proposals considered for Localities and Place-based programme and investment in 2018/19. The allocation to Bolsover district under this programme in 2018/19 will be £168,097 – this is broken down as follows:

- £68,097 under the fair share formula
- £10,000 for a small grants fund
- £80,000 transitional funding (to take account of the significant reduction in funding)

In addition, DCC will retain a proportion of funding, approximately £231,000, to commission activity across the County for an agreed public health priority – early indications are that this will be an extension to the Bolsover commissioned 'Raising Aspirations' programme delivered by Derbyshire Education Business Partnership.

One Public Estate

The North Midlands One Public Estate (OPE) programme is collaborative partnership focussing on public service transformation through co-location and co-delivery of services, using property and land assets as an enabler. On behalf of the Derbyshire OPE Steering Group, Bolsover District Council are coordinating an opportunity to collaboratively deliver a joint health, social care and community hub in Shirebrook across a number of public sector services.

Despite the first submission not being supported for £100k, the Council has since been informed that £50k is now available to fund a feasibility study for a multi-use service centre for a number of organisations. A working group has been meeting over the period of the first submission and the links more widely with other regeneration work happening in the area have been considered.

Bolsover District Council, with the support of the Derbyshire OPE Steering Group, are now at the stage of procuring this piece of work and will be setting up governance to oversee activity.

Social Impact Measurement

Over the last 2 years, the Partnership Team has been further embedding approaches to measure the social impact of activities that have been commissioned - social impact measurement is an assessment of whether an intervention was '*in society's best interests*'.

HACT (Housing Association Community Trust) has developed a social impact measurement approach known as the HACT Social Value Bank tool which is an off the shelf, light-weight but robust framework to model and measure social impact. It was developed as a result of recognition around the world that traditional economic measures are not capturing what is important. **The approach is to attach monetary values to outcomes (that cannot be bought) based on how they improve individual well-being.** The tool measures and values a wide range of outcomes in a consistent, robust and cost effective way using values derived from large national datasets of sophisticated statistical analysis, and **sits at the heart of UK government policy making.**

Unless otherwise stated, social value measurements detailed throughout this report have been calculated using the HACT Social Value Bank and the work is attributed as follows:

Title: Community investment values from the Social Value Bank

Authors: HACT and Daniel Fujiwara (www.hact.org.uk / www.simetrica.co.uk)

Source: www.socialvaluebank.org

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(http://creativecommons.org/licenses/by-nc-nd/4.0/deed.en_GB)

HACT, in partnership with Simetrica, has also recently developed a way of valuing general improvements in mental health within social impact analysis. The research involved analysing national datasets to reveal the relationship between mental health and overall quality of life, or Wellbeing, using the Warwick-Edinburgh Mental Wellbeing Scale (WEMWBS). This provides a way of measuring and valuing improvements in mental health in a way that is consistent with the existing Social Value Bank. This can be used by those who deliver mental health to better understand and communicate their social value, and those who make or influence policy decisions to better understand the impact of mental health problems on individuals and the difference effective interventions can make. In the forthcoming financial year, it is intended that the Active Confidence programmes commissioned by the Partnership and delivered at Pleasley Vale Outdoor Activity Centre will adopt this approach to measure impact on clients with moderate mental health issues.

WHAT ARE WE DOING?

Traineeship and Apprenticeship Programme

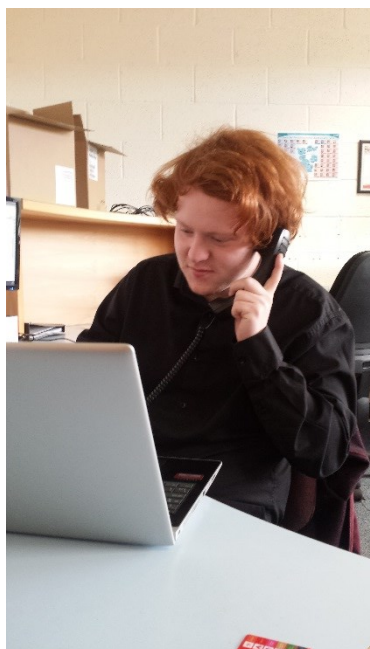
The Council's Traineeship and Apprenticeship programme, aimed predominantly at 16 – 17 year olds, commenced in April 2014 as a legacy to the flagship Apprenticeship programme developed when the Council was in receipt of WNF.

As at the end of March 2018, the scheme has successfully recruited 4 cohorts of young people for the Traineeship programme, and 22 have secured an apprenticeship with BDC. Of those 22:

- 4 commenced an apprenticeship with the Council in May 2017
- 14 have completed their apprenticeship and 11 gained a Level 2 qualification
- 12 (that the Council has been able to track) have entered employment to date; 5 with the Council and 7 elsewhere

A significant amount of work has taken place over the past six months to plan for Traineeship Cohort 5; due to low numbers and changes in the provider's minimum numbers it has been decided that the next cohort of apprentices will be recruited directly, thereby removing the requirement to complete a Traineeship beforehand.

Case Study



This young man is 17 years old and started a Traineeship with the Council in November 2016 after hearing about the programme from a friend who was also on the programme. He achieved reasonable GCSE results from school which included; Maths Grade D, English Grade C, ICT Distinction and overall school was a fairly enjoyable experience.

His parents split when he was a young child and this resulted in his mum being controlling and over protective, this affected his confidence and his ability to socialise effectively. He had always wanted a career in ICT and after leaving school enrolled at College on an ICT Course but had to leave due to anxiety relating to both the workload and his issues at home.

When his friend told him about the Council's Traineeship programme it was an opportunity to build up his confidence, improve his skills and gain relevant experience within a busy ICT

Team with the possibility of progressing onto an Apprenticeship where he could earn and learn.

During the Traineeship he achieved his Level 2 Functional Skills in Maths. The ICT team were impressed with him during his time on the Traineeship and this encouraged him to apply for an ICT Apprenticeship with the Council. He is currently completing his NVQ Level 3 IT, Software, Web, Telecoms and Professionals and is undertaking tasks such as upgrading laptops and installing software, new computer builds, ICT support and covering the ICT support desk, logging

and dealing with calls from internal customers. He is developing effective working relationships with colleagues and is overall making good progress.

Connor says *"I believe that the time I have spent within the council to date has taught me some very valuable lessons. The day to day work really expands my knowledge within IT as we deal with a very wide range of issues. I feel like I have grown to get along with my colleagues very well and they are always willing to help if I need. My assessor, has helped a lot in terms of training, I can always email her if I need any help or guidance with my NVQ work as she is very responsive. I believe that being employed within the council has shown me the importance of professionalism and teamwork."*

Budget Buddies

Social impact measurement: £107,879

- Regular volunteering £28,499 (HACT)
- Improved mental health and well-being £79,380 (Quality Adjusted Life Year for a person with a mild mental health issue, Sainsbury Centre for Medical Health (2009))
- Investment: £14,681
- SROI £1 → £7.34

Budget Buddies is a one-to-one mentoring/coaching provision that assists people in dealing with money management which not only deals with the immediate debt problem such as recovery action, and eviction, but can provide a packaged solution which addresses underlying causes. The project recruits and develops active Buddies that work in a voluntary capacity to support people to manage their finances more effectively either through face-to-face, telephone or email contact. The Buddies signpost to other services that are available locally, and are quality assured through the support of a co-ordinator.

Outputs achieved April to December 2017:

- 311 volunteer hours
- 11 people regularly volunteering
- 27 people reporting improvements in health and well-being

Funding through the Partnership for this provision came to an end in December 2017, although Release are continuing to provide support for Bolsover residents where possible. The Budget Buddies project has had a massive positive impact in some of the most difficult and challenging areas of the Bolsover district giving a social return on investment value of £107,879 in a 9-month period. A final evaluation report is available from the Partnership Team if requested.

Case Study

A referral from Bolsover District Council found the project supporting a single young person, on Universal Credits, with their budget as they were struggling. The initial assessment showed some debt on Council Rent and Council Tax, caused by Universal Credits payment delays and loss of work, but no severe debt or poor financial choices with regards to TV, phone, lifestyle etc. In fact, this young person was a great example having identified the issues they faced, and taking the steps to agree repayments with Bolsover District Council for the Council Rent and Council Tax arrears.

The challenge lay in that this left our Service User with just £40 per month for food, an unacceptable scenario. The Budget Buddie volunteer worked to support the Service User to find additional help within the community (they faced isolation due to lack of income) while looking at a referral to a debt advisor to redress the budget and enable them to live sustainably.

After a few discussions around the situation our Service User took the steps needed to find work and was signed off from the Budget Buddies Project having moved into employment. It is anticipated that Volunteer Budget Buddies will contact this Service User in the future to ensure all goes well and to invite to a training day.

Talent Match

Bolsover District Council provides local co-ordination for the BIG Lottery Sheffield City Region Talent Match programme across Bassetlaw, Bolsover, Chesterfield and North East Derbyshire (BBCNED). The programme delivers creative ways to help young people find work or start their own enterprising business, and is targeted at young people aged 18-24 who have been unemployed for 12 months or more.

Talent Match Coaches: Four Coaches, employed by Derbyshire County Council, have been working across the BBCNED area since July 2014 helping young people through one-to-one support. The TM Coaches have access to a 'barrier busting' budget to address some of the obstacles to young people securing employment such as transport and childcare, as well as a training budget to help young people on programme gain skills to improve their chances of gaining sustainable employment.

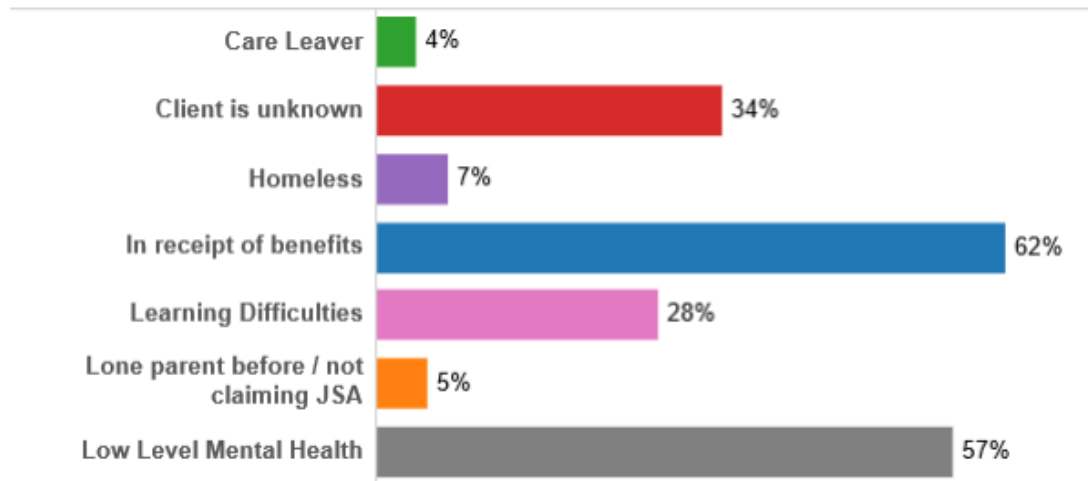
Wage Fund: New jobs are being created across the BBCNED area, with funding through the Talent Match programme to provide a minimum of 6 months paid employment. To qualify for a Wage Fund, VCS or private sector businesses need to become 'Employer Champions' by offering a quality work placement position and providing a workplace buddy. To date, 47 Wage Fund positions have been approved across BBCNED, with 18 of these being filled by Bolsover residents.

Outcomes achieved between April 2017 to March 2018 (figures in brackets are outcomes since programme start in July 2014):

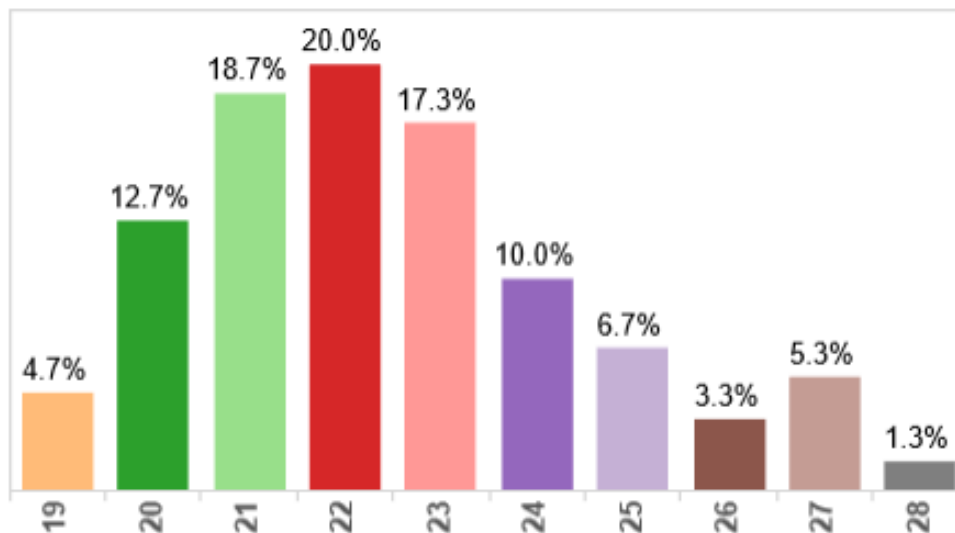
- 78 young people engaged (537)
- 24 undertaking work experience (125)
- 53 job starts (195)
- 40 jobs sustained at 26 weeks (120)
- 4 into apprenticeships (25)

The charts below show the profile of young people that have accessed the Talent Match programme to date.

Eligibility



Age breakdown



In November 2017, the SCR Talent Match Conference 'No-One Left Behind' took place. Young adults whose lives have been turned around by the employment programme told their remarkable stories of hope and positivity. Local businesses who have welcomed them into their workforces, and Talent Match coaches, spoke of the rewards of providing a helping hand to young adults who would otherwise slip through the net and potentially end up jobless for life.

Key stakeholders outlined their belief in the programme, which helps young people develop skills and confidence through individually tailored solutions, including placements with caring local employers offering jobs that suit their needs.



Legacy 6

Talent Match is now in its 5th and final year of delivery, however the BIG Lottery has recently approved a proposal from Sheffield Futures to utilise underspend from years 1-4 for a 12 month targeted programme commencing January 2019. Although this extension will be for a much smaller and more targeted programme, it is hoped that the Bolsover area of the SCR will continue to benefit.

Dormant Accounts Youth Fund

There will be a new £90 million dormant accounts youth fund which will be invested in programmes, which help young people facing barriers to work to reach their full potential. It is being designed by Big Lottery Fund, in collaboration with the Department for Digital, Culture, Media and Sport (DCMS), the Department for Education (DfE) and the Department for Work and Pensions (DWP), through an engagement process which has young people at its heart.

Young people will have a chance to work with employers, educators, youth and community organisations to create programmes that work for them, their local communities and the businesses who will benefit from their talents.

The design of the programme will be informed by learning from the government's Race Disparity Audit and evidence of the barriers, which hold young people back and what works to overcome them, including the Big Lottery Fund's current 'Talent Match' programme.

Case Study

Rebecca is 23, living in Shirebrook at home with her mum and younger sister. Rebecca's mum is a single parent, and her younger sister has a number of disabilities that mean her mum is a full-time carer for her. Rebecca is also a carer for her elderly grandparent who lives in Mansfield.

Rebecca didn't get the grades she'd hoped for in school, and decided to go on and do Hairdressing at college, however has said with hindsight she did not really see herself doing hairdressing as a career. After she left she went straight into a full time factory role in a chocolate and sweet production company nearby. She was there for about a year before being made redundant in 2012, and struggled to sustain work since, completing a long-term work placement in a shop and going back to the factory briefly in 2013.

In 2014 Rebecca's grandma became ill, and Rebecca took on the role of carer as others in the family were working and Rebecca was not. Sadly she passed away, and Rebecca continued to care

for her grandfather. Over time, Rebecca took on more and more responsibility for him, until she became his full time carer. Rebecca had been trying to find a low-hours role locally that she could fit in with her daily caring responsibilities, and had a position in a corner shop for 6 weeks during summer 2017 before being let go because her caring duties meant she couldn't be flexible with shifts.

She was referred to Talent Match in October 2017, and it was clear that Rebecca had a lot of potential and was motivated, but felt exhausted from her caring responsibilities and struggled financially just to get by. As her granddad lived across the county border, Rebecca was having to buy an expensive bus ticket every day to see him. At first we supported her in her job search to find a part time post, and helped her complete applications online. Rebecca had an interview for a shop which we prepared for and helped her buy new clothes for, but unfortunately she did not get the role as she was not able to work the hours advertised. I spoke to Rebecca about trying a different approach, as she was turning down many jobs because they didn't offer flexible hours. Through the Thriving Communities initiative Rebecca was introduced to Ian from DCC, who interviewed her for feedback on being a carer in Shirebrook. He in turn introduced her to Dot from Derbyshire Carer's, who could offer advice and support to Rebecca and try to relieve some of the caring duties either to others in the family or to statutory agencies. Rebecca's granddad however wanted Rebecca to continue caring for him.

Rebecca said she was thinking about applying for support worker roles, as they were often more flexible than shop or warehouse work. Rebecca applied for a job at a company nearby and was offered the role, and given a months' worth of training to begin with. She started work in January 2018, and weekly meetings took place with her TM Coach. Rebecca was also supported to prepare to talk to her family about them helping with caring responsibilities, and although it was difficult for Rebecca to take a step back, with this support she was able to.

Rebecca was supported to buy new work clothes, and travel expenses were paid for the first six weeks until she got paid. Her Coach was available for Rebecca to call a bit later in the evening if she needed to talk about either work or caring after she finished her shifts. She received support with her benefits and making sure she was claiming all she was entitled to.

Rebecca now works 24 hours per week and is saving up to move into her own home. She is also learning to drive with the help of Talent Match, so she can be more flexible with shifts. She still offers some care to her granddad, seeing him before/ after work or on her days off, but she says she feels she has a much better balance now.

Rebecca says "I'm so grateful for Talent Match support. I would never have done this without it, I thought I would be caring forever and never having any money got me down. I was so stressed. I have had so much help - from my bus fares to new clothes and I just wouldn't have been able to get through those first weeks without being able to ring Hayley up and ask about things. I can't thank you enough. My job can be really challenging but it feels worthwhile and I can afford to go out and do things now where I couldn't before. It's nice to know I can still meet up with you and get help if I need it too."

Ambition SCR

Ambition SCR started in December 2014 and works with 18-24 year olds with the aim of moving them into sustainable work. North East Derbyshire District Council (NEDDC) has led on delivery locally across Bassetlaw, Bolsover, Chesterfield, Derbyshire Dales and North East Derbyshire.

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

Outcomes achieved in Bolsover from programme start (January 2015) to March 2018:

- 113 starts on programme
- 16 undertaking work experience
- 26 job starts
- 11 jobs sustained at 26 weeks
- 10 progressions

Due to an under spend across the Ambition programme, activity has been extended beyond the original end date of July 2017 to end September 2018; a Key Worker works a full day every week in Bolsover and is building a caseload of clients to work with.

Case Study

Lisa is a 22 year old Law Graduate who joined the Ambition Programme. Lisa's long term goal is to become a Legal Executor in criminal law. To achieve this she needs to gain a qualification with the Chartered Institute of Legal Executives. However, in the short term, Lisa wanted to gain more experience in a working environment in an administrative role and to support herself financially to enable her to pursue her long term career goal.

When joining the programme Lisa had some experience of paid work in retail and administrative roles. She considered her main skills to be prioritising and organising her workload, verbal and written communication and time management. She was motivated to find employment and keen to engage with the support and expertise the Ambition programme has to offer, accepting support with job searching methods, CV and cover letters, application forms and interview skills.

Despite attending recent interviews, Lisa had not received much constructive feedback about her performance. It was agreed that as she often got through the application stage by herself, support should focus on developing her interview skills. Lisa was advised to keep a list of questions she was asked at previous interviews and to add to this when attending future interviews to help her prepare for what she might be asked. These questions and her responses were then discussed in order to find more positive ways of getting across her skills and experience. Lisa found this exercise extremely valuable as it allowed her to access a different point of view and enabled her to consider ways of answering which she had not thought of.

Lisa attended an interview for a Data Entry position and was successful, she was offered employment upon the condition of satisfactory background checks and references. Lisa's first day in her new job was four weeks to the day of registering with the Ambition Programme. Although Lisa admits that Data Entry is not what she wants to do as a career, her new job satisfies her immediate work goal which we set out at the registration stage of the programme: to gain full

time employment in an administrative role. Lisa was happy to get back into employment in order to fund her ambition to become a Legal Executor and felt that any experience in a working environment would be useful and will support her to develop both her transferrable and job role-related skills. This will ultimately support Lisa to secure her goal to progress within law and finance the course that is required to become a legal executor.

Lisa is still employed and is enjoying her job and feels that she has greatly increased her data entry and typing skills. Her job requires excellent attention to detail and the ability to sustain efficiency when working to a deadline.

Lisa's attendance and punctuality are good, and her confidence has developed through working in a team environment. Although there are no opportunities for progression in her current role, Lisa remains focused on her long term goal of becoming a legal executor. She is positive about her current job and feels that the experience she has gained will be beneficial to her when applying for jobs or training in the future.

Business Growth Fund

The Business Growth Fund (BGF) was launched by Bolsover District Council in February 2016 and was made available to businesses that were not eligible for funding through the BNED LEADER programme. Businesses in the Bolsover, South Normanton and Shirebrook areas were eligible to apply for grants between £1,000 and £10,000, up to 90% towards project costs.

In September 2017, the Council took the decision to extend the eligibility criteria so that BGF grants are accessible to businesses across the *whole* of the district, providing they meet the criteria of demonstrating economic growth and/or jobs growth within the District. The funding can be used for a variety of projects including:

- Extending and Improving Premises (subject to planning permission approval)
- Apprentice costs directly related to business development/diversification
- Marketing and website developments to boost trade.
- Business Growth expenditure (equipment, machinery)
- Business start-up costs

The scheme is administered by the Partnership Team, and the Economic Development Team plays a key role in supporting eligible businesses to apply for funding. To date, 11 businesses have had grants approved, totalling £89,984. A broad range of business types are represented, predominately small to medium enterprises (SMEs), which fits the profile of Bolsover district businesses.

To date, 15.6 jobs have been created and positions filled; this equates to approximately £5768 per job outcome (which compares very favourably with EU LEADER benchmarks of £25000 per job outcome, with potentially further job outcomes to be achieved.

Business	Location	Grant	Purpose	Job Outcomes (to date)
Reality Communications 3	Pleasley	£5,400	Website and software developments	1 job created
Bladen Box	Pleasley	£10,000	Exhibition stands/signage	2 jobs created
JM Hill Building Services	Shirebrook	£9,993	ICT software	2 jobs created

John McMahon	Pleasley	£10,000	Expand and re-equip workshops	2 jobs created
Jaquest Redwood	Bolsover	£2,582	Water meter and website	Business ceased trading
Cards and Things	Shirebrook	£9,000	Premises improvements & shop frontage	
Sylvan Enterprises Ltd	Pleasley	£10,000	Spray booth	1 job created
Tiny Tots Day Nursery	Bolsover	£5,000	Equipment/refurbishment to expand and provide 25 extra nursery places	6.6 jobs created
Creative Five Ltd	Shirebrook	£9,225	Cut work table	1 job created
Carlton Wood Mill	Creswell	£9,000	Planer moulder	
Ohh Bee Hive	Clowne	£9,784	Beehive and colonies	

Case Study

Based at the Tangent Business Hub in Shirebrook, J M Hill Building Services Limited has been trading for five years, with the workforce having many more years' experience within the construction Sector. It currently employs a growing number of staff and subcontractors. Projects range from major new builds to refurbishments, ground works, extensions, structural works and repairs and general building services.



Following a successful application, J M Hill was awarded grant funding in July 2016 via the Business Growth Fund. For the first part of their project, the company was looking to develop a new bespoke corporate website, which would include customised tender portal software to help manage and increase the company's opportunities when tendering for new business. The aim of the new corporate website was to raise the profile of J M Hill and create a more professional brand, while the tendering facility would make the process much more streamlined and efficient, allowing the company to tender for considerably more work. The company

estimated that the project would increase turnover by more than 30% in the first year.

The second part of the project involved the employment and training of two additional apprentices to work on the projects secured through the new IT project. The company has since recruited an Apprentice Site Manager, who is nearing completion of a Level 2 apprenticeship and soon to progress onto a Level 3 NVQ in Construction Contracting Operations; and an Apprentice Bricklayer who is on track to complete a Level 2 apprenticeship in April 2018. John Hill, Director says that *"The more streamlined tender service which is significantly quicker than our prior processes will continue to increase the amount of tenders we can apply for and enable completion in a shorter time frame; thereby creating the potential for more work, turnover and employment opportunities."*

"The increased workload is anticipated to increase employing not only more full time staff but also the provision of additional apprenticeships, which we fully support."

John adds *“The support of Bolsover District Council really helped us to bring forward our plans for the new website and software, raising our profile and increasing efficiency, while creating new jobs at the same time.”*

Since the start of the project J M Hill have successfully been awarded Framework Contracts with Derbyshire County Council, Futures Housing Group, Derby Homes and Efficiency East Midlands. The Company has been successful with tenders for single and two storey extensions, adaptations, structural works, disabled access ramps, roofing and complete refurbishment of a fire damaged property. J M Hill has achieved accreditation with Construction line, Considerate Constructors and SSIP.

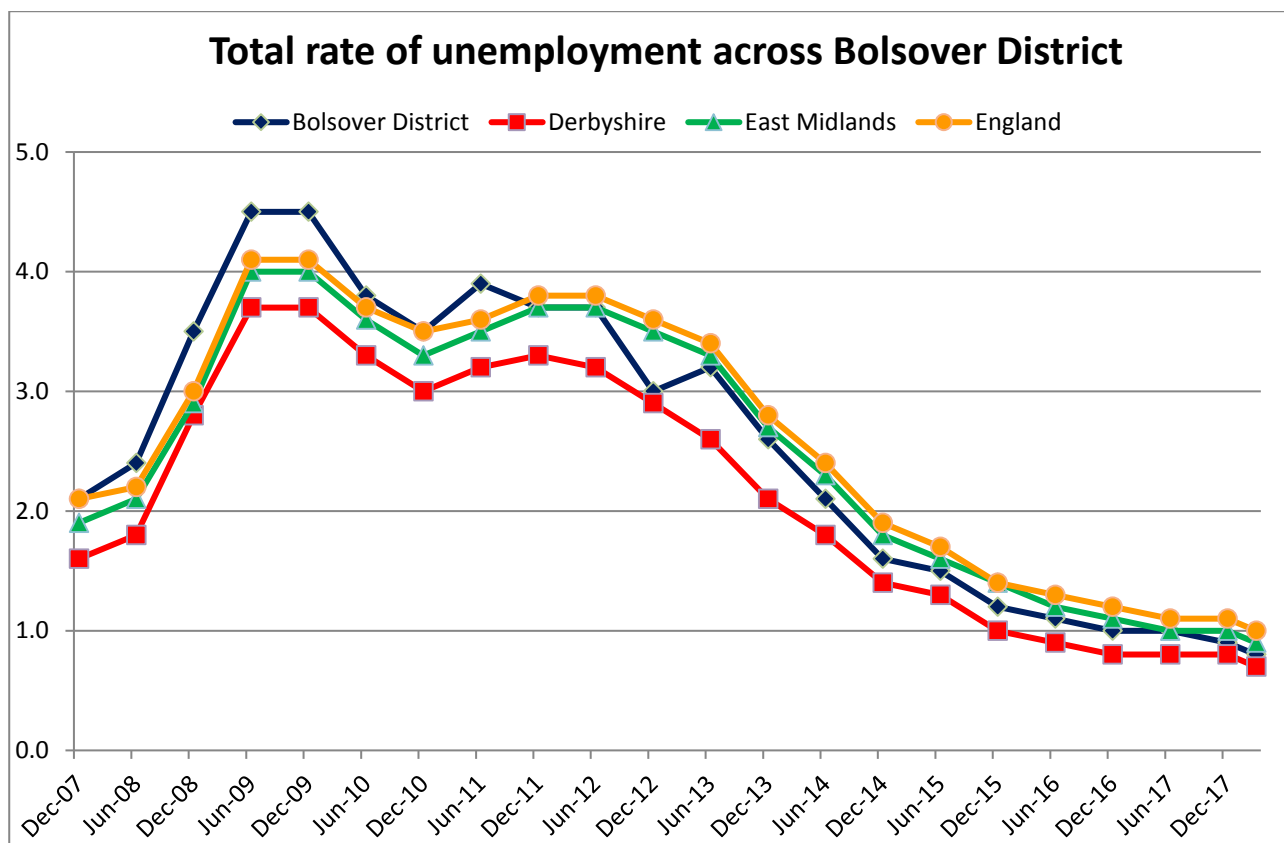
Their new corporate website can be viewed at www.jmhbuild.co.uk and includes information on the services offered by the company, as well as its environmental achievements and its charitable work. Council Leader, Councillor Ann Syrett, said *“I’m very pleased at the success of the Business Growth Fund so far and that J M Hill’s swift and successful application has demonstrated how straight forward and well supported the grant scheme is. It’s refreshing to have such a simple process that enables small and medium businesses in our District to benefit greatly from this programme, and we are pleased that J M Hill were able to take advantage of this opportunity”.*

HOW ARE WE DOING?

Job Seekers Allowance

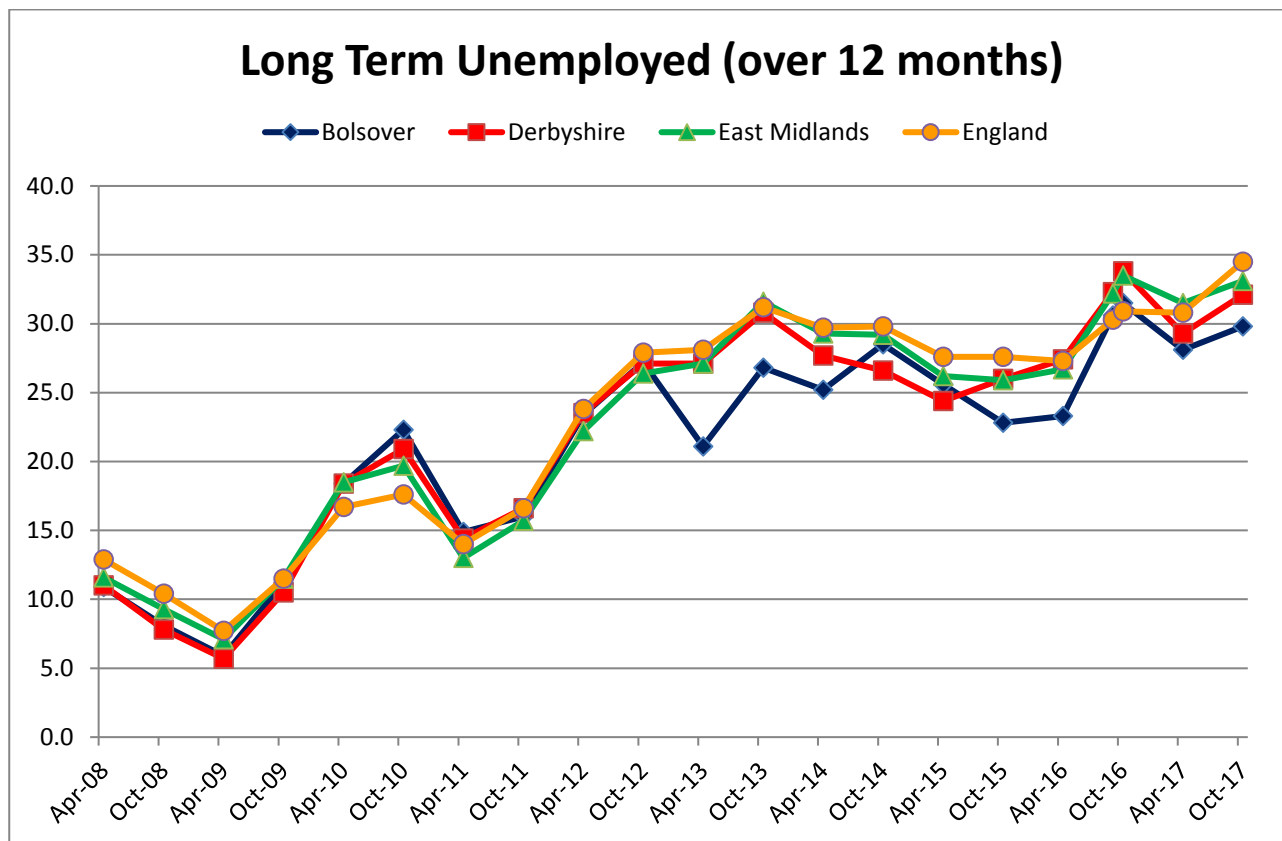
Total Rate of Unemployment

Job Seekers Allowance (JSA) claimant data is published monthly by government and provides an overview of the current unemployment rate. The chart below shows how the unemployment rate for Bolsover District compares with Derbyshire, the East Midlands and England from December 2007 to March 2018. The Partnership starting monitoring unemployment rates when the district was awarded Working Neighbourhoods Funding in 2007 and the chart below shows how unemployment levels have been steadily declining since June 2013 and have been consistently lower than regional and national averages since December 2011. In March 2018 the Bolsover total rate of employment was at 1%, (489 individuals) compared with 0.8% (3,790 individuals) for Derbyshire, 1.1% (32,425 individuals) East Midlands and 1.1% (378,239 individuals) England.



Long Term Unemployment

The chart below shows long term unemployment rates from April 2008 to March 2018 in Bolsover District, Derbyshire, the East Midlands and England. The chart shows that Bolsover currently has a significantly lower long term unemployment rate at 26.6% when compared to 31% Derbyshire, East Midlands 29.9% and England 34.2%.

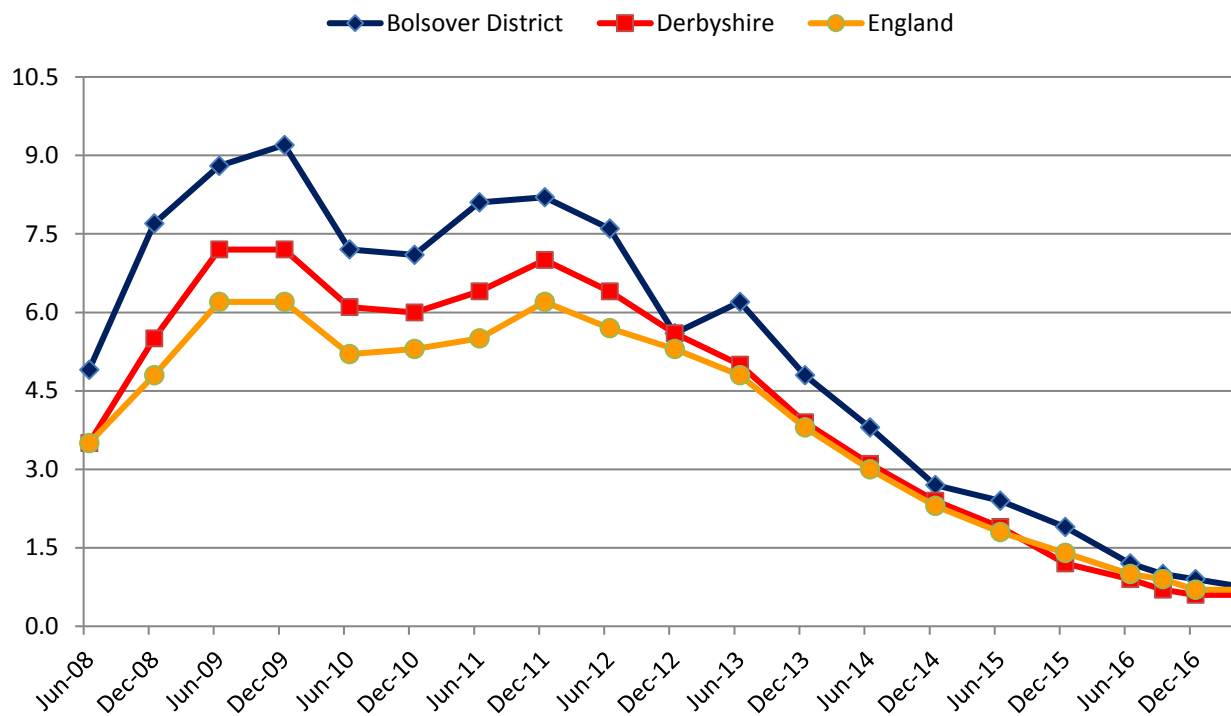


Youth Unemployment

The graph below shows the proportion of young people (aged under 25 years) who are claiming unemployment related benefits. Between 2007 and 2013, Bolsover District had consistently higher youth unemployment rates than County and National averages, however the gap has been steadily closing since then. At March 2018, the rate was 0.9%, just 0.2 percentage points higher than England and Derbyshire respectively; the actual number of unemployed young people (aged <25) was 70 in March 2018.

The Talent Match and Ambition programmes, both aimed at moving 18-24 year olds into employment (details provided on pages 9-13) will be having an impact on these reducing levels of youth unemployment within the district.

Unemployment Rate of Young People <25 Years



Number of People Claiming Out of Work Benefits

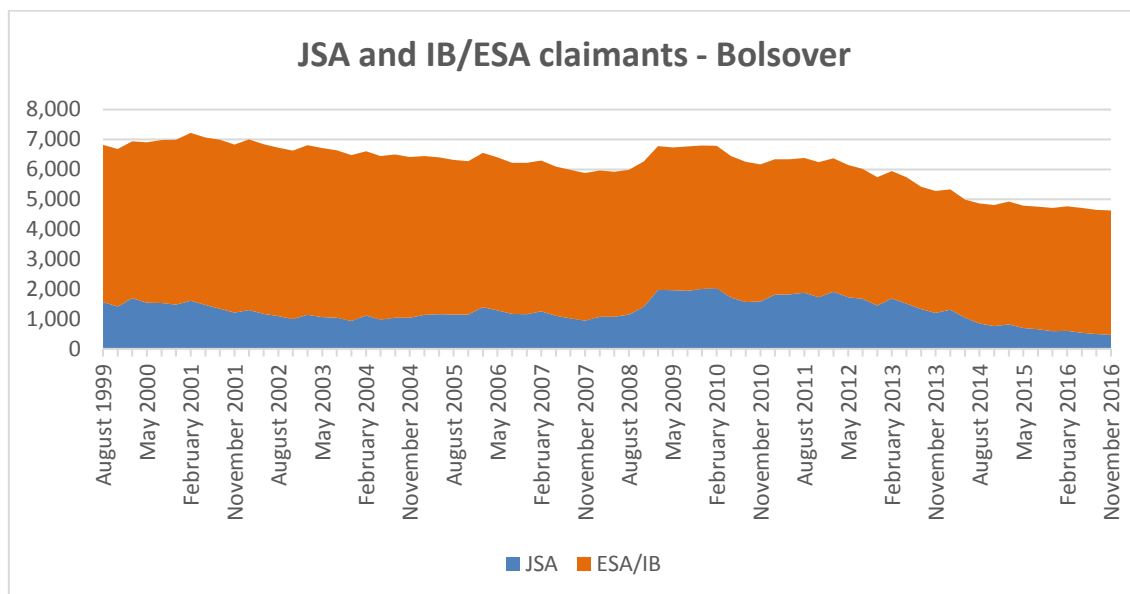
The number of people claiming out of work benefits gives a truer picture of the rate of unemployment within the district, as it counts all out of work benefits, including JSA, Employment Support Allowance (ESA) and incapacity benefits, lone parents and others on income related benefits. However, the data below from November 2016 was the final release of data as this dataset has now ceased due to the rollout of Universal Credit.

Working-age client group - main benefit claimants - not seasonally adjusted (November 2016)

	Bolsover (Numbers)	Bolsover (%)	East Midlands (%)	Great Britain (%)
Total Claimants	7,290	15.0	10.8	11.1
By Statistical Group				
Job Seekers	470	1.0	1.0	1.1
ESA And Incapacity Benefits	4,160	8.5	6.0	6.1
Lone Parents	520	1.1	1.0	1.0
Carers	1,340	2.7	1.8	1.7
Others On Income Related Benefits	90	0.2	0.2	0.2
Disabled	630	1.3	0.7	0.8
Bereaved	90	0.2	0.2	0.2
Main Out-Of-Work Benefits†	5,230	10.7	8.1	8.4

Source: Nomis

The graph below shows JSA and IB/ESA claimant numbers across Bolsover district since 1999.



The numbers on out-of-work on incapacity related benefits exceed the numbers on unemployment benefits by more than three-to-one and that, the immediate post-financial crisis years excepted, this has been the situation since the end of the 1990s. The other remarkable aspect of the incapacity

numbers is that they have stayed so high for so long despite multiple efforts to bring them down. Clearly the factors that underpin incapacity claimant numbers are very powerful indeed¹

Local Integration Board

With low levels of unemployment, high levels of vacancies, and changes to benefits with the introduction of Universal Credit, there is an increasing need to move more economically inactive individuals into the labour market. Many of these individuals will have multiple and complex needs, and traditional “silo” working of agencies does not progress these individuals into work successfully.

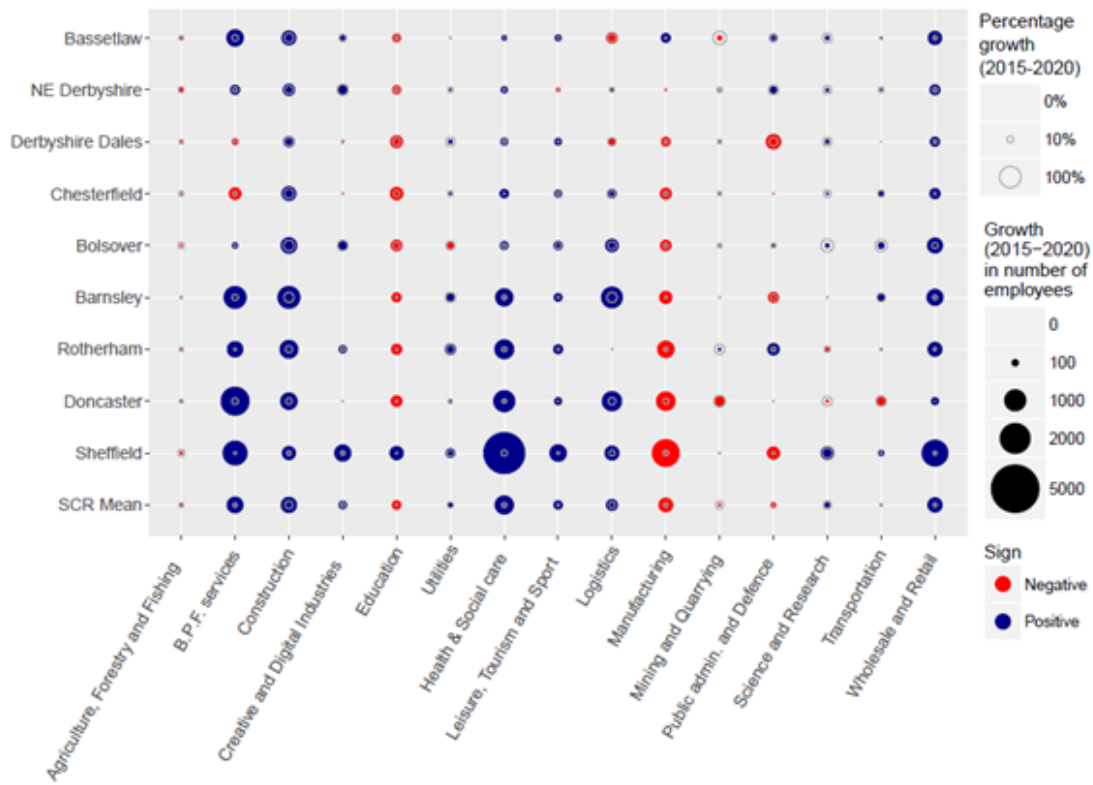
The establishment of a Local Integration Boards (LIB) is proposed which will play a key role in creating streamlined and co-ordinated routes to sustainable work opportunities. It will bring together all of the key organisations who are providing support to residents with complex barriers, for example, debt advice, housing support, health etc. and there will be a multi-agency approach to resolving complex cases and supporting vulnerable people to stay in or move into work.

The first stage of the process has been to work with Derbyshire County Council and lower tier authorities in northern Derbyshire to outline a proposal for a LIB. This was then taken to a wider stakeholder group for on 14th March for testing and input and secured high level strategic commitment to moving forward. One possible governance structure being explored is the Strategic Health and Well-Being Partnership for Bolsover, Chesterfield and North East Derbyshire which could be re-focused to include greater emphasis on employment outcomes.

Employment Growth and Skills

Despite the continuing high numbers of people on incapacity benefits, Bolsover has done well over the years to raise the levels of unemployment to become comparable with other areas. Bolsover district has experienced huge growth in employment prospects compared with Derbyshire nationally figures, with the majority of this growth coming from the private sector with a higher rate of GVA respectively. However much of this growth has been in sectors offering larger scale employment such as transport/logistics, with a low skill base which in most cases is low pay. The chart below shows job growth projection across the Sheffield City Region where Bolsover is set to continue the growth in sectors which offer lower pay. This suggest the need to seek opportunities to grow the skill base and attract employers requiring high level skills while maintaining existing industries and the current level of employment.

¹ Joseph Rowntree Foundation ‘The real level of unemployment 2018’, SHU Centre for Regional Economic and Social Research.



(b) Future growth in jobs (2015-2020)

WHAT ARE WE DOING?

Bolsover Wellness Plus

Social impact measurement: £1,948,804

- Good overall health £987,774 (HACT)
- High confidence £122,285 (HACT)
- Relief from depression/anxiety £250,925 (HACT)
- Frequent moderate exercise £503,478 (HACT)
- Frequent mild exercise £53,279 (HACT)
- Relief from drug/alcohol problems £9,189 (HACT)
- Smoking cessation £9,189
- Regular volunteering £8,301
- General training for job £2,131
- Investment: £122,250
- SROI £1 → £15.94

Bolsover Wellness is delivered by Bolsover District Council with Public Health Locality Funding. The key areas of activity under the programme include:

- Bolsover Wellness Programme GP Referral Scheme
- Phase 4 Cardiac Rehabilitation/COPD clubs
- Active/Working/Outdoor Confidence programmes
- Self-help activity sessions
- Every step counts programme
- Active Lunchtimes
- Children's Wellness – Extreme Sports

Outputs/outcomes achieved April 2017 to March 2018:

- Bolsover Wellness – 475 patients referred, 228 completed the 12 week programme
- Phase 4 Cardiac Rehabilitation – 101 patients referred and 321 hours of specialist physical activity/lifestyle coaching sessions delivered
- 582 chair based exercise sessions delivered and 8,270 attendances
- 2 Active Confidence programmes delivered benefiting 19 people
- 6 clients benefiting from specialist therapy
- 15 clients attending outdoor pursuits activities
- 1 Working Confidence programme benefiting 5 Talent Match clients
- Active Lunchtimes - 60 supervisors were trained to Play Leaders so they are able to engage a wider number of pupils in physical education activities; and 31 schools achieved the Schools Games Marks
- Children's Wellness - 40 Extreme Wheels sessions with 1145 attendances; and 25 Pleasley Vale Outdoor Activity Saturday sessions with 190 attendances

Case Study – Bolsover Wellness

Mr. J. B has attended chair based for over 3 months and was referred with multiple chronic conditions and severe osteoarthritis in his knees. Mr. J.B at first felt the idea of chair based exercise may lead to him looking and feeling stupid.

"I arrived for my first session with some trepidation, with the thought that I would end up looking stupid, because of the limits on my mobility. On that day I was so wrong, I sat next to a Lady who where necessary helped me along with a quiet word, and quickly understood that everyone in the session had limits at different levels in which they could achieve, and I felt that I was amongst friends."

When starting the programme

Mr J.B's measurements were:

Weight 85.4 Kg;

Blood Pressure 124/77;

Pulse rate 73;

Waist 104cm;

BMI – 30.2

At the 12 week point of the programme he measured:

Weight 83.8 Kg;

Blood Pressure 124/60;

Pulse rate 60;

Waist 103cm;

BMI 29.7



After completing the programme MR J.B. not only lost weight and reduced his measurements, he was more able to do the day to day tasks without so much of a struggle that he had been before. He has continued with exercising since completing the 12 week programme and hopes that in the summer he will be able to go out walking more regularly than he has done in the past.

Case Study – Active Lunchtimes

The Playmaker training which took place on Tuesday 16th January was a huge success for Clowne Junior School's year 6's. Craig spent the day teaching the children all the skills they needed to be the best Playmakers. The training consisted of written tasks such as the qualities needed to be a Playmaker. Also physical activities such as setting up games, using the right amount of area and making sure all the games cater for the age group they are working with. The children thoroughly enjoyed the training and took so much away from it. We are now putting this training into practise and they are doing a superb job of running the playground. Craig has continued to pop in and monitor the children, making sure they are putting all of their skills into action. We can see a great improvement in their confidence, problem solving and leadership and this all thanks to Craig.



Case Study - Children's Wellness

Alfie's personal passion for Extreme and Action sports in BMX Freestyle, Scootering, climbing, canoeing and now surfing inspired him to become a young volunteer with Extreme Wheels Roadshows and he is often seen out on sessions with the other crew members working alongside them on a weekly basis.

Now in his second year, Alfie has given up over 500+ hours of his own time to come out with the crew of Extreme Wheels which has become a valued part of the team. His role varies from helping out with the set up and packing of the equipment at sessions, through to leading young people on (under supervision of a crew member) various activities at sessions such as BMXing, Body Zorbing, Laser Quest and many more. He has been out on a variety of sessions such as in the evenings on targeted diversionary activities through to bigger events such as Adventure and Ride London. He has had the opportunity to travel around the country and worked on a wide range of events, as well as having the opportunity to work and ride alongside professional BMX riders who inspire him.

Alfie is a great ambassador to Extreme Wheels and often engages in conversations with young people of his own age, often about what he's doing and why he is wearing the crew uniform and as a result often young people are inspired by him and Extreme Wheels gets requests to take on more young people as volunteers. However, more importantly he encourages them to take part in the activities and to become more physically active. Other skills include taking photos at sessions for use by the team and assists in the social media posts of Extreme Wheels.

Recently, he was also released by his secondary school to undertake some inspirational and motivational speaking alongside the main team members of Extreme Wheels to secondary school pupils of his own age. He confidently spoke about his experiences and his motivations to volunteer and inspired young people to think about volunteering at an early age. The teachers from school, congratulated Alfie on how well he confidently presented himself to other young people of his age in his first public speaking role.

In the last year, Alfie has obtained his level2 community sports leaders' award and also undertaken his DCC volunteer passport award which included first aid, safeguarding and how you lead a group.

As a reward for his time and commitment Alfie has had the opportunity to visit the Ferrari and McLaren HQ in the UK, along with the pinnacle of his volunteering was to ride as a demo rider and alongside pro's at Ride London in front of 3000 people, which the public voted that he was the better rider!'



Alfie at Ride London performing in front of, as well as having a photo shoot with the public and Pro Riders.

Working Together for Older People

Social impact measurement: £100,352

- Member of a Social Group £43,447 (HACT)
- Regular Volunteering £58,905 (HACT)
- Investment: £23,357
- SROI £1 → £4.29

Working Together for Older People is led by Age Concern to build local capacity and infrastructure to engage/involve older, more vulnerable and/or isolated adults in community and social activities and operates in the northern part of Bolsover district i.e. Barlborough, Bolsover, Clowne, Creswell, Elmtun, Hodthorpe and Whitwell.

Outputs/outcomes achieved between April 2017 and March 2018:

- 426 beneficiaries
- 30 volunteers, with 21 regularly volunteering
- 2,127 volunteer hours
- 32 people as new members of a social group
- 9 partnerships established
- 99 individuals with increased levels of activity
- 31 improved community cohesion and reduction in social isolation
- 338 people reporting improved mental health and well-being

Due to the success of this project, the Partnership has extended funding for a further 12 months to March 2019. The project will now focus on more central areas of Bolsover district i.e. Palterton, Scarcliffe, Langwith, Shirebrook, Pleasley, New Houghton, Glapwell and Doe Lea. In addition, Age Concern is replicating the project in North East Derbyshire after securing funding, and this offers potential opportunities for economies of scale and working in the more deprived areas in the southern end of the district

Case Study



Helen (79) and Lynn (81) both live in Bolsover and attend many of the Working Together for Older People project trips. They both like the trip to Dobbies Garden Centre at Barlborough as well as the trip to Boundary Mills, near Rotherham, because everything is under one roof. *"We can get a bite to eat so do not have to cook when we get home. It is nice to go somewhere different because grocery shopping is not an outing it is a chore"*

Helen and Lynn explained that trips like these ones are important to them. Having the reassurance of door to door service, together with assistance reduces stress and anxiety because they know all of the drivers and it makes it an overall enjoyable experience. Lynn explained that some drivers know their capacity (who can do their seatbelts up etc.) Helen said that Jill (Jill Meeds – transport element of the project) knows exactly what aides people have, making it more of a personal experience. Helen explained that she can't walk in Chesterfield with her walker because it is too busy and doesn't feel safe.

In the summertime they go on lots of walks and trips and there are always plenty of seats to sit down. Lynn told me that last year she did one of the 3 ½ mile walks and what she really likes about the walks is the fact that the drivers are also trained walk leaders and guides; having the reassurance that someone who knows you, supporting you on your walk is very welcome. Helen was so appreciative and grateful for Jill's attentiveness when arranging trips because they would always go somewhere with clean toilet facilities and somewhere to get a drink. Trips have included places such as the Welbeck Estate and other locations where they would never have had the chance or opportunity to go and visit.



Helen and Lynn both look forward to the trips as this is when they have the chance to see each other and this is all through Working Together for Older People Project that they became friends, although they have both made lots of others friends as a result of the project. They both, independently just book and if they find themselves without the other, there is always someone to sit next to and spend the day with. Helen also said that she has an older sister but is pleased to have Lynn as a person who is there for her when she needs her.

Affordable Warmth Buddies

Groundwork Creswell, Ashfield and Mansfield are leading on this two year project (July 2016 to June 2018) to improve health outcomes and reduce energy requirements through the Affordable Warmth Buddy Scheme which works with vulnerable households that have been identified as being in fuel poverty within targeted areas of Bolsover district.

The project has had some successes in terms of demand for energy advice; however, the volunteering element of the programme has proved very difficult. Discussions between Groundwork and the Partnership have resulted in an agreed change of focus in which Groundwork now respond to referrals from partners/self-referrals rather than investing time trying to raise awareness and generate referrals themselves. A unit cost of £40 per visit has been agreed plus the cost of installation measures which varies per household.

The total number of beneficiaries benefiting from the programme between April 2017 and March 2018 was 194, with a reduction in fuel poverty for 166 individuals.

Bolsover Countryside Partnership (BCP)

Social impact measurement: £16,661

- Regular Volunteering £16,661 (HACT)
- Investment: £13,000
- SROI £1 → £1.28

Activity taking place between April 2017 and March 2018 included:

- Visit. Sleep. Cycle. Repeat. – Visitor Economy Project which BCP is leading on. Phase 2 which involved the compilation of a Destination Management Plan is now complete and can be viewed at www.derbyshire.gov.uk/vscr. BCP is working with partners on the development of further bids to support phase 1 implementation
- Work on the Archaeological Way and other greenway projects
- Green Space Forum – preparation of a greenspace assessment of Brook Part for possible introduction of pictorial meadows
- Countryside Health and Well-Being Project – ongoing discussions with the Active Bolsover Group on how to move the project forward.
- Delivered a total of 270 hours of volunteer work by 6 volunteers

Case Study

Bolsover Countryside Partnership (BCP) is managing Visit. Sleep. Cycle. Repeat, a visitor economy project covering the area from east of Chesterfield, west of Workshop and south to Newstead Abbey (see map). BCP is managing the project on behalf of the North Derbyshire – North Nottinghamshire Visitor Economy Consortium, a confederation of partners and stakeholders currently consisting of 18 member organisations and 43 members.

BCP secured £30,000 from D2N2 through the European Agricultural Fund for Rural Development (EAFRD) to develop a Destination Plan.

The Plan outlines a five year Action Plan to develop the visitor economy and BCP will continue to work with partners and stakeholders on the development of projects that deliver the Plan and will be submitting further EAFRD bids in May 2018.

Healthy Bolsover Grants

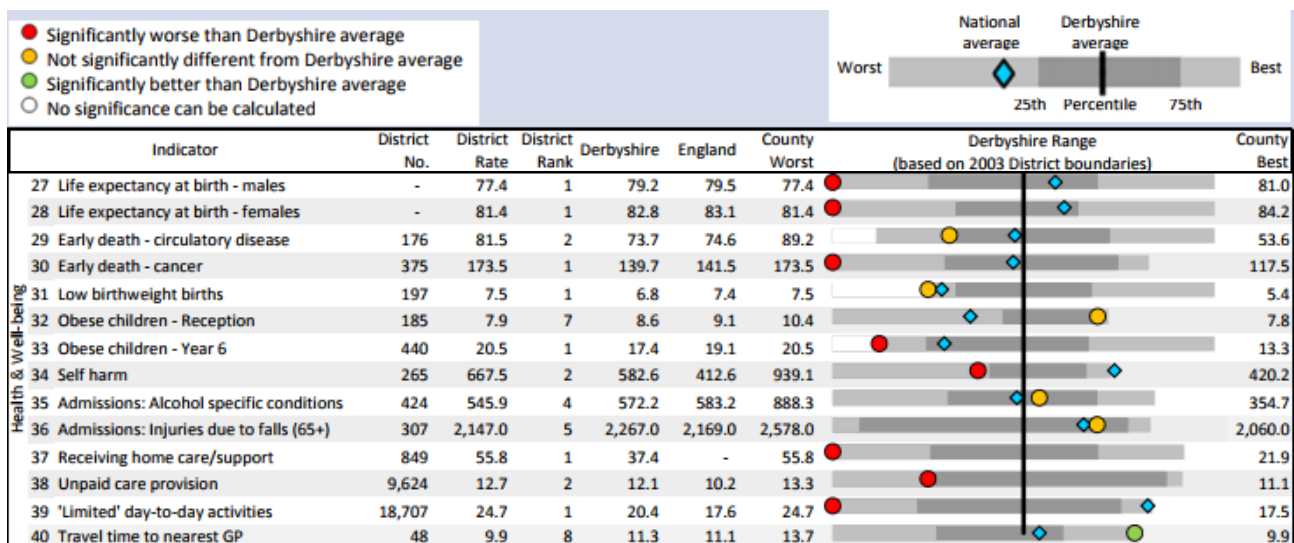
The Partnership Team has been working with Public Health and Hardwick CCG to improve social capital through the provision of Healthy Bolsover Grants; these are grants up to £2000 for activities that contribute to the priorities within Public Health Locality Plans across the Hardwick CCG area; in Bolsover this is 'A Healthy Bolsover'.

Between April 2017 and March 2018, grants totalling £24,408 have been paid.

Organisation	Activity	Grant
Junction Arts Ltd	Getting Creative Kids	2000
Pleasley Parish Council	Senior Citizens Exercise Class	1040
Chesterfield College	Lighthouse Homes Engagement Project	398
Release Financial Charity	Savvy Navvies	2000
Elmton and Creswell Village Co.	Reach Out and Bring In	2000
Clowne and District CT	Amblers Walking Group	875
Derbyshire Carers Association	Derbyshire Young Carers Service	2000
Rhubarb Farm CIC	The Marigold Club	560
Derbyshire County Council	Parenting Programme using Webster Stratton Incredible Years	2000
Just Good Friends Club	Fun Sports	1892
Ault Hucknall Parish	Extreme Wheels	2000
Ashgate Hospice	Giving people with life limiting illness	1900
Tibshelf Old Peoples Club	Travel costs	500
Lighthouse Homes	Lighthouse allotment, phase 2 fruit orchard	543
Elmton and Creswell Village Co	Serving 'Limestone Lunches'	2000
Derbyshire County Council	Creswell Sports Hub	900
Derbyshire County Council	Animals are life enhancing	700
Friends Forever	Friends Forever	1100
TOTAL		£24,408

HOW ARE WE DOING?

The chart below is an extract from the full area summary profile for the district from the Derbyshire Observatory in relation to health and well-being and assists in understanding the community's needs in order to reduce health inequalities.



Although Bolsover is one of ten local authority districts across England that has experienced the greatest relative improvement in deprivation levels, the chart above shows that Bolsover is significantly worse against 8 of 14 indicators when compared to Derbyshire:

- Early death from cancer is the highest across Derbyshire
- Life expectancy for both men and women is lower than the England average.
- 20.5% of Year 6 children are classified as obese
- Bolsover has the second highest number of cases of self-harm across Derbyshire
- The percentage of people receiving home care/support is the highest across Derbyshire
- Bolsover has a higher than Derbyshire rate of unpaid care provision
- 18,707 residents have 'limited' day to day activities; a rate of 24.7 which is significantly higher than Derbyshire at 20.4 and England at 17.6

WHAT ARE WE DOING?***Raising Aspirations***

'Raising Aspirations' is Bolsover Partnership's flagship project. During 2009 – 2014 it achieved strong recognition for its role in increasing progressions at post 16 and raising aspirations of more vulnerable groups. Since 2015, Public Health Locality Funding has been invested in the programme and is now being delivered across all of Derbyshire (except Derbyshire Dales) through a commission with Derbyshire Education Business Partnership, managed by Bolsover Partnership.

The two schools that are being supported in Bolsover district are Frederick Gent and Heritage High. The targeted employability programme continues to work well with these 2 beneficiary schools. Additional meetings and discussions have been held with Senior Leaders to plan for additional locality offers of Year 8 (Mental Health) Building Resilience programme and the Primary Transition 'Futures Week' programme that has run successfully in the past with Frederick Gent School and their two main feeder primary schools. West Nottinghamshire College, who have been a delivery partner previously have also been secured to be involved in this transition programme.

The Year 8 Building Resilience programme in Heritage High will start mid-May and parental permissions, cohort selection, criteria, facilities etc. have all been discussed and planned. This programme can integrate bespoke elements depending on the particular needs of the students i.e. First Steps an Eating Disorder Charity, and the programme has been developed by gathering detailed feedback from students in the two previous programmes.

For the targeted programme there has been 36 separate sessions with students at Frederick Gent School and they have wanted the focus of delivery and support to be with the 9 current Year 11 students before they head into GCSE exams. Staffing changes within the school have meant that the rolling Year 10 cohort will be identified in the summer term (April-July 2018).

There has been 12 delivery days between January and March 2018 quarter with the identified students working on a 1:1 basis, however targeted group delivery has been provided to further assist key skills development, such as team work, communication etc. Group delivery has included learning about and completing application forms and CVs. Plus, discussing the importance of working and what you get from this, including understanding the minimum wage entitlements and how wages are structured. They have also learnt about interviews and set future goals that include short term achievable goals that can help them achieve this. The Job Centre Plus are scheduled to work with the students in the next delivery quarter to offer more detail around the jobs labour market and work/personal finances.

In Heritage High the targeted delivery has continued in support of x8 Year 11 students and x12 Year 10 students offering a total cohort number of 20 as a rolling cohort in this school. This number has settled now into the maximum cohort number to ensure there is time to offer a personalised approach for individuals. There has been 16 visits this quarter offering 33 sessions with the programme delivery being a mixture of 1:1 meetings and group sessions that enable delivery of common support themes. For the Year 11 students Meg has offered small group workshops on CV's, mock interviews, interview preparation to support them in securing 6th

form/college or apprenticeship applications. Plus, there has been support offered to help them cope with exam stress that includes revision help and tips. The different dress codes in work and the importance of creating a good first impression has also been discussed.

The Year 10 students have been engaging with skills development opportunities and team building games such as 'Zoom' that help them build confidence and participate and learn about the skills and qualities needed for work. In addition, talks around the benefits of part-time work and an introduction to wages and personal finance have taken place.

Outputs/outcomes achieved between April 2018 and March 2018:

- 271 beneficiaries
- 211 sessions delivered
- 11 positive post-16 progressions made
- 4 partnerships established

Case Study

Heritage High School



Since the middle of Autumn term Meg, the Employability Worker (EW), started working with 24 Y10 & Y11 students in the school that have been identified as having lots of potential despite currently struggling socially, lacking in confidence, or displaying behavioural problems. There has been some changes and Meg is now working with 12 year 10 and 8 year 11 students. Meg visits Heritage High every Friday alternating interventions between Y10's and Y11's.

The sessions vary between 1:1's and group work so that students get a good idea of working in different situations with different people. During a 1:1 session a year 10 student, Callum opened up about how much he is currently struggling with revising for his exams and the pressure from family and school regarding this, and Meg felt that he needed techniques in place to ensure he was coping.

Meg collated resources on how to make revision easier to remember and easier to learn. They both looked at many techniques which included; using post it notes around the house with the main revision notes written on them, writing up the notes at the end of every day, watching YouTube revision videos, asking parents/friends to test him etc. Meg also got him signed up to Barclays Life Skills website where there are revision tips for students on there during one of his 1:1's. Callum found these tips really useful and felt like he was making progress, he also said he felt like it had brought him and his Mum and Dad closer by them all helping.

What next?

Callum's goal is to join the Navy when he is old enough. He continues to work on his fitness and all subjects within school to ensure this is possible for him to achieve. Meg also recommended a book called "Ways to help you get into The Royal Navy". Callum loved this and they both looked together and discussed what grades etc. he needs to ensure he gets in.

What the student and school say:

The student works very well with the EW and gives great feedback on every session and openly asks how Meg thinks he is doing. Callum will ask for a longer session with Meg to make sure he has time to cover everything. Callum said *"I do like coming to these sessions because I can see already that I benefit from them"*.

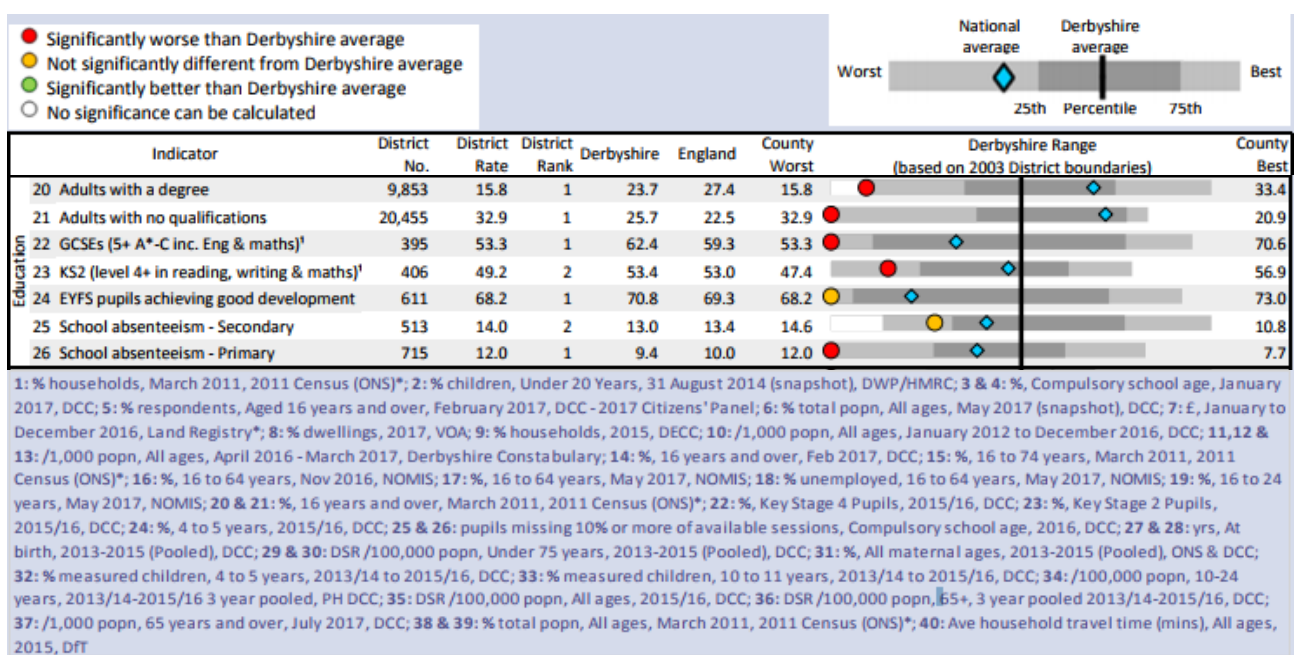
Tracey Oley-Jones Head of Y11 said *"Meg has been mentoring our Year 10 and 11 students for some months now. The students feedback is that the sessions, both individually and in groups are extremely worthwhile and they feel very lucky to have been chosen to participate. I personally see how much the content of the sessions increases the student's confidence and aspirations. Meg is very positive, bubbly and works extremely well with this age group of students. Heritage High School is very fortunate to be involved in RA with DEBP"*.

HOW ARE WE DOING?

Education

The chart below is an extract from the full area summary profile for the district from the Derbyshire Observatory in relation to education. This shows that the district is worse than Derbyshire and national averages against all indicators. Noticeable changes since the last End of Year report in May 2017 include:

- ⇒ An increase in the number of students achieving GCSEs (5+ A* - C inc. Eng and maths) from 43.9% to 53.3%
- ⇒ A decrease in the number of KS2 students achieving Level 4+ in reading, writing and maths from 80.1% to 49.2%. This is due to a change in the KS2 curriculum and assessment regime between 2016 and 2016.



Qualifications

The table below shows qualification levels for Bolsover district compared with East Midlands and Great Britain averages, highlighting significant gaps at NVQ2 and above.

Qualifications (Jan 2017-Dec 2017)				
	Bolsover (Level)	Bolsover (%)	East Midlands (%)	Great Britain (%)
Individual Levels				
NVQ4 And Above	12,100	25.8	32.1	38.6
NVQ3 And Above	18,500	39.4	52.0	57.2
NVQ2 And Above	27,700	59.0	70.9	74.7
NVQ1 And Above	36,500	77.8	83.6	85.4
Other Qualifications	6,400	13.6	8.2	6.9
No Qualifications	4,000	8.6	8.2	7.7

Source: ONS annual population survey

Notes: For an explanation of the qualification levels see the definitions section.

Numbers and % are for those of aged 16-64

% is a proportion of resident population of area aged 16-64

Improvement in skills is one of the ten pillars in the Government's Industrial Strategy proposals, which set out a vision for producing more balanced growth and improved productivity in the UK. The introduction of the Apprenticeship Levy in April 2017 aims to shift funding from being in the hands of the education sector to the hands of employers.

The Partnership's report for the period April to September 2017 provided data on apprenticeship starts in 2016-17. This data showed that 1160 Bolsover residents started apprenticeships, a 1.7% drop from 2015/16 (20 learners). When looking at the total of all age groups, the data showed an increasing take-up of advanced (+4.9%) and higher level apprenticeships (+33.3%) and a drop in intermediate apprenticeships (-8.5%). This was consistent with trends across regional and national trends and the shift in levels to which apprenticeships are being taken is encouraging in the context of UK aspirations to improve parity between vocational and academic routes.

Data has more recently been published on the number of apprenticeship achievements for 2016/17 with comparisons to 2015/16 (see below). Overall the picture is not a positive one, with Bolsover seeing a drop in achievements across all age ranges. This highlights the need for some focused activity with schools, training providers, employers, employment support programmes and individuals across the district.

	Intermediate			Advanced			Higher			Total		
Total	15/16	16/17	% change	15/16	16/17	% change	15/16	16/17	% change	15/16	16/17	% change
Bolsover	350	350	0	230	190	-17.4	20	20	0	590	550	-6.8
Derbyshire	3160	2980	-5.7	2000	1850	-7.5	130	240	84.6	5280	5060	4.2
England	162500	160300	-1.4	99800	103,900	4.1	6900	11000	59.4	269200	275200	2.2
	Intermediate			Advanced			Higher			Total		
Aged under 19	15/16	16/17	% change	15/16	16/17	% change	15/16	16/17	% change	15/16	16/17	% change
Bolsover	110	90	-18.2	50	50	0	-	-		170	140	-17.6
Derbyshire	1170	1060	-9.4	570	560	-1.8	20	30	50	1750	1650	-5.7
England	48700	49400	1.4	23700	2500	6.3	400	700	75	72800	75300	3.4
	Intermediate			Advanced			Higher			Total		
Aged 19-24	15/16	16/17	% change	15/16	16/17	% change	15/16	16/17	% change	15/16	16/17	% change
Bolsover	100	110	10	80	60	-25	10	-		180	170	-5.6
Derbyshire	890	870	-2.2	720	640	-11.1	30	70	133.3	1650	1580	-4.2
England	51300	48400	-5.7	36500	37000	1.4	1500	2500	66.7	89300	87900	-1.6
	Intermediate			Advanced			Higher			Total		
Aged 25+	15/16	16/17	% change	15/16	16/17	% change	15/16	16/17	% change	15/16	16/17	% change
Bolsover	140	140	0	100	80	-20	10	20	100	300	280	-6.7
Derbyshire	1090	1050	-3.7	710	650	-8.5	80	140	75	1880	1830	-2.7
England	62500	62600	0.2	39700	41700	5	4900	7800	59.2	107000	112000	4.7

Source:

Department for Education, FE data library, Apprenticeships Geography data tool, Achievements 2011/12 to 2015/16 to date

Notes:

15/16 covers August 2015 to July 2016

16/17 covers August 2016 to July 2017 (Finalv4)

% = the percentage change from 15/16 to 16/17

Numbers are rounded to the nearest 10 and '-' indicates suppression due to low numbers of learners. The rounding of numbers explains why totals may deviate from the sum of individual districts.

Controlling Migration Fund

BOLSOVER PARTNERSHIP - BUILDING RESILIENCE PROGRAMME



REPORTING PERIOD: October 2017 – March 2018

Understanding the issues

In recent years there has been a significant influx of Eastern Europeans to the NG20 area. Although Poland is the major source of migration in the area, there are also other nationals that have moved to the area: Lithuanians, Latvians, Bulgarians, and Romanians. During the last six months there has been an increase in numbers of Romanians coming to live in Shirebrook. This observation conveys the national trend seen in last years and proved by statistics (increase in a percentage of Romanians in the foreign-born population/Source: EUROSTAT, March 2018).

There are different reasons behind migration. However the main one for Eastern Europeans is related to employment. People come here to work, to find work or to join (working) family members. There is a significant financial benefit and more opportunity to save. The main pattern has not changed through last six months – sports retailer Sports Direct as an employer is a main reason for most migrants to choose Shirebrook to settle down.

Some migrants plan to stay in Shirebrook for just a few years or months and do not see their future permanently here in the UK. Amongst them are people who come for seasonal work and those around pension age who want to increase their pensions. Other migrants come in order to settle permanently in the UK as there are higher standards of living, better earnings and a more generous social security system than in their home countries.

There is a permanent rotation within the migrant population in NG20 area. People are coming to live in an area due to the work opportunities in Sports Direct. Often it is their first job in the UK. After the while, when they feel more confident with the new circumstances and mainly language they move to bigger places (Mansfield, Chesterfield, Sheffield) to find new, better paid job.

The recent pattern of migration has presented real challenges for integration and community cohesion in Shirebrook and the surrounding NG20 postcode area. The following issues have been identified:

- Language barriers;
- Houses of Multiple Occupation (HMOs);
- Modern slavery/human trafficking;
- Homelessness;
- Double appointments at the GP surgery;
- Long queues at the Contact Centre and GP surgery;
- Anti-social behaviour (ASB);
- Hate crimes;
- Lack of integration within communities;

Steve Cathcart, Police Community Support Officer for Shirebrook, talks about Shirebrook Model Village: *'Two years ago there were Union Jack national flags flying on street corners to express the differences. This year different communities will together host a bonfire night'*.

Although improvements in community cohesion can be seen, in last six months there have been indications of a fear of return of hate crimes. In late February two Polish nationals (17 and 22 years old boys) were attacked by the large group of British youngsters and they suffered serious injuries. The Police took relevant action, but clearly shows that divisions between communities still exist.

The 'Building Resilience Programme' is an ongoing opportunity for Shirebrook and the wider NG20 area to build upon the efforts of the NG20 Partnership and the outcomes of the Community Cohesion Project.

Project Management

In accordance with the agreed milestones a Project Team has been recruited, consisting of Strategic Project Manager, Project Development Officer (employed previously by Bolsover District Council as a Community Cohesion Officer for Shirebrook) and Project Community Development Worker (who commenced in post November 2017).

The project has an Operational Group which is organised on a monthly basis. It is chaired by the Strategic Project Manager and involves all strand leads and has proved to be a useful approach in terms of exchanging information/intelligence between strand leads (Private Sector Housing linked with Streetscene about recycling), tackling the problems (support of Safer Neighbourhood Team for the Surgery, sharing the office space), consulting the best actions (landscape scheme provider suspended buying equipment due to ongoing designing process) and bringing new ideas.

A framework to measure the impact of activities has been developed by working with Consultants who have been appointed to evaluate the programme. The approach being utilised to monitor progress is a Social Return on Investment model (by using the HACT Social Impact tool for cost-benefit analysis where monetary values for each of the strands within the project's social impact are identified).

An online platform had been created to promote the Project's activities via the 'Bolsover Partnership' website www.lsp.bolsover.gov.uk.

In February 2018 a meeting with representatives from Ministry of Housing Communities & Local Government (former Department for Communities and Local Government) was hosted in Shirebrook to discuss progress. In addition, a meeting with Mahara Haque, a Rotherham Borough Council co-ordinator of 'Stronger Communities' Project (funded by MHCLG) took place to share experience and good practice.

Project Delivery Progress

The Programme covers interventions organised into seven strands. The key approach is a multi-agency cooperation, executed by multiple complementary projects. Below is an update on each strands' goals and progress to March 2018.

Planned:

- Additional English language capacity to improve educational outcomes and to improve youth activities to foster cohesion.

Actual:

- 60 hours of English lessons delivered to 40 adult Polish speakers;
- Polish speaking teaching assistant engaged in in-class support, small group interventions and extra maths sessions for Y11 students;
- Thriving communities project
- Project with local church to provide art work for renovation of chapel in Shirebrook Cemetery;
- 2 Y9 students piloting a programme called Bounce (an online club that helps young people create and carry out community action projects in their community)
- Anti-bullying ambassadors visiting feeder primary schools.
- Volunteer it yourself project 1 – Cricket club renovation completed in November; Volunteer it yourself Project 2 – Planters in the market place in March 2018.

Case study 1: English as an Additional Language

Monika is a Polish woman who arrived in England 5 years ago and is working at Sports Direct in Shirebrook. In her work environment, Monika only speaks Polish as many of her colleagues are Polish too. Monika hasn't been to an English lesson since she left school, 15 years ago.

She started English lessons at Shirebrook Academy in October 2017 and has been identified as an intermediate level English learner. She attends two lessons each week: on Tuesdays where she practises her English grammar as well as her English writing, and on Thursdays where she learns and practises English vocabulary and speaking and listening comprehension. Her main motivation to attend these sessions is to be able to communicate in English in everyday life and to be more confident in speaking the language.

In the Intermediate group that Monika attended, all learners expressed their desire to learn everyday life situations in their speaking /listening comprehension session on Thursdays where they covered a range of topics such as phone conversations, making a doctor appointment through the phone, going to the post office, opening a bank account, getting to know the neighbours etc. Monika has had the opportunity to practise her speaking through role plays.

A feedback and a suggestions box is available every week for learners to ask for a topic they wish to receive support with. Monika – who regularly attends both weekly sessions - said she *"enjoys her lessons and that she needs the grammar and the vocabulary to be able to communicate"*.

Planned:

- Volunteering opportunities and development capacity to enable local groups to integrate.

Actual:

- Four community based events (Christmas Carols, Santa Claus Day, Fat Thursday, Easter Celebration). Events had been organised under the common theme: 'Learn the difference'. Events are based on traditions which are integral to the culture of migrants.
- Four community engagement events had been arranged (Kick it out – tackling the discrimination, Oz-Box classes, International Ladies Club, Film on Friday).
- 'Volunteering Programme' had been launched:
 - A full asset audit of Shirebrook has been completed
 - Links made with the Shirebrook Thriving Communities hub to enhance partnership working
 - 6 volunteers engaged to date
- Community Groups supported in NG20 area:
 - Pear Tree Estate Group.
 - Model Village Residents Group.
 - Shirebrook Bowls Club.

Case study 2: OZ-BOX

Oz-Box is a concept designed to reduce anti-social behaviour and is a free Community Boxing and Fitness Scheme. Classes are free and take place weekly.

The new Oz-Box classes have been promoted in English & Polish and in the first month there was considerable interest from Shirebrook communities (both residents and migrants).

There has been an increase in the number of Polish attendees but a drop in the number of adult English attendees. Through interviews it was discovered that the classes are perceived as a 'Polish classes'. Posters and leaflets (separate in each language) are being promoted, and liaison with Oz-Box coaches and local CAN Rangers is taking place is now taking place.

OZ-BOX is back in Shirebrook!

Building Resilience Programme is inviting everyone to join famous physical activity.

No matter what your age*, gender or what language you speak – join us and develop yourself!

*Minimum age 16. Children between the ages of 16-17 must be accompanied by an adult.

WHERE: Shirebrook Village Hall, Park Rd, NG20 8JP. **WHEN:** 5.30pm-6.30pm, every Tuesday from **February 13th**. **COST:** Free!

OZ-BOX coaches will be supported by a Polish speaking volunteer.

OZ-BOX wraca do Shirebrook!

Budowanie odporności. Program zaprasza wszystkich do udziału w popularnych zajęciach fizycznych.

Nie ważne ile masz lat*, jakiej jesteś płci ani w jakim mówisz języku – dołącz do zajęć i pracuj nad sobą!

*Minimum wiek 16 lat. Dzieci między latami 16-17 muszą być nadzorowane przez rodzica.

GDZIE: Shirebrook Village Hall, Park Rd, NG20 8JP. **KIEDY:** 5.30pm-6.30pm, pierwsze zajęcia we wtorek 13-go lutego i w każdy następujący wtorek. **CENA:** Bezpłatnie.

Trenerzy OZ-BOX będą wspierani przez mówiącego po polsku wolontariusza.

The Building Resilience Programme is funded by the Department for Communities and Local Government

Case study 3: International Ladies Club

The International Ladies Club had been created to provide a safe environment for women living locally in NG20 to be able to meet, share views, integrate, relax and support each other. The goals of the club are: to motivate women to improve their lifestyle, to encourage women to share their interest and hobbies, to open women to different cultures and points of view, to broaden women's experience and knowledge of multicultural environment they live in, to encourage entrepreneurial development and to support and better their mental and physical wellbeing.

Since the first meeting there has been approximately 20 people attending and great mix of cultural backgrounds. Ladies who are involved in the Club are Polish, English, Romanian, Czech, Slovakian, Hungarian, and Russian.

Members of the ILC are treated as 'community leaders' and support the Project through translating materials, and providing access to other members of their communities in terms of issues related to housing, social or police.

Market Square Enlivenment (B1)

Planned:

- Upgrade shop fronts and create an inviting social space

Actual:

- Collaboration with the University of Sheffield's Department for Urban Studies and Planning to create a 3D Virtual Reality model of the proposed improvements both for design and for community engagement/visioning exercises
- A Design Working Group consisting of Economic Development, Planning, Estates and the University of Sheffield has been set up to develop the design concept
- Early engagement activity has been carried out with four businesses to date
- A detailed condition survey is being procured to better understand the extent of the repairs needed and the likely costs
- As a result of the challenges the SLA was renegotiated and it was agreed that the outputs should be reduced from 50 shop fronts improved/painted to 25 shop fronts
- Support from Sports Direct to undertake improvements to the charities' shop fronts located on the market square

Migrant Community Access (C1)

Planned:

- Additional Contact Centre resource capacity and migrant community communication needs to meet demands and prevent issues escalating.

Actual:

- A Polish volunteer who had been assisting with translation at the Contact Centre drop in sessions has now been appointed to a temporary Customer Advisor post backfilling the 0.5 specialist advisor until March 2019;
- 59 drop in sessions delivered
- 1,386 face to face enquiries (136 above target)

Improve Access & Quality of Private Sector Housing (D1)

Planned:

- Resource to tackle immediate safety and environmental issues, take enforcement action and raise awareness of standards amongst migrant community.

Actual:

- Technical Support Officer had been appointed in late December 2017;
- Delays experienced with the recruitment of specialist Environmental Health Officers. It was hoped to use existing staff to undertake additional work in their own time.
- List of 1,000 properties to be inspected in NG20 area had been prepared.

Social Norms & UK Laws – Street Scene (E1)

Planned:

- Public realm improvements, nudge theory and enforcement action.

Actual:

- Planting scheme progress in Rainbow Park, Shirebrook:
 - New tree planting scheme complete at multiple locations throughout the park complete;
 - Community participation with the tree planting on Tuesday 5th December, very successful event that was enjoyed by everyone.



Social Norms & UK Laws – Vehicles (E2)

Planned:

- Vehicle checks, driving law awareness raising and migrant recruitment within the Police.

Actual:

- Another volunteer from the migrant community joined the Safer Neighbourhood Team in March 2018.
- ANPR Cameras – one of the fixed sites was up and running in March and would be operational soon.
- Researching and ordering road safety equipment took place to start the scheme in summer.

Additional GP Resources (F1)

Planned:

- Resource to increase capacity and proactively register new patients, limiting emergencies and double-appointments.

Actual:

- In February 2018 a Polish receptionist was appointed, replacing the one that left the surgery in November the previous year
- Clinical Pharmacist was appointed in February 2018
- There has been a reduction in the number of double appointments due to the additional support able to be provided by the Polish receptionist with language interpretation.

Healthy Workforce Programme (G1)

Planned:

- Major employer engaged with the Healthy Workforce Programme.

Actual:

- Links have been made with Alex Sheldon (Sports Direct Workplace Wellbeing Officer);
- A Wellbeing Zone has been set up at Sports Direct and body MoT's will commence at the beginning of May 2018.
- Links have been made with Stubbin Wood School and the Shirebrook Academy.
- Healthy Workforce Adviser was appointed in February 2018;

Contact information:

Building Resilience Project Team

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In July 2015, Bolsover District Council and Robert Woodheads Limited signed a partnership agreement to work collaboratively and maximise social value outcomes following Woodhead's successful tender for a 4 year framework agreement to build a minimum of 100 new houses. The update below has been provided by Woodheads and covers the period November 2017 to April 2018.

788 Young People Engaged



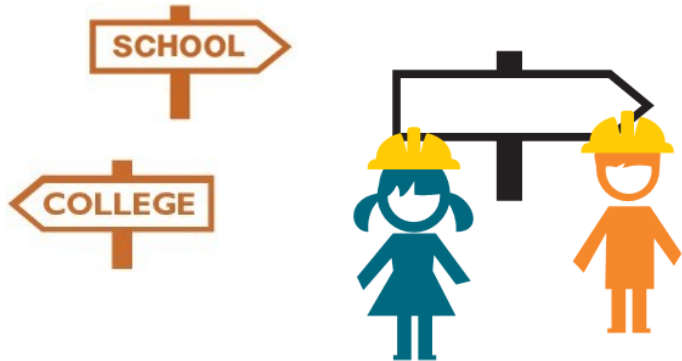
11 Training Events/Courses

1 Meet the Buyer Events

6 Work Experience Opportunities

5 School Activities

2 Apprenticeship Starts



YOUNG PEOPLE ENGAGED

The Bolsover School

Over the last period, the Bolsover School has been supported with a number of events, including attendance at the Chesterfield & Bolsover Learning Community BIG Event on 12th December 2017, which was a large careers event supporting a number of schools within the area.



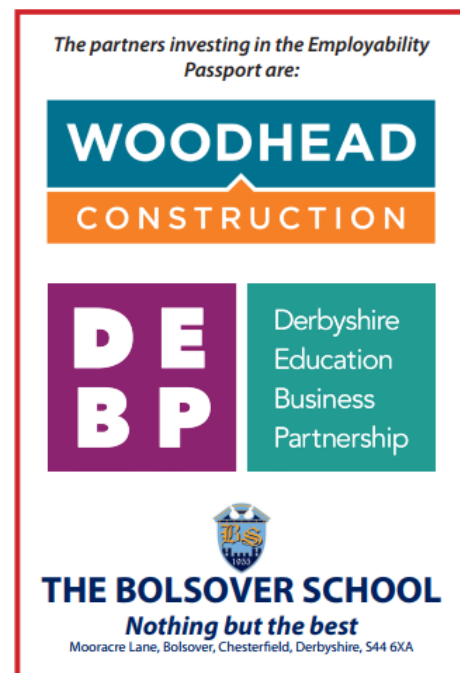
Picture of Ben Holmes of Woodhead's at the Chesterfield & Bolsover Learning Community BIG Event

A talk on careers in construction was delivered on 24th January 2018 at the school's Year 9 assembly.

Employability Passport

On 8th February 2018 support was given to launch The Bolsover school's Employability Passport. Woodheads have been working closely with the school to support the development of the passport, which aims to teach students valuable employability skills needed for when they start their careers. The school were able to access some funding from the Derbyshire Education Business Partnership and needed an employer to support the proposal.

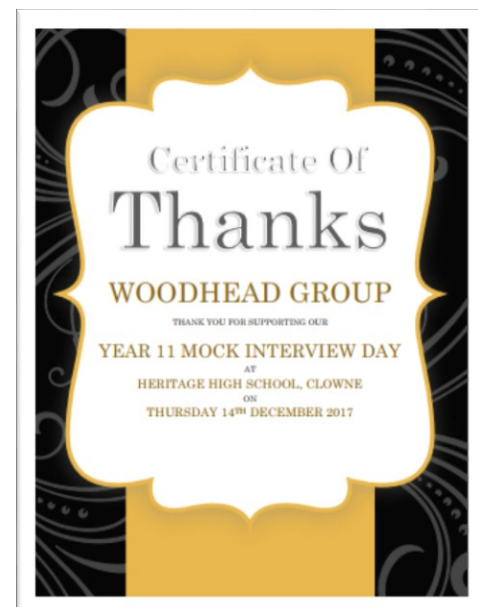
A number of other activities are lined up to support The Bolsover School throughout the remainder of the academic year including a maths challenge and further site visits.



The Heritage High School, Clowne

On 14th December 2017 mock interviews took place at The Heritage High School in Clowne. Woodheads were invited by Two Counties Trust who are a multi academy trust that work in partnership in order to improve the quality of provision and outcomes for all learners through focussing on school improvement.

Woodheads has also supported the school with an activity where students have to read a job description and complete an application form and then are interviewed by employers. An example job description and application form were provided to the Trust in preparation for the interview day which took place on 15th March 2018.



Chesterfield College

Woodheads are working with Chesterfield College to support a number of their trade students with work experience opportunities, starting with the Hill Top Site at Shirebrook. On 24th January 2018 a visit to the College took place to deliver a talk to the students on the B@HOME Framework, the work experience opportunities and the process they need to take to secure a placement on site. A number of Mock CSCS training sessions, prior to the students coming on site, have also been delivered.

WORK EXPERIENCE

Working alongside Chesterfield College, a work experience programme has been developed for some of their students to attend work experience at the Hill Top site in Shirebrook. Over the course of the coming months, a number of students from Bricklaying, Carpentry & Joinery and Plumbing will get to experience working on an active site.



Before the students start their placements, they will sit a mock CSCS test, to give them a greater understanding of Health & Safety on a building site.

Below is the schedule of work experience we have developed alongside Chesterfield College:

To date 9 students have been on work experience from Chesterfield College at the Hill Top site.

Picture of Jake Alsop and Jack Bush from Chesterfield College on work experience at Hill Top, Shirebrook

Hill Top Work Experience Planner						
		x = to 1 no student				
	Dates	Brickwork	Carpentry & Joinery	Electrical	Plumbing	Plastering Decoration
February	05.02.18					xx
	12.02.18					
	19.02.18					xx
	26.02.18				Jamie Oswell & William Hoyland	
March	05.03.18	Kurtis Kirby & Lewis Abbott				
	12.03.18		Jamie Harris			
	19.03.18			xx		
	26.03.18				Jake Alsop & Jack Bush	
April	02.04.18					xx
	09.04.18	Josh Bett				xx
	16.04.18					
	23.04.18				Stephanie Bealing & Brandon Brazier	xx
	30.04.18					
May	07.05.18					xx
	14.05.18					
	21.05.18					
	28.05.18					

Total Outputs to Date

Output	Corporate Targets (100 units over the lifetime of the framework)	Progress to date
Young People Engaged	3000	2580
Training Events/Courses	200	60
Adult Employment Opportunities	4	7
Careers Fairs	3	5
Work Experience Opportunities Pre 16	6	15
Work Experience Opportunities Post 16	50	11
Meet the Buyer Events	1 per year	2
Number of Upskilling Opportunities to BDC Housing Maintenance Section	5	3
Number of Traineeships	5	1
Number of Apprenticeship Starts	4	2
Apprentice Weeks on Site	552	63.7

GRANTS TO VOLUNTARY ORGANISATIONS PROGRAMME

Bolsover District Council has awarded grants to third sector/voluntary organisations over a number of years, each receiving an agreed amount annually to support the objectives of that organisation. The table below identifies the annual financial contribution made by the Council.

Organisation	Grant Awarded 2017-18
Groundwork Creswell	£13,600
Derbyshire Law Centre (DLC)	£18,000
Derbyshire Unemployed Workers Centre (DUWC)	£19,900
Junction Arts	£16,000
North East Derbyshire Citizens Advice Bureau (NEDCAB)	£19,000
Rural Action Derbyshire (RAD)	£2,265
Trade Union Safety Team (TRUST)	£3,650
TOTAL	£115,415

Impact Assessment Value

Within the performance monitoring framework that has been implemented, outputs and outcomes are recorded and reported on bi-annually. These are then used to assess wider impact by using estimated calculations for deadweight (discounting activities that would have happened anyway). NB The HACT Social Value Bank has not been used for the Grants to Voluntary Organisations programme, although it will be from April 2018. Instead, a range of financial proxies have been researched and used in order to provide an indicator of how the funding is being used to create further value for the benefit of the district.

The table below shows, for the period April 2017 to March 2018, the estimated value of outcomes by individual organisations achieved through the services provided (NB other funding has contributed to the outcomes achieved; the Council's investment is not therefore 100% attributable).

Organisation	Value of Outcomes
Groundwork Creswell	£24,408
Derbyshire Law Centre (DLC)	£471,664
Derbyshire Unemployed Workers Centre (DUWC)	£365,134
Junction Arts	£135,354
North East Derbyshire Citizens Advice Bureau (NEDCAB)	£396,900
Trade Union Safety Team (TRUST)	£135,383
Rural Action Derbyshire (RAD)	£165,483
TOTAL	£1,694,326

In January 2018, Bolsover Partnership was informed that CVP's Board of Trustees had taken the decision to close the organisation. Whilst CVP is being closed down, there is a desire by the remaining members of the voluntary/community sector to maintain an interim position with support from an outside organisation with the appropriate knowledge and expertise.

The Council's Grants to Voluntary Organisations budget for 2018-19 was agreed as part of the Medium Term Financial Plan; the amount allocated to the infrastructure organisation CVP is £23,000 for community development, community representation on strategic partnerships, strategic working in the sector and advice and support to community groups. A report was taken to Executive on 23rd April 2018 and supported to continue utilising this funding for the purposes set out above to respond to the short and medium/longer term needs of the sector via a Request for Quotation process. The task and finish group established to oversee this process will meet on 25th May to evaluate proposals received.

<i>Derbyshire Law Centre (DLC)</i>
Outputs Achieved April 2017 to March 2018 <ul style="list-style-type: none"> • 626 Derbyshire Law Centre enquiries • 154 Derbyshire Law Centre cases
Case Study <p>Sally, a single parent with three children one of whom is 9 months old was about to be illegally evicted until the Law Centre stepped in. When she received the Notice, she started to worry that she had to be out of her property and started to make preparations to move out.</p> <p>To get away from the worry Sally took her family on a short holiday in Skegness and her partner's son was staying at the property. In the early hours of a Wednesday morning, her partner's son phoned her to say that her landlady had walked into the property and had told him to leave and that she had to get her stuff out straightaway. The family came back from holiday and found the locks had been changed. All of her and her family's belongings were still inside.</p> <p>The Law Centre intervened and applied for an Injunction the following day. The Judge made an Injunction Order requiring Sally and her family to be allowed back into the property along with supplying new keys. We made further representations by instructing a barrister who drafted the court papers to represent Sally and a paralegal assisted with claiming housing benefit.</p> <p>The family now have time to make arrangements to move into a new property of their choice.</p>

<i>Derbyshire Unemployed Workers Centre (DUWC)</i>
Outputs Achieved April 2017 to March 2018 <ul style="list-style-type: none"> • £357,173 recovered from appeals tribunals • £1,237,150 of additional benefits claimed • 1,612 volunteers recruited/retained
Case Study <p>A man came in to the Shirebrook Office accompanied by his wife. He had severe epilepsy and a cyst on his brain giving him memory problems to the point of being unable to complete sentences.</p> <p>In June 2017 he was put in Work Related Activity Group from the Support group and had to attend work focused interviews directed by his Work Coach at Shirebrook Job Centre Plus (JCP). As he had a talent for drawing they had advised him he could be a Tattooist. He continued attending under instruction until March 2018 and then they tried to send him on a computer course. He was very upset as he told them he has fits as soon as he is in front of a VDU. So he was advised to see DUWV and appeal the decision. After contacting JCP in Shirebrook, the advice was that</p>

he would have to put in a new claim with worsening conditions. It was explained to JCP that he would lose all monies owed to him from June 2017 if he made a fresh claim, so a late appeal with a full explanation of what had happened was submitted. This was accepted and in April he was placed back in the Support Group with his monies to be reimbursed.

Groundwork Creswell, Ashfield and Mansfield

Outputs Achieved April 2017 to March 2018

- 11 young people that were previously excluded from school re-engaged back into education
- 15 accredited qualifications to pupils who are on the verge of exclusion
- 260,000 sqm of land at Brook Park maintained

Case Study

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

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

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

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

Junction Arts

Outputs Achieved April 2017 to March 2018

- 3,437 residents in the district have participated in arts and cultural activity
- 29,420 people have attended events and exhibitions in the district
- £208,508 additional funding has been levered into the district
- 582.5 volunteer hours have been delivered
- £1924 of teacher hour equivalent delivered

Case Study

This Girl Codes is a STEAM (science, technology, engineering, art and maths) project working with young girls and women. Workshops took place between November and February with Year 5 girls from New Bolsover Primary School.

In the first workshop Creative Technologist Claire Garside (Foundation for Digital Creativity / Leeds Raspberry Jam) and artist Rachel Carter worked with the group to produce light sculptures for an installation at Bolsover Castle during the Bolsover Lantern Parade event.

The sculptures took inspiration from the 1634 Masque held at the castle where a 'Cloud Machine' was made to lower actors playing the part of cherubs from the heavens down to the Castle grounds. Rachel carefully guided the group into how to make the basic willow structures and it was wonderful to see the room fill over the day with many variations on this chosen theme. Inside the sculptures, the girls explored algorithms with CodeBugs and LED ColourStars. Claire skilfully instructed the group as to how to reprogram the CodeBugs and ColourStars to their own designs. These were then placed inside the finished sculptures to create the final effect. The session covered a range of skills, from problem solving with peer-to-peer support, to pupil to teacher mentoring, a lot of areas were covered in a very intense day.

The 'clouds' were installed on the 25th November at the Castle and greeted our parade participants to great effect.

Following the adventures with coded lanterns for the Bolsover Lantern Parade, working again with Claire Garside the Year 5 girls were set a new task to creatively interpret their local history with coding activities. The group visited the wonderful Bolsover Castle to draw inspiration to create light boxes, which would be illuminated by many GlowBugs driven by their CodeBugs. Focussing on the unique architectural details at Bolsover Castle we were interested in enabling the girls to capture how they felt about this striking landmark in their town, one that they see every day whilst walking to school. During the visit the girls experimented with various forms of mark making, using acetate sheets, carbon drawing and graphite sticks. They also took their own photographs, recorded video and captured audio about the trip and the project as a whole.

There were many 'wow' moments, but when all the hard work came together, the sense of achievement was massive. So many elements were covered over the course of the two days, with the girls working together to frame heritage with STEAM. Some quotes from Y5 participants:

"Very adventurous and very arty."

"This trip made me have more passion in art. It was so cool. It gives girls a change to what they love. This Girl Codes is something I would recommend to people around the world. We learned some coding, computing, history and art. I would do it again."

North East Derbyshire Citizens Advice Bureau (NEDCAB)

Outputs Achieved April 2017 to March 2018

- 5,847 debt/benefits enquiries received
- 979 housing specific (including homelessness) enquiries received
- 672 volunteer hours
- 115 residents in the district reporting they are able to pay for housing

Case Study

This case involves a married unemployed couple with two dependent children living in a private rented house. Their youngest child has Cerebral Palsy and both parents have mental health issues.

DLA had stopped for their child as the DWP had written to their previous address about a renewal. As a result their Income Support, Carers Allowance, Housing benefit, Council Tax support, claims were suspended.

Enforcement agents visited their home for having not having a television license. Clients explained that they had a direct debit for a TV licence and sent in evidence. TV licensing still took the matter to the Magistrates Court and they were summonsed to attend. The proceedings were adjourned whilst the evidence that they had submitted was checked by TV licensing. Clients incurred Court Costs.

In addition to this, they were notified that they had overpayments of benefits. With no income, they accrued arrears on all of their household bills and they were issued with a notice of possession action by their landlady. Their financial difficulties had a huge impact on their mental health; the wife's deteriorated dramatically and she was sectioned.

NEDCAB assisted them with their benefit issues, they were reinstated, and received a partial backdate – this has cleared some of their rent arrears and arrangements are in place for the rest. Assistance was given by contacting TV licensing and finally the warrant was withdrawn, costs were settled by the Claimant and an apology was given to clients.

Clients were also assisted with a big difference application; this reduced their monthly water payment to £2.75 instead of £38.00. A referral to Edward Owens, Fuel Poverty Coordinator, resulted £1,500 being written off their Fuel debt by way of a charitable grant. They have also had assistance via a referral to Rethink for tenancy support as the property they are living in is not suitable for their needs and they would benefit from a property with adaptations.

All of their debts have been rescheduled and with some budgeting advice they are managing their affairs. On closing this case, the wife's health has improved and she has been released for home stay a couple of nights a week and she should be discharged in the next couple of weeks.

Trade Union Safety Team (TRUST)

Outputs Achieved April 2017 to March 2018

- 100 enquiries from people experiencing ill health or health and safety issues
- 26 people supported with Tinnitus
- £60,710 additional benefits and compensation awarded

Case Study

This lady had been involved in an accident where she sustained a head injury, after which she became aware of tinnitus. She was afraid to seek help for long time because she knew someone who had committed suicide as a result of tinnitus and was very anxious. However, she came along to an outreach event in Bolsover where she was reassured that something could be done to help her. She was very emotional because of the relief she felt as her feelings were being understood.

She also had diminished hearing but had not done anything about this either, so a direct referral was made to audiology and, soon afterwards she rang to say she had been to the appointment and was feeling much happier now.

She felt that her life had taken a turn for the better because suddenly the burden she had been feeling for so long had been lifted.

She has become a member of the group and is now leading a much better quality of life.

Rural Action Derbyshire (RAD)

Outputs Achieved April 2017 to March 2018

- 15 residents assisted with transport through 'Ways to Work'
- 11 households benefitting from a community oil buying scheme
- 53 residents benefited from suicide awareness training

Case Study

RAD held 10 training seminars on a range of topical subjects under the theme of 'Village and Community Buildings' to 184 delegates including 2 events 'Insurance for village halls', Trustee Roles & Responsibilities, Updating Governing Documents, Fire Safety in village halls, PAT Test training and 3 events on the Data Protection (GDPR) regulations. RAD delivered two of these events during National Village Halls Week in January which gave delegates the opportunity to network and to discuss the future delivery of the advisory service. It generated a further 26 requests for information on GDPR from those unable to attend training.

There was a high demand for training, especially with the new Data Protection regulations (GDPR) regulations coming into force in May 2018. Delegates gained a fuller understanding on how their organisation should process personal data of all individuals they are involved with. They learnt how to take a strategic approach to implement the operational changes they need to make in order to comply with the new regulations.



BNED LEADER Update

Bolsover North East Derbyshire (BNED) LEADER is a European Funded Programme which aims to develop a vibrant, dynamic and diverse rural economy and increase economic productivity and growth. The current Programme commenced in 2015 and is expected to end in March 2019.

Projects are encouraged to apply that will primarily create jobs and growth within the rural economy and fit within one of the six priorities:

- Support for increased farming productivity
- Support for micro/small enterprises and farm diversification
- Support for tourism activities
- Provision of rural services
- Support for culture and heritage activities
- Support for increased forestry productivity

The BNED total allocation for the LEADER programme, including Management & Admin budget, is **€1,713,000** (as previously advised, LAG funding contracts will be in Euros). The sterling equivalent contained in the letter is **£1,370,400** based on an exchange rate of €1 = £0.80. As the Euro is currently in a state of flux, the sterling equivalent will be subject to change² from year to year.

Applications

Council area	Total Queries	EOI Endorsed	Awaiting FA	In Appraisal	Approved
Total	231	54	19	2	7
Bolsover	59	13	4	2	2
NEDDC	136	41	15	0	5
Out of BNED Area Queries	36	-	-	-	-
Grant Involved	-	-	£1,033,889.50	£70,719.53	£194,666.77

To date, 56 Expressions of Interest (EOIs) have been received, 54 of which have been invited to Full Application. Currently 7 of these applications have been contracted, 3 have been rejected at the LAG Approval Meetings, 19 are in the process of completing Full Applications and 2 are in Appraisal. 26 have withdrawn from the process blaming problems with match-funding, arranging quotes and programme complexity.

Offering more support to applicants through the Full Application process has shown to improve the quality and quantity of the applications received. 121 support visits and meetings at the Council Offices are offered any time to all applicants. Monthly support sessions are arranged on an alternate basis at Mill Lane Offices and The Arc at Clowne once a month for the rest of 2018. Applicants can

² Euro exchange rate for June 2017 is €1 = £0.86793 (£1 = €1.15217) – Source: InforEuro monthly accounting rate (http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

attend to have time away from their business to complete the application, with help from the team on hand on the day. Keeping in regular contact with applicants to check on progress and to offer help when required is boosting the applicant/LEADER team relationships and increasing the Full Applications received.

The team are currently working hard to achieve 50% spend before the end of May 2018.

LEADER is grateful for the support from the D2N2 Growth Hub, who have produced an e-mail which can be shared with applicants which offers dedicated assistance towards the development of projects and completion of application forms.

Promotion

The email addresses of interested businesses are continually added to the newsletter mailing list to keep them informed of LEADER events and support sessions and remind them of the programme at regular intervals.

Leaflets have been included in the business rates of both Bolsover and North East Derbyshire in March. Staff time will be initially concentrated over the next couple of months on targeting potential eligible businesses who would not have received the business rates leaflet. This includes farmers in the eligible areas. A list of potential farm businesses to target has been generated with help from Andy Neath that Sharon is currently working through.

All council publications now include an article about LEADER funding, this includes Bolsover's In-Touch magazine, North East Derbyshire's Business News and 'The News' publication.

Staffing

Sharon Stevenson has hit the ground running in her new role as Monitoring and Support Officer, (partially due to Nicola's February holiday) the team are all very pleased with her drive and progress so far. Martyn Handley's secondment to the LEADER team will be coming to an end at the end of March so thanks goes to him for all his help and support, and look forward to sending more appraisals his way in the future.

**Nicola Parsons, BNED LEADER
March 2018**

Bolsover District Council

Executive

18 June 2018

Strategic Risk Register and Partnership Arrangements

This report is public

Report of Councillor Brian Watson, Portfolio Holder for Finance & Resources

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 31 March 2018, 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 helps enable 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 ensuring the organisation has a good awareness of its overall risk exposure, whilst helping determine an appropriate level of financial reserves.

The Strategic Risk Register

- 1.3. The revised Strategic Risk Register as at 31 March 2018 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.
- 1.4. Overall 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 and of ensuring that the Council mitigates the risk of a catastrophic event or service failure impacting upon our community. 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.
- 1.5 During the recent round of Quarterly Performance meeting one of the key issues discussed was the uncertainties associated with Brexit, the roll out of Universal Credit, the pace of legislative change and the ability to recruit and retain appropriately qualified staff were all viewed as remaining of concern. In addition, in light of the level of savings that needed to be identified over the period of the current MTFP, concerns were reiterated regarding the challenges in respect of securing these savings, against a background in which some services were experiencing increased pressures as a result of other agencies withdrawing services. The uncertainties arising from Brexit, the roll out of Universal Credit and legislative changes are incorporated within the same Strategic Risk (Risk 1) as outlined in Appendix 1. 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. This issue already featured within the Strategic Risk Register and is detailed as Strategic Risk 5 within Appendix 1, while the issue of financial pressures is covered by Strategic Risk 2 within Appendix 1.

- 1.6 There were a further two key risks identified for inclusion on the Strategic Risk Register. These were failure to have appropriate measures in place to safeguard children and vulnerable adults (risk 10) and failure of the local plan to progress to submission stage and to be found sound at independent examination (risk 11).
- 1.7 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 were held in early summer 2017. Likewise, as part of the Budget Scrutiny Meeting in September 2015 there was a presentation to Members concerning Risk Management.

Partnership Arrangements.

- 1.8 As part of the Council's Risk Management (including Partnership Working) Strategy a range of strategic partnerships are reported on and monitored within the Council's quarterly report in respect of Risk. These are complementary to the Partnership Funding and Performance Monitoring reports prepared by the Partnership Team to Executive twice a year 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.
- 1.9 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 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 this Council.

2 Conclusions and Reasons for Recommendation

- 2.1 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.

- 2.2 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.

3 Consultation and Equality Impact

Consultation

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

Equalities

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

4 Alternative Options and Reasons for Rejection

- 4.1 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.

5 Implications

5.1 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.

5.2 Legal Implications including Data Protection

There are no legal or data protection issues arising directly out of 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 approves the Strategic Risk Register as at 31 March 2018 as set out in Appendix 1.

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</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC: 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>	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
District Wards Affected	All
Links to Corporate Plan priorities or Policy Framework	All

8 Document Information

Appendix No	Title
1	Strategic Risk Register as at 31 March 2018
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)	
Service Plan Risk Registers	
Report Author	Contact Number
Dawn Clarke – Head of Finance & Resources	01246 217658

STRATEGIC RISK REGISTER SUMMARY AS AT: 31 March 2018

	Risk	Consequences	Risk Score (Likelihood x Impact)	Risk Score (Likelihood x Impact) Taking into Account Current Controls	Risk Owner / Lead Officer
1	Government Legislation / Parliamentary uncertainty / impact of Brexit / adverse external economic climate has an accelerating impact on Council (poor financial settlement), or upon the local economy, to which Council is unable to adopt an appropriate change of Strategic direction.	<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 any adverse impacts of these. • The Council has effective political and managerial (governance) 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. 	4,4 16	3,4 12	Political Leadership / Chief Executive / Chief Financial Officer / SAMT
	<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 current MTFP indicates 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.	The Council is affected by a operational service failure which has a major impact upon the local community, this impact being reflected in the Council's sustainability and reputation. Failure could arise from services – inc Data Protection – failing to adhere to best practice. Resulting in a potential impact upon the Council's ability to secure its	<ul style="list-style-type: none"> • A significant service failure associated with a major impact on the local community, leading to a wider detrimental corporate impact. • 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. 	3,5 15	2,5 10	SAMT / Assistant Directors

	corporate objectives. Given the efficiency measures that have been introduced to date this is considered to be an increasing issue for the Council.				
	<ul style="list-style-type: none"> • The Council has appropriate managerial arrangements in place supported by staff recruitment and training to ensure these risks are effectively managed. • The Council has a Performance Management Framework in place to help ensure that services are delivered in line with good practice and industry standards. On going monitoring and regular reporting will help ensure that any emerging issues re service performance are effectively identified and resolved at the earliest possible opportunity. 				
4	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. 				

	<ul style="list-style-type: none"> The Council will look at introducing appropriate apprenticeship / training schemes in order to develop employees to meet our requirements. 				
5	<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 savings measures 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 intended to highlight emerging issues. 				
6	<p>Emergency Planning and Business Continuity arrangements fail to meet required standards when tested by flu</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 	3,4 12	2,4 8	Chief Executive / SAMT

	<p>pandemic, natural disaster (flood), etc.</p> <p>The Council is exposed to cyber crime with a loss of data / systems resulting in a potential inability to provide core services and incurring reputational damage.</p>	<p>services and to safeguard income streams.</p> <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. • The Council has put in place industry standard measures to minimise the risk of cyber crime. 				
7	<p>Lack of strategic direction from Members / Corporate Management, external partners change Strategic direction.</p>	<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. 				

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. 				
9	HS2 preparation and delivery. without considerable environmental mitigation measures will have a negative impact on the visual amenity of the district, disruption to businesses, home owners and communities. It also has the potential to sterilise areas of development due to uncertainty.	Without considerable environmental mitigation measures will have a negative impact on the visual amenity of the district, disruption to businesses, home owners and communities. It also has the potential to sterilise areas of development due to uncertainty.	4,4, 16	4,4, 16	SAMT / Political Leadership

	<ul style="list-style-type: none"> • CEX and senior management actively engaged with HS2 staff to discuss proactive business mitigation measures. • Political leadership working with relevant community groups and agencies lobbying for enhanced mitigation measures. • Contributing to the East Midlands HS2 growth strategy and also that we part of the mitigation study 				
10	Failure to have in place robust, comprehensive and up to date policies and procedures for safeguarding children and vulnerable adults.	<ul style="list-style-type: none"> • Profile of safeguarding is poor • Staff and members do not know what safeguarding is and their role within it • Staff and members do not know how to spot the signs • Staff and members do not know how to report it and to who? • Lack of public confidence in Council policies plans and staff • Reputational damage • Potential significant harm to individuals resulting from abuse and neglect of Children and/or Vulnerable Adults possibly leading to personal harm, injury and death 	4,4, 16	2,4, 8	SAMT/Political Leadership
	<ul style="list-style-type: none"> • The Council has in place up to date policies for safeguarding both Children and Vulnerable Adults. These policies are aligned to DCC policies which in turn are in line with legislation, regulation and statutory duties placed on Local Authorities. • The Council has in place and maintain systems of working practice to safeguard children and vulnerable adults at Council activities and those who receive Council services. • Staff recognised as appropriate to do, are DBS/CRB checked • All staff receive mandatory safeguarding training • Safeguarding is widely promoted and embedded throughout the organisation with all staff being issued with a wallet sized 'safeguarding quick reference guide' which details what to look out for and what to do • The Council has an internal safeguarding group which meets quarterly which has representation from all service areas of the Council. 				

	<ul style="list-style-type: none"> • The Council host and Chair the Countywide Derbyshire Safeguarding Leads Sub Group of the Derbyshire Safeguarding Childrens Board and Derbyshire Safeguarding Adults Board • The Council are represented on both the Derbyshire Safeguarding Children's Board (DSCB) and the Derbyshire Safeguarding Adults Board (DSAB) 				
11	Failure of BDC Local Plan to progress to submission stage and to be found sound at independent examination.	<ul style="list-style-type: none"> • Potential Government intervention • Undermining the local plan • Reputational damage • Loss of control of planning and development 	4,4, 16	2,4, 8	SAMT / Political Leadership
	<ul style="list-style-type: none"> • At an advanced stage in preparation of the Local Plan. Public consultation on the main document is due to take place in May 2018, with submission scheduled by the end of July. • Successfully avoided Government intervention in the plan-making process and it is important that the revised timetable continues to be met. • The Council has taken reasonable steps in the preparation of the Plan to ensure that it is based on sound evidence and meets procedural and legal requirements. This has included taking external legal advice and securing an advisory visit with the Planning Inspectorate. 				

Bolsover District Council

Executive

18 June 2018

Medium Term Financial Plan - Financial Outturn 2017/18

Report of the Portfolio Holder for Finance & Resources

This report is public

Purpose of the Report

- To inform Executive of the outturn position of the Council for the 2017/18 financial year.

1 Background Information

- 1.1 The Council published its draft Statement of Accounts in respect of 2017/18 on 24 May 2018, in line with the target date of 31 May 2018 which had been set to reflect the new statutory deadline. The draft Statement of Accounts 2017/18 is now subject to the independent audit from the Council's external auditors, KPMG. Until the accounts have been agreed by our external auditors, there remains the possibility that they will be subject to amendment. It is anticipated that the external audit will be completed during July in order to allow the final audited accounts to be reported to and approved by the Audit & Corporate Governance Scrutiny Committee at its meeting of 25 July 2018.
- 1.2 International Financial Reporting Standards (IFRS) dictates that the main focus of the Statement of Accounts is on reporting to the public in a format which is directly comparable with every country that has adopted IFRS i.e. not just UK or even other local authorities. By contrast, the focus of this report is on providing management information to Members and other stakeholders to assist in the financial management of the Council.
- 1.3 The following sections of this report will consider the 2017/18 outturn position in respect of the General Fund Revenue Account, the Housing Revenue Account (HRA), Capital Programme and Treasury Management activities. Within the report, consideration is given to the level of balances at the year end and the impact which the closing position has upon the Council's budgets in respect of the current financial year.

2 General Fund Revenue Account

- 2.1 The position in respect of the General Fund outturn is detailed in **Appendix 1** attached to this report. The appendix shows the Original Budget that was set in February 2017, together with the Current Budget compared to the final Outturn position. The main variances against the current budget are shown in the following table with variances at service level shown in **Appendix 2**.

	£000
Vacancy management	154
Planning income	108
Housing Benefit related expenditure	(69)
Increase in Equal Pay Provision	(535)
Miscellaneous variances	162
Net cost of services	(180)
Investment property income	(1)
Debt Charges/Investment Interest	75
Additional NNDR income	890
Additional general government grants	151
Surplus to transfer to reserve since revised budget	70
Total Outturn Variance	1,005
Budgeted transfer to Transformation Reserve	780
Contribution to Transformation Reserve - Outturn	1,785

2.2 Financial Reserves

Transfers from Earmarked Reserves

The use of earmarked reserves in 2017/18 was £0.750m which is £0.350m lower than originally forecast due to spend on projects not being as high as forecast during the year. There are ongoing commitments for these activities in 2018/19 when funding will be utilised.

Transfers to Reserves

At the end of the financial year it has been necessary to agree a number of transfers into reserves reflecting future expenditure commitments for income received in 2017/18. Should any of these reserves prove unnecessary in the light of subsequent events then they will be moved back into unallocated General Fund resources. The Transformation Reserve has a balance at the end of the year of £6.674m. Commitments already made against this reserve for 2018/19 amount to £2.669m leaving £4.005m uncommitted. These are detailed in the following table:

Earmarked Reserve	Comments	Contribution £
Other Earmarked Reserves	Amounts set aside for commitments in 2018/19: Ring fence of Planning fees in line with statute £0.012m to new reserve Custom build grant £0.023m for use by Housing Strategy New Burdens grant for PIP £0.005m for use by Planning Policy	0.040m

Transformation Reserve	The balance of available resources is set aside to meet the Transformation agenda costs and to meet the costs of restructuring the Council to adjust to the ongoing reductions in the level of Government funding.	1.785m
Total		£1.825m

2.3 General Fund Balances

The level of General Fund Balances has been maintained at £2.000m. The General Fund balances are considered to be at an acceptable level for a District Council rather than at a generous level. The General Fund Balance needs to be considered against the background of ongoing reductions in the level of Government funding together with the range of risks facing the Council. Current practice is to transfer any savings into the Transformation Reserve on the basis that these are available to support investment in cost reduction/income growth. This reflects the Council's "pro active" approach to addressing the financial challenges which it faces. With only a limited level of General Fund reserves it is crucial that the Council continues to maintain robust budgetary control while securing its ongoing savings targets in order to safeguard both its reserves and its financial sustainability.

- 2.4 Given the current level of general balances, should either an over spend or an under achievement of income occur then the Council would have a period of time in which to recover the situation. In a situation in which the Council were operating at a lower level of balances and an overspend or an under achievement of income occurred which took balances to below minimum level then immediate 'crisis' remedial action would need to be considered. Such a response is not conducive to sound financial management but more importantly would have a significant detrimental impact upon the Council's ability to deliver the planned and agreed level of services to local residents. However, Executive will recognise that given a level of General Fund Balances of £2.000m, against the requirement to secure £1.8m of financial savings by 2021/22, as identified in the Medium Term Financial Plan of February 2018, the need to continue to tackle the underlying forecast budget deficit remains.
- 2.5 The main feature of the 2017/18 financial year is that the Council successfully achieved in full the savings target of £0.170m (MTFP February 2017) and transfer £1.785m to the Transformation Reserve. In part, the savings achieved have served to reduce the underlying level of expenditure and will continue to benefit the Council in 2018/19 and future financial years.
- 2.6 With regard to the underlying favourable variance on the General Fund in 2017/18 it is proposed to review the budget for 2018/19 in the light of expenditure and income patterns during 2017/18. Any ongoing expenditure budget savings or additional income levels from 2017/18 that are anticipated to be available in 2018/19 and future years will be identified and reported back to Executive with the request to approve any proposed budget adjustments.

3 Housing Revenue Account (HRA)

- 3.1 The Housing Revenue Account is provided in **Appendix 3** to this report.
- 3.2 The Housing Revenue Account position shows a number of variances during the year. The main underspends are in relation to vacancies and sub-contractor payments. The net overspend for Supervision and Management is an increase to the Equal Pay Provision of £0.548m. The overall expenditure position is £0.065m below the revised budget. The overall income position is £0.023m below the revised budget. This gives a net cost of services underspend of £0.042m, adjusting to £0.013m overspend after interest. All contributions to Earmarked HRA Reserves were made in-line with the current budget £0.330m. Where the use of Reserves has not been fully applied in 2017/18 and there are ongoing commitments for these activities in 2018/19, the funding will be carried forward and utilised.
- 3.3 The HRA balance has improved by an amount of £0.024m with balances at the year-end amounting to £1.929m. This is considered appropriate with the level of financial risk facing the HRA. Maintenance of this balance is necessary as it will help ensure the financial and operational stability of the HRA which is essential if we are to maintain the level of services and quality of housing provided to our tenants over the life of the 30 year Business Plan.

4 Capital Investment Programme

- 4.1 Details of the capital expenditure incurred by the Council in 2017/18 on a scheme by scheme basis is provided in **Appendix 4**

The Capital Programme may be summarised as follows:-

	Current Programme £'000	Outturn £'000	Variance £'000
HRA New Build Properties	5,727	5,661	(66)
Vehicle Replacements	184	132	(52)
Public Sector Housing Schemes	5,452	4,270	(1,182)
HRA ICT Schemes	439	0	(439)
New Bolsover Scheme	5,246	4,212	(1,034)
HRA Total	17,048	14,275	(2,773)

	Current Programme £'000	Outturn £'000	Variance £'000
GF Assets	2,675	1,698	(977)
GF ICT Schemes	179	155	(24)
Disabled Facility Grants	858	477	(381)
Other Capital Schemes	526	270	(256)

General Fund Total	4,238	2,600	(1,638)
Programme Total	21,286	16,875	(4,411)

4.2 HRA Schemes

Within the HRA the variances show that £2.773m of the total HRA programme has not been undertaken during the year and £2.523m will slip into 2018/19. The main delay was in relation to the New Bolsover Scheme.

4.3 General Fund

In relation to the General Fund element of the Capital Programme during 2017/18, £1.638m was not undertaken and £1.216m will slip into 2018/19.

4.4 **Appendix 4** also details the proposed carry forward amounts to 2018/19. These requests relate to individual schemes that are still in progress, where there are outstanding commitments or where the scheme has been delayed. The total amounts to £3.739m with the impact on the 2018/19 capital programme detailed in the appendix. It should be noted that all these expenditure requirements will take forward a corresponding level of financial resources and thus have a neutral impact on the financial position in 2018/19.

4.5 **Capital Financing**

The Capital Programme was financed as follows:-

	Revised Budget	Outturn	Variance
	£000's	£000's	£000's
HRA:			
External Funding	(1,496)	(1,235)	261
Major Repairs Reserve	(9,311)	(6,627)	2,684
Prudential Borrowing	(5,194)	(5,173)	21
HRA Reserves	(1,047)	(1,017)	30
Usable Capital Receipts	0	(223)	(223)
Total HRA	(17,048)	(14,275)	2,773

General Fund:			
The Better Care Fund	(858)	(477)	381
Prudential Borrowing	(460)	(179)	281
Reserves	(2,066)	(1,422)	644
External Funding	(19)	(16)	3
Direct from Revenue Contributions	(13)	(13)	0
Usable Capital Receipts	(822)	(493)	329

Total General Fund	(4,238)	(2,600)	1,638
Grand Total	(21,286)	(16,875)	4,411

4.6 HRA Capital Financing

Officers have financed the HRA Capital Programme from a combination of capital receipts, revenue contributions, use of reserves and external funding.

4.7 General Fund Capital Financing

Officers have financed the General Fund Capital Programme from a combination of capital receipts, revenue contributions, prudential borrowing and external borrowing. The Prudential Borrowing financing arrangements were agreed by Council as part of the Treasury Management Strategy at its meeting in February 2017.

5 Treasury Management

5.1 **Appendix 5** provides a brief report on the Treasury Management activity of the Council for 2017/18. In summary the Council operated throughout 2017/18 within the Authorised and Operational Boundary limits approved in the Treasury Management strategy as approved by the Council in February 2017.

5.2 The key points from the summary report are:

- The overall borrowing requirement of the Council was £112.548m at 31 March 2018
- The PWLB debt is £102.100m
- Effective internal borrowing is £10.448m
- No new PWLB borrowing was undertaken in 2017/18
- The adjusted HRA headroom at 31 March 2018 is £8.216m
- PWLB interest paid in 2017/18 was £3.664m
- Interest received on investments was £0.164m
- Repaid PWLB debt in year of £1m

6 Conclusions and Reasons for Recommendation

6.1 General Fund

During the previous financial year the Council managed its budget effectively securing a favourable financial outturn. In particular the Council successfully met its financial savings target of £0.170m, and was able to make a contribution of £1.785m to the Transformation Reserve. The improved outturn position has allowed the Council to set aside earmarked reserves to meet contractual commitments and to address some of the key issues and potential liabilities it is facing. The Transformation Reserve, which is the Council's main general earmarked reserve, has commitments against it in 2018/19 so continued prudence is needed when committing against this reserve.

6.2 HRA

The HRA continues to operate within the parameters set by the 30 Year Business Plan and the MTFP. Officers will be working to ensure that the Business Plan continues to reflect

the impact of recent government legislation, and that the HRA remains sustainable over the 30 year period of the Business Plan.

6.3 Capital Programme

The Capital Programme saw good progress on approved schemes during the 2017/18 financial year. There are, however, a number of schemes which are work in progress and this requires that the associated expenditure and funding be carried forward into the 2018/19 financial year.

6.4 Capital Financing

Capital expenditure during 2017/18 has been fully financed in line with the approved programme.

6.5 Treasury Management

The Council operated in line with its agreed Treasury Management Strategy during the 2017/18 financial year. This ensures that lending and borrowing arrangements were prudent and sustainable, minimising the risk of financial loss to the Council. Effective management of these arrangements ensured that interest costs during the year were minimised in order to assist the Council's revenue position whilst interest receivable rose.

7 Consultation and Equality Impact

7.1 The report has no direct implications for Consultation or Equality issues.

8 Alternative Options and Reasons for Rejection

8.1 The financial outturn report for 2017/18 is primarily a factual report which details the outcome of previously approved budgets therefore there are no alternative options that need to be considered.

8.2 The allocation of resources to earmarked reserve accounts has been undertaken in line with the Council's policy and service delivery framework and in the light of the risks and issues facing the Council over the period of the current MTFP. If these risks do not materialise or are settled at a lower cost than anticipated then the earmarked reserves will be reassessed and returned to balances where appropriate.

9 Implications

9.1 Finance and Risk Implications

9.2 The financial implications are set out within the body of the report.

9.3 Members should note that the budgets against which we have monitored the 2017/18 outturn were those agreed within the Council's Medium Term Financial Plan. The Medium Term Financial Plan gave careful consideration to both the affordability of the budgets that were approved, and to ensuring that the level of balances remained adequate for purposes of enabling sound financial management.

9.4 The issue of financial risk is covered throughout the report. The risk of not achieving a balanced budget, together with the risk that the Council's level of financial balances will be

further eroded are currently key corporate risks identified on the Council's Strategic Risk Register. The outturn report shows that the Council's approach to mitigating these risks during 2017/18 has been successful, with our budgets balanced and the level of financial reserves protected.

- 9.5 While the Council has effectively addressed its Strategic Financial Risks during 2017/18 it needs to be recognised that the Council will need to continue to meet a range of challenging savings targets if it is to operate effectively within the financial environment established by Central Government spending targets. The success of the Council's approach remains reliant on the ability to utilise the Transformation reserve to secure reductions in the costs of operating existing services. If this approach cannot balance the budget in future years then it will be necessary to look more closely at service priorities in the future.

10 Legal Implications including Data Protection

- 10.1 The Statement of Accounts is required to be prepared by 31 May and audited by the 31 July each year. The Council has now completed the draft Statement of Accounts and they have been signed off by the Chief Financial Officer as at 24 May 2018 which secures compliance with the Council's obligations.

11 Human Resources Implications

- 11.1 There are no Human Resources issues arising directly from this report.

12 Recommendations

- 12.1 That Members note the outturn position in respect of the 2017/18 financial year.
- 12.2 That Members approve the proposed carry forward of capital budgets detailed in **Appendix 4** totalling £3.739m.

13 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 <input type="checkbox"/></i> <i>Capital - £150,000 <input type="checkbox"/></i> <i>NEDDC: Revenue - £100,000 <input type="checkbox"/></i> <i>Capital - £250,000 <input type="checkbox"/></i> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	Yes
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	All

14 Document Information

Appendix No	Title
1	General Fund Summary - Outturn 2017/18
2	General Fund Detail - Outturn 2017/18
3	Housing Revenue Account - Outturn 2017/18
4	Capital Expenditure - Outturn 2017/18
5	Treasury Management - Outturn 2017/18
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
Dawn Clarke – Head of Finance and Resources	(01246) 217658
Theresa Fletcher – Chief Accountant	(01246) 242458

GENERAL FUND SUMMARY - OUTTURN 2017/18

Appendix 1

	Original Budget 2017/18 £	Current Budget 2017/18 £	Outturn 2017/18 £	Variance £
Growth Directorate	4,226,867	3,388,994	3,663,089	274,095
Operations Directorate	3,506,184	3,121,699	3,027,077	(94,622)
Transformation Directorate	2,846,523	2,909,500	2,910,043	543
Net Cost of Services	10,579,574	9,420,193	9,600,209	180,016
Savings Target	(169,770)	0	0	0
Investment Property net income	(325,345)	(252,547)	(251,252)	1,295
Revenue contribution to Capital Programme	0	13,291	13,291	0
Debt Charges	877,532	971,945	928,886	(43,059)
Investment Interest	(81,429)	(147,631)	(179,790)	(32,159)
Contributions to Reserves	1,859,451	2,867,462	3,667,663	800,201
Contributions (from)/to Earmarked Reserves	(177,609)	(749,594)	(749,594)	0
Contribution (from)/to S106 Holding A/cs, Grant A/cs and Miscellaneous Holding A/cs	(1,081,775)	(397,069)	(397,069)	0
Parish Precepts	2,594,840	2,594,840	2,594,840	0
Parish Council Tax Support Grant	277,851	277,851	277,851	0
Total Spending Requirement	14,353,320	14,598,741	15,505,035	906,294
Revenue Support Grant	(1,905,813)	(1,905,813)	(1,905,813)	0
Business Rate Retention	(4,077,132)	(4,211,417)	(5,101,401)	(889,984)
New Homes Bonus Grant	(1,196,046)	(1,202,543)	(1,206,462)	(3,919)
BDC Council Tax Requirement	(3,392,355)	(3,496,994)	(3,501,282)	(4,288)
Parish Council Council Tax Requirement	(2,594,840)	(2,594,840)	(2,594,840)	0
NNDR Collection Fund surplus	(1,154,359)	(1,154,359)	(1,154,359)	0
Council Tax Collection Fund surplus	(32,775)	(32,775)	(32,775)	0
Miscellaneous un-ringfenced grant	0	0	(8,103)	(8,103)
Funding Requirement	(14,353,320)	(14,598,741)	(15,505,035)	(906,294)
Opening General Fund Reserve	(2,000,001)	(2,000,001)	(2,000,001)	(2,000,001)
Transfer (to)/from Balances	0	0	0	0
Closing General Fund Balance	(2,000,001)	(2,000,001)	(2,000,001)	(2,000,001)

GENERAL FUND DETAIL - OUTTURN 2017/18					Appendix 2
		Current			
		Budget	Outturn	Variance	
		2017/18	2017/18		
		£	£	£	
G005	Joint Chief Executive Officer (G005)	113,683	111,545	(2,138)	
G006	CEPT (G006)	383,338	383,022	(316)	
G010	Neighbourhood Management (G010)	75,288	61,042	(14,246)	
G017	Private Sector Housing Renewal (G017)	59,115	64,689	5,574	
G020	Public Health (G020)	(112,877)	(112,878)	(1)	
G021	Pollution Reduction (G021)	165,958	152,820	(13,138)	
G022	Health & Safety (G022)	(346)	(442)	(96)	
G023	Pest Control (G023)	48,406	47,913	(493)	
G025	Food Safety (G025)	117,352	110,837	(6,515)	
G026	Animal Welfare (G026)	105,441	87,524	(17,917)	
G036	Environmental Health Mgmt & Admin (G036)	185,077	174,862	(10,215)	
G053	Licensing (G053)	(11,973)	21,217	33,190	
G054	Electoral Registration (G054)	164,573	153,085	(11,488)	
G055	Democratic Representation & Management (G055)	530,192	523,888	(6,304)	
G056	Land Charges (G056)	(6,859)	(14,166)	(7,307)	
G057	District Council Elections (G057)	2,500	(160)	(2,660)	
G058	Democratic Services (G058)	174,792	168,016	(6,776)	
G060	Legal Services (G060)	190,071	707,182	517,111	Increase to legal provision.
G073	Planning Policy (G073)	319,272	302,582	(16,690)	
G074	Planning Development Control (G074)	(168,777)	(279,716)	(110,939)	Increased Planning Fee income £108k with £12k of this being transferred to planning fees reserve due to 20% extra regulations.
G076	Planning Enforcement (G076)	78,345	77,310	(1,035)	
G079	Planning Services Mgmt & Admin (G079)	20,831	20,437	(394)	
G085	Economic Development (G085)	39,189	37,068	(2,121)	
G086	Alliance (G086)	7,250	7,252	2	
G088	Derbyshire Economic Partnership (G088)	15,000	15,000	0	
G107	Home Improvement Agency (G107)	0	(170)	(170)	
G132	Planning Conservation (G132)	63,836	51,218	(12,618)	
G134	Referendum (G134)	0	1,195	1,195	
G143	Housing Strategy (G143)	17,875	9,175	(8,700)	
G144	Enabling (Housing) (G144)	36,160	36,173	13	
G157	Controlling Migration Fund (G157)	(447,977)	(447,976)	1	
G158	Police Commissioners Election (G158)	0	1,804	1,804	
G171	S106 Education (G171)	519,829	519,829	0	
G176	Affordable Warmth (G176)	35,538	35,534	(4)	
G192	Scrutiny (G192)	17,022	17,348	326	
G193	Economic Development Management + Admin (G193)	295,169	272,364	(22,805)	
G194	Assist Dir - Economic Growth (G194)	36,396	36,008	(388)	

GENERAL FUND DETAIL - OUTTURN 2017/18					Appendix 2
		Current			
		Budget	Outturn	Variance	
		2017/18	2017/18		
		£	£	£	
G195	Assist Dir - Governance + Monitoring (G195)	32,637	32,244	(393)	
G196	Assist Dir - Planning + Env Health (G196)	35,605	26,903	(8,702)	
G204	CEPT - BIG Lottery Talent Match (G204)	(8,623)	(8,623)	0	
G212	Budget Buddies (G212)	13,257	13,257	0	
G216	Raising Aspirations (G216)	(36,942)	(36,942)	0	
G218	Namibia Bound (G218)	(200)	(200)	0	
G220	Locality Funding (G220)	(93,540)	(93,540)	0	
G224	Prime Minister's Challenge Fund	9,200	9,200	0	
G225	Eats and Treats Events (G225)	6,261	6,261	0	
G226	S106 - Highways (G226)	310,000	310,000	0	
G227	S106 - Public Health (G227)	(30,132)	(30,132)	0	
G229	Housing Standards (G229)	0	(555)	(555)	
G240	Affordable Warmth Buddies (G240)	8,359	8,359	0	
G241	Working Together for Older People (G241)	23,358	23,358	(0)	
G242	New Bolsover MV - CVP Worker (G242)	6,212	6,212	0	
G244	Bolsover Business Growth Fund (G244)	44,853	44,853	0	
Total for: Growth Directorate		3,388,994	3,663,089	274,095	
G001	Audit Services (G001)	100,066	100,065	(1)	
G007	Community Safety - Crime Reduction (G007)	56,225	49,386	(6,839)	
G013	Community Action Network (G013)	265,273	263,837	(1,436)	
G024	Street Cleansing (G024)	296,928	285,321	(11,607)	
G028	Waste Collection (G028)	798,638	804,708	6,070	
G032	Grounds Maintenance (G032)	537,522	516,944	(20,578)	
G033	Vehicle Fleet (G033)	755,246	723,351	(31,895)	
G038	Concessionary Fares & TV Licenses (G038)	(9,043)	(9,168)	(125)	
G040	Corporate Management (G040)	134,871	135,361	490	
G041	Non Distributed Costs (G041)	681,457	673,487	(7,970)	
G043	Joint Strategic Director- Operations (G043)	21,830	20,920	(910)	
G044	Financial Services (G044)	343,736	340,485	(3,251)	
G046	Homelessness (G046)	105,717	96,144	(9,573)	
G048	Town Centre Housing (G048)	(10,700)	(10,717)	(17)	
G080	Engineering Services (ESRM) (G080)	86,915	85,566	(1,349)	
G081	Drainage Services (G081)	3,300	3,295	(5)	
G083	Building Control Consortium (G083)	55,000	60,777	5,777	
G091	CISWO Duke St Building (G091)	25,710	19,357	(6,353)	
G095	Estates + Property (G095)	609,719	524,256	(85,463)	£72k capital receipt admin allowance.
G096	Building Cleaning (General) (G096)	85,708	86,629	921	
G097	Groundwork & Drainage Operations (G097)	45,910	44,690	(1,220)	
G099	Catering (G099)	5,200	4,710	(490)	

GENERAL FUND DETAIL - OUTTURN 2017/18					Appendix 2
		Current			
		Budget	Outturn	Variance	
		2017/18	2017/18		
		£	£	£	
G100	Benefits (G100)	397,217	348,340	(48,877)	
G103	Council Tax / NNDR (G103)	260,984	268,784	7,800	
G104	Sundry Debtors (G104)	90,398	87,520	(2,878)	
G106	Housing Anti Social Behaviour (G106)	75,878	74,875	(1,003)	
G111	Shared Procurement Unit (G111)	34,860	35,261	401	
G113	Parenting Practitioner (G113)	32,968	32,724	(244)	
G123	Riverside Depot (G123)	168,624	169,459	835	
G124	Street Servs Mgmt & Admin (G124)	84,913	83,976	(937)	
G133	The Tangent Business Hub (G133)	(15,237)	9,132	24,369	
G135	Domestic Violence Worker (G135)	40,133	40,567	434	
G138	Bolsover TC Regeneration Scheme	15,957	15,958	1	
G142	Community Safety - CCTV (G142)	10,781	10,781	0	
G148	Trade Waste (G148)	(52,192)	(55,647)	(3,455)	
G149	Recycling (G149)	177,559	201,152	23,593	
G151	Street Lighting (G151)	25,900	25,900	(0)	
G153	Housing Advice (G153)	12,314	12,137	(177)	
G156	The Arc (G156)	182,675	181,973	(702)	
G161	Rent Rebates (G161)	(142,337)	(39,201)	103,136	Difference from mid-year estimate to final claim
G162	Rent Allowances (G162)	(33,103)	(50,432)	(17,329)	Difference from mid-year estimate to final claim
G164	Support Recharges (G164)	(3,439,642)	(3,439,642)	(0)	
G167	Facilities Management (G167)	14,267	13,547	(720)	
G169	Closed Churchyards (G169)	10,000	9,269	(731)	
G177	Discretionary Housing Payments (G177)		(1)	(1)	
G190	Executive Director - Operations (G190)	58,112	57,955	(157)	
G197	Assist Dir - Finance, Revenues + Benefits (G197)	34,878	34,872	(6)	
G199	Assist Dir - Street Scene (G199)	35,990	35,977	(13)	
G208	Assist Dir - Estates and Property (G208)	35,932	35,369	(563)	
G219	Community Cohesion	8,077	8,077	(0)	
G237	Joint Venture (LLP) (G237)	783	783	0	
G239	Housing + Comm Safety Fixed Penalty Acc (G239)	(218)	(1,790)	(1,572)	
Total for Operations Directorate		3,121,699	3,027,078	(94,621)	
G002	I.C.T. (G002)	700,053	677,440	(22,613)	
G003	Reprographics (printing) (G003)	134,102	127,340	(6,762)	
G014	Customer Contact Service (G014)	746,646	720,069	(26,577)	
G015	Strategy & Performance (G015)	119,876	115,974	(3,902)	
G027	Emergency Planning (G027)	15,847	15,847	0	
G052	Human Resources (G052)	199,235	195,458	(3,777)	
G061	Bolsover Wellness Programme (G061)	28,609	13,934	(14,675)	

GENERAL FUND DETAIL - OUTTURN 2017/18					Appendix 2
		Current			
		Budget	Outturn	Variance	
		2017/18	2017/18		
		£	£	£	
G062	Extreme Wheels (G062)	(3,559)	(11,076)	(7,517)	
G063	Go Football (G063)	10,659	10,318	(341)	
G064	Bolsover Community Sports Coach Scheme (G064)	144,717	127,800	(16,917)	
G065	Parks, Playgrounds & Open Spaces (G065)	49,295	44,864	(4,431)	
G069	Brass Festival (G069)	22,003	21,829	(174)	
G070	Outdoor Sports & Recreation Facilities (G070)	33,690	32,659	(1,031)	
G072	Leisure Services Mgmt & Admin (G072)	185,596	178,155	(7,441)	
G094	Joint Strategic Director- Transformation (G094)	27,315	26,969	(346)	
G112	Frederick Gents School Community Use (G112)	30,000	30,000	0	
G117	Payroll (G117)	68,915	67,322	(1,593)	
G125	S106 Percent for Art (G125)	7,613	7,613	0	
G126	S106 Formal and Informal Recreation (G126)	36,913	36,913	(0)	
G129	Bolsover Apprenticeship Programme (G129)	50,539	50,539	(0)	
G146	Pleasley Vale Outdoor Activity Centre (G146)	41,445	40,669	(776)	
G155	Customer Services (G155)	28,772	28,634	(138)	
G168	Multifunctional Printers (G168)	54,568	45,994	(8,574)	
G170	S106 Outdoor Sports (G170)	79,439	79,440	1	
G175	Leisure Outdoor Activity Events (G175)	0	(61)	(61)	
G179	Streets Sports (G179)	13	(17)	(30)	
G180	Special Events (G180)	(235)	(235)	0	
G181	BLACA (G181)	(106)	(106)	(0)	
G182	Village Games (G182)	383	383	0	
G183	Netball (G183)	1,019	1,019	0	
G184	Us Girls (G184)	(710)	(710)	0	
G185	Club Link Makers (G185)	(3,938)	(3,938)	1	
G186	PL4S Satellite Programme (G186)	(269)	(282)	(13)	
G188	Cotton Street Contact Centre (G188)	20,104	17,825	(2,279)	
G189	Executive Director - Transformation (G189)	44,405	44,258	(147)	
G200	Assist Dir - Customer Services + Improvement (G200)	7,424	7,405	(19)	
G201	Assist Dir - HR + Payroll (G201)	17,813	17,682	(131)	
G202	Assist Dir - Leisure (G202)	14,692	15,033	341	
G203	Club 1 (G203)	(578)	(578)	0	
G205	Innovation (G205)	13	13	0	
G206	Street Games (G206)	(1,001)	(936)	65	
G207	Cycling (G207)	553	553	0	
G221	Physical Inactivity (G221)	8,633	8,633	(0)	
G228	Go Active Clowne Leisure Centre (G228)	(69,589)	62,471	132,060	Income £127k under - due mainly to the timing of 365 membership renewals.
G238	HR Health + Safety (G238)	58,522	57,333	(1,189)	

GENERAL FUND DETAIL - OUTTURN 2017/18					Appendix 2
		Current			
		Budget	Outturn	Variance	
		2017/18	2017/18		
		£	£	£	
G243	Tibshelf Public Art - planning condition	64	(404)	(468)	
Total for Transformation Directorate		2,909,500	2,910,043	543	
Total Net Cost of Services		9,420,193	9,600,209	180,016	

	Current Budget 2017/18 £	Outturn 2017/18 £	Variance £
Expenditure			
Repairs and Maintenance	4,655,274	4,340,321	(314,953)
Supervision and Management	5,019,814	5,440,852	421,038
Special Services	556,278	486,994	(69,284)
Supporting People - Wardens	592,905	532,854	(60,051)
Supporting People - Central Control	240,058	239,971	(87)
Tenants Participation	67,422	55,850	(11,572)
New Bolsover Project	45,087	11,825	(33,262)
Provision for Doubtful Debts	150,000	153,215	3,215
Debt Management Expenses	7,625	7,740	115
Total Expenditure	11,334,463	11,269,621	(64,842)
Income			
Rents	(20,349,897)	(20,286,118)	63,779
Garage Rents	(139,206)	(137,362)	1,844
Leasehold Flats and Shops Income	(23,980)	(33,612)	(9,632)
Repairs and Maintenance	(22,345)	(48,115)	(25,770)
Supervision and Management	(14,605)	(15,424)	(819)
Special Services	(186,181)	(201,175)	(14,994)
Supporting People - Wardens	(454,750)	(480,788)	(26,038)
Supporting People - Central Control	(234,973)	(235,051)	(78)
Tenants Participation	(4,087)	(2,950)	1,137
New Bolsover Project	(45,087)	(11,825)	33,262
Total Income	(21,475,111)	(21,452,419)	22,692
Net Cost of Services	(10,140,648)	(10,182,798)	(42,150)
Appropriations			
Interest Costs	3,401,649	3,448,690	47,041
Interest Income	(32,228)	(30,607)	1,621
Depreciation	3,264,385	3,181,260	(83,125)
Transfer to Major Repairs Reserve	2,111,884	2,195,009	83,125
Contribution to Reserves	330,000	330,000	0
Use of HRA Earmarked Reserves	(40,000)	(33,369)	6,631
Contribution to Debt Repayment Reserve	1,067,708	1,067,708	0
Net Operating (Surplus) / Deficit	(37,250)	(24,107)	13,143
HRA Balances			
Opening Housing Revenue Account balance	(1,904,719)	(1,904,719)	
Transfer (to)/from Balances	(37,250)	(24,107)	
Closing Housing Revenue Account Balance	(1,941,969)	(1,928,826)	

CAPITAL EXPENDITURE OUTTURN - 2017/18

Appendix 4

	Approved Programme 2017/18	Actual Outturn 2017/18	Variance 2017/18	Carried Forward requests 2018/19
	£	£	£	£
General Fund				
Assets				
AMP - Riverside Depot	16,945	16,939	(6)	0
AMP - The Arc	107,970	87,373	(20,597)	20,597
AMP - PV Lodges	99,938	54,777	(45,161)	14,745
AMP - Various Investment Properties	29,672	29,052	(620)	0
AMP - Leisure Buildings	34,429	34,429	(0)	0
AMP - The Tangent	11,436	7,899	(3,537)	3,537
AMP - Refurbishment Work	15,806	0	(15,806)	15,806
Refurbishment - 3 Cotton St Bolsover	8,921	0	(8,921)	0
Shirebook Contact Centre	17,458	17,058	(400)	400
Reburbishment of Oxcroft House	27,500	0	(27,500)	27,500
Pleasley Vale - Mill 1 Dam Wall	126,617	5,147	(121,471)	121,470
Car Parking at Clowne	59,800	59,800	0	0
Pleasley Vale Security & CCTV	259,550	220,912	(38,638)	38,638
The Tangent - Phase 2	1,072,907	971,725	(101,182)	101,182
Growth Agenda Land Purchase	494,000	0	(494,000)	494,000
PV Lightning Protection	15,326	15,326	0	0
PV Mansafe System	150,812	137,297	(13,515)	13,515
PV Mill 2 Unit 12 Roofing	14,826	13,998	(828)	0
PV Fire Compartmentation & Fire Doors	76,030	26,455	(49,575)	49,575
Can Rangers Expansion	35,000	0	(35,000)	35,000
	2,674,943	1,698,187	(976,756)	935,965
ICT Schemes				
Software/Hardware Replacement	80,983	61,086	(19,897)	19,897
Software - Revenues & Benefits	16,797	12,535	(4,262)	0
Telephony & CC Mangmt Software	81,667	81,667	(0)	0
	179,447	155,288	(24,159)	19,897
Leisure Schemes				
P Vale Outdoor Education Centre Ph 2	41,134	6,812	(34,322)	34,322
Go-Active Leisure Facility	23,213	69,269	46,056	0
Go-Active Equipment	4,886	4,735	(151)	0
Go Active Turnstyles	13,292	13,291	(1)	0
Shirebrook Forward	25,000	25,000	0	0
	107,525	119,108	11,583	34,322
Private Sector Schemes				
Disabled Facilities Grants	857,684	476,521	(381,163)	0
	857,684	476,521	(381,163)	0
Joint Venture				
Dragonfly - Limited Liability Partnership (LLP)	45,082	45,080	(2)	0
	45,082	45,080	(2)	0
Vehicles and Plant				
Vehicle Replacements	364,848	105,371	(259,477)	226,169
8 x Hedge cutters (GM)	4,000	0	(4,000)	0
10 x Strimmers (GM)	4,215	0	(4,215)	0
	373,063	105,371	(267,692)	226,169
Total General Fund	4,237,744	2,599,555	(1,638,189)	1,216,353

CAPITAL EXPENDITURE OUTTURN - 2017/18
Appendix 4

	Approved Programme 2017/18	Actual Outturn 2017/18	Variance 2017/18	Carried Forward requests 2018/19
	£	£	£	£
Housing Revenue Account				
New Build Properties				
Ash Close, Pinxton	24,660	18,942	(5,718)	5,717
Elm Close, Pinxton	19,830	9,564	(10,266)	10,265
Lime Close, Pinxton	13,031	7,773	(5,258)	5,257
Beech Grove, South Normanton	13,908	12,540	(1,368)	1,368
Leamington Drive, South Normanton	17,165	11,253	(5,913)	5,912
St Michaels Drive, South Normanton	17,165	11,186	(5,979)	5,979
Highcliffe Ave, Shirebrook	9,933	7,799	(2,135)	2,134
The Paddock, Bolsover	6,750	6,750	0	0
Rogers Ave Creswell HRA New Builds	8,320	8,320	(0)	0
Blackwell Hotel Site - HRA New Builds	145,313	144,603	(710)	0
Fir Close Shirebrook - HRA New Build	602,395	595,473	(6,922)	0
Derwent Drive Tibshelf - HRA New Build	1,727,842	1,722,254	(5,588)	0
Recreation Close Clowne - HRA New Build	16,603	12,689	(3,915)	3,914
Hilltop - HRA New Build	3,104,000	3,091,916	(12,084)	12,084
	5,726,915	5,661,062	(65,853)	52,630
Vehicle Replacements				
	184,577	132,088	(52,489)	49,136
	184,577	132,088	(52,489)	49,136
Public Sector Housing				
WA Capital	89,224	88,190	(1,034)	0
External Wall Insulation (EWI)	62,636	82,991	20,355	0
Electrical Rewiring	200,000	166,490	(33,510)	0
External Door Replacements	140,000	19,775	(120,225)	120,225
Heating Upgrades	1,200,000	982,091	(217,909)	0
Environmental Works	50,000	20,471	(29,530)	29,529
Unforeseen Reactive Capital Works	98,949	42,188	(56,761)	56,761
Kitchen Replacement Decent Homes	650,000	621,927	(28,073)	0
Fees - Regeneration Mgmnt & Admin	69,320	69,320	0	0
House Fire Damage - General	26,000	468	(25,532)	25,532
Soffit and Facia Replacement	246,351	249,791	3,440	0
Bolsover Safe & Warm	1,452,809	1,028,418	(424,391)	411,537
New Bolsover - HRA (mrrr funded)	317,315	12,540	(304,775)	304,775
Re Roofing	799,710	856,338	56,628	0
Flat Roofing	50,000	28,758	(21,242)	0
	5,452,314	4,269,756	(1,182,558)	948,359
HRA ICT Schemes				
	438,747	0	(438,747)	438,747
	438,747	0	(438,747)	438,747
New Bolsover Scheme (inc HLF)				
New Bolsover-Repair&Conservation BDC	3,177,115	2,776,694	(400,422)	400,422
New Bolsover-Repair&Conservation Private	916,627	764,936	(151,691)	151,691
New Bolsover-Other Cap Works-Landscaping	150,000	0	(150,000)	150,000
New Bolsover-Comp&Fac (Prelims)BDC	480,568	430,994	(49,574)	49,574
New Bolsover-Comp&Fac (Prelims)Private	124,179	73,952	(50,227)	50,227
New Bolsover-Decants BDC	250,000	50,528	(199,472)	199,472
New Bolsover-Fees(HLP, PD CDM)-BDC	71,165	60,957	(10,208)	10,208
New Bolsover-Fees(HLP, PD CDM)-Private	20,524	10,459	(10,065)	10,065
New Bolsover - Staff Costs	55,564	43,535	(12,029)	12,029
	5,245,742	4,212,055	(1,033,687)	1,033,688
Total HRA				
	17,048,295	14,274,961	(2,773,334)	2,522,560
TOTAL CAPITAL EXPENDITURE	21,286,039	16,874,516	(4,411,523)	3,738,913

CAPITAL EXPENDITURE OUTTURN - 2017/18

Appendix 4

	Approved Programme 2017/18	Actual Outturn 2017/18	Variance 2017/18	Carried Forward requests 2018/19
	£	£	£	£
Capital Financing				
General Fund				
Better Care Fund	857,684	476,521	(381,163)	0
Prudential Borrowing	459,868	179,375	(280,493)	226,169
Reserves	2,066,051	1,421,558	(644,493)	716,617
External Funding	18,405	16,103	(2,302)	0
General Fund Direct Revenue Funding	13,292	13,291	(1)	0
Capital Receipts	822,444	492,706	(329,738)	273,567
	4,237,744	2,599,555	(1,638,189)	1,216,353
HRA				
Major Repairs Allowance	9,310,836	6,626,671	(2,684,165)	2,171,250
Prudential Borrowing	5,194,294	5,173,583	(20,711)	52,630
Reserves	1,047,077	1,017,088	(29,989)	74,668
External Funding	1,496,088	1,234,641	(261,447)	224,012
Capital Receipts	0	222,979	222,979	0
	17,048,295	14,274,961	(2,773,334)	2,522,560
TOTAL CAPITAL FINANCING	21,286,039	16,874,516	(4,411,523)	3,738,913

BDC Treasury Management – Outturn 2017/18**Capital Financing Requirement**

The key area of Treasury Management is the measurement and control of the overall debt position of the Council. This is calculated through the Capital Financing Requirement (CFR). The CFR calculates the Council's underlying need to borrow in order to finance its capital expenditure. The revised estimate of the CFR for 2017/18 and the actual outturn CFR are shown in the table below: -

	Revised Budget 2017/18 £000	Actual Outturn 2017/18 £000
<i>Capital Financing Requirement 1 April</i>	98,882	98,882
Prudential Borrowing General Fund	459	179
Prudential Borrowing HRA	3,810	5,174
Finance Leases undertaken in year	0	41
Leasing Repayments	0	(21)
Minimum Revenue Provision (MRP)	(694)	(694)
Movement on other debt – retentions	0	100
Movement of provision for HRA Debt Repayment	11,015	11,015
Repayment of Allowable Debt (HRA)	0	(616)
Capital Receipts set-aside	0	(1,512)
<i>Capital Financing Requirement 31 March 2018</i>	113,472	112,548

The overall outturn position shows a net increase of outstanding debt of £13.666m in 2017/18 when compared to the opening CFR. Prudential borrowing has been undertaken by the Council in 2017/18 totalling £5.353m on General Fund Vehicles, ICT projects, the Asset Management Plan and new Council Dwellings. In addition to capital investment a reserve has been created to build up funds to meet the repayment of HRA loans that were taken out as part of self-financing of the HRA in 2012, as they become due.

The Capital Financing requirement is split between the HRA and General Fund the balance of each is shown below:

Capital Financing Requirement at 31 March 2018	£000
General Fund	8,414
Housing Revenue Account	104,134

Total CFR	112,548
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From the HRA CFR, the Council is able to calculate the “headroom” available. This is the gap between the HRA CFR and the HRA debt limit set by the Government when the HRA reforms were introduced. This is shown in the table below:

HRA “Headroom” calculation	£000
Housing Revenue Account – Debt Limit	112,350
Housing Revenue Account CFR 31 March 2018	104,134
Headroom at 31 March 2018 =	8,216

The above table shows that the Council’s HRA has a headroom figure of £8.216m at 31 March 2018.

How the CFR is covered.

As mentioned above the CFR is the Council’s underlying need to borrow to finance capital expenditure. To finance the CFR the Council has external borrowing, finance leases and the use of its own reserves and balances. The position as at 31 March 2018 is as follows:

	£000
Capital Financing Requirement 31 March 2018	112,548
Financed from:	
External Borrowing via PWLB	102,100
External Borrowing via Leasing arrangements	21
Use of internal balances and reserves	10,427
Total Financing of CFR	112,548

PWLB Borrowing

The Council’s total outstanding PWLB debt amounted to £103.100m at 1 April 2017. During 2017/18 £1.000m principal repayment was made. No new loans have been taken out with the PWLB during 2017/18. The profile of the outstanding debt is analysed as follows: -

PWLB BORROWING	Maturity Profile 31 March 2017 £	Maturity Profile 31 March 2018 £
Term		
12 Months	1,000,000	0

1 - 2 years	0	3,000,000
2 - 5 years	8,700,000	9,700,000
5 - 10 years	19,600,000	23,400,000
Over 10 year	73,800,000	66,000,000
Total PWLB Debt	103,100,000	102,100,000

PWLB Interest

The interest cost to the Council of the PWLB debt for 2017/18 is £3.664m. The cost is split within the accounts between the HRA and General Fund based on the level of debt outstanding within the CFR.

Temporary Borrowing

Cash flow monitoring and management serves to identify the need for short term borrowing to cover delays in the receipt of income during the course of the year. During 2017/18 no short term borrowing was undertaken by the Council and therefore no interest charges were incurred.

Temporary / Fixed Investments

The table below details the fixed investments held at 31 March 2018

Bank Name	Balance Invested 31 March 18 £000
Fixed	
National Counties	5,000
Local Authorities	24,000
Call Accounts	
Money Market Funds	7,000
Total	36,000

From the table above it can be seen that the balance invested by the Council at 31 March 2018 is £36m. Interest earned from temporary investments during 2017/18 amounted to £0.164m and is detailed in the following table:

	Average Period each Investment	Number of Investments	Total Investment during year £000	Interest Received 2017/18 £
Building Societies	3 months	5	22,000	9,966
Local Authorities	1 year	3	15,000	80,959
Local Authorities	6 months	6	9,000	21,153
Local Authorities	3 months	9	19,000	23,089
Money Market Funds	Overnight	n/a	Average interest rate 0.45%	29,235
Total				164,402

Overnight Balances

The balance of any daily funds is retained in the Council's general account with Lloyds Bank.

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 in year 2017/18 £000	Set Limits in year 2017/18 £000
Authorised (total Council external borrowing limit)	122,548	123,472
Operational Boundary	117,548	118,472

Bolsover District Council

Executive

18th June 2018

Local Plan Update Report

Report of the Joint Strategic Director

This report is public

Purpose of the Report

- To advise Executive of progress in relation to the Local Plan and to set out the associated issues and risks.

1 Report Details

Update

- 1.1. On the 23rd April 2018, the Executive received an update on the Local Plan in the form of a presentation confirming that MHCLG intervention was not going ahead at that stage. However, it was also made clear that the council would be monitored closely and that any further significant delays would lead to reconsideration of that decision.
- 1.2. It was also confirmed at that time that the new Local Development Scheme (LDS, the Local Plan timetable), as submitted as part of the intervention case, had been successfully consulted on and subsequently had been adopted by Planning Committee on 14th March 2018.
- 1.3. Lastly, at that time, the Publication Draft Local Plan had been agreed by Planning Committee on 18th April, in accordance with the LDS, and consultation was due to start on 2nd May 2018.
- 1.4. Consultation commenced, as timetabled and we managed to achieve a two page spread on Local Plan issues in the Council's 'In Touch' magazine which has gone to every household in the district and good coverage of the Local Plan has been on the Council's web site. Copies of the relevant documents were also placed in 11 deposit points throughout the District.
- 1.5. All of the 1,256 people and organisations on the Council's Local Plan database were either sent e-mails or letters in relation to the consultation period and the Publication Local Plan, and a short presentation was given to the Bolsover Partnership (3rd May 2018) and the Developer Forum (17 April 2018).

- 1.6. The last of 10 Roadshow events was held on 6th June in South Normanton. One evening event was held in every town and large village and an extra event in Clowne on a Saturday to cover the whole district. Overall there were 77 attendees across the 10 events, with the best attended being the Clowne evening event with 24 people.

Consultation Attendance

Date	Location	Attendance
11/05/18	Clowne	24
15/05/18	Whitwell	6
17/05/18	Shirebrook	0
19/05/18	District wide (Clowne)	7
22/05/18	Creswell	6
24/05/18	Pinxton	2
29/05/18	Barlborough	2
1/06/18	Tibshelf	9
4/06/18	Bolsover	9
6/06/18	South Normanton	12
Total		77

- 1.7. Clearly turnout at these events has been low despite publicity and direct notification to all those registered on the Councils Local Plan database. This is likely to be related to the stage reached in the process which is very similar to the Consultation Draft Local Plan, which people commented on at the end of 2016; and to the nature of this consultation exercise which is very process orientated. Rather than simply asking people what they think, or what they would change, respondents need to set out a basis for their objection and a clear explanation of what would be required to address it.

- 1.8. People can object to the Plan on 1 of 3 basic grounds:

1. Legal – That the Plan has not been produced in accordance with legal requirements
2. Duty to Cooperate – That the Council have failed to comply with the duty to cooperate with adjoining authorities
3. Soundness, that the Plan is not sound and does not meet one of the four tests of soundness:
 - a. **Positively prepared** – the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from

- neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development;
- b. **Justified** – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence;
 - c. **Effective** – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and
 - d. **Consistent with national policy** – the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.
- 1.9. Currently only a limited number of representations have been received and logged. This is normal as most representations are generally received in the last week and the most significant representations will normally be submitted during the last day or so.
- 1.10. Currently it is considered that we are on schedule with the Local Plan and work is ongoing to prepare for submission in late July.
- 1.11. At the point of submission the Council must have a Programme Officer in place to administer the examination process. This officer is employed by and paid for by the Council, but works directly to the Inspector independently of the Council. All correspondence between the Inspector and the Council and third parties must pass through them. This is a specialist role that requires appropriate experience and training to ensure the smooth running of the examination. The Planning Inspectorate (PINS) hold a list of approved Programme Officers who have undertaken the PINS training program. This Council together with North East Derbyshire has secured a suitably experienced individual from the approved list following an open competitive tender process that was overseen by the Procurement Team and involved both Planning Policy Managers. The cost of this will be met from existing approved budgets.

Consideration of Risk

- 1.12. In the 18th April update report to Executive, the risks in relation to the successful progress of the Local Plan were considered and it was agreed that further work was required to identify the main areas of risk and seek to mitigate them as far as possible.
- 1.13. The aim of the work is to consider potential risks, challenges and obstacles to bringing the Local Plan forward to adoption in accordance with the Local Development Scheme (LDS), which sets the timetable for the Local Plan. In relation to this it is important to consider at what stages the Council can take action to amend or withdraw the Plan in order to effect any changes needed.

Withdrawal

- 1.14. At all times the Council has the right to indicate that they are withdrawing the Plan, in order to make significant alterations. However, such a course of action could have significant impact on the LDS and could result in severe reputational

damage to the Council and may result in renewing the likelihood of intervention. It is an action that should only be taken in exceptional circumstances where the Council is convinced that without changing the Plan in that way at that time, it will fail the examination and significant further work would be required to ensure the Soundness of the Plan.

Local Development Scheme (LDS)

- 1.15. It is important to note that the Local Plan can still reach adoption stage without compliance with the existing LDS. However non-compliance with the LDS does give rise to its own risks in respect of the following:
1. Further delay can cause additional problems to emerge such as the requirements of the new National Planning Policy Framework and other potential guidance documents taking effect
 2. Due to the fluid nature of planning, delay could lead to other issues arising such as new planning applications or appeal decisions (especially as any significant delay would encourage appeals) which may add new complexities to the Plan.
 3. Intervention – Following on from the recent threat of intervention, any significant delay is likely to attract the interest of MHCLG. The justification and reasonableness of our actions will therefore be important consideration subject to scrutiny.
 4. If we are not to comply with the LDS, we will need to amend the document consult on it and adopt it.
- 1.16. The LDS also sets out important ‘breaks’ in the process when it is most suitable to amend the Plan. The Council is currently consulting on the Publication Draft Local Plan (2nd May to 15th June 2018). We then plan to review the representations received with the aim of submitting the Plan within the third week in July.
- 1.17. In the period between Publication and Submission the Council can choose to carry out major changes to the Plan, which would require us to halt the process and produce a new Publication plan (or earlier position statement) and amend the LDS. Such an approach would only be justifiable by the absolute need for significant changes to the strategic approach to the plan which materially affect its soundness.
- 1.18. An Addendum of proposed changes can be submitted as part of the Submission of the Plan, but that would require a fresh consultation period and probably further Sustainability Appraisal work on the changes proposed.
- 1.19. Once the Plan is submitted, further changes to the Plan can only be achieved through one of the following potential opportunities:

1. Significant and fundamental changes may be achieved by withdrawing the Plan and starting again, during the post submission stage. This would be an exceptional situation requiring justification.
2. Significant changes to the Plan (removing or adding policies or sites) can be done through major modifications that may come to light through pre hearing discussions with the Inspector, where the Inspector has indicated that without changes the Plan will fail the tests of soundness. Making changes at this time could delay the opening of the Hearings, so that the potential modifications could be subject to consultation and potential SA considerations.
3. Significant changes to the Plan (removing or adding policies or sites) that may come to light through the hearing discussions with the Inspector, where the Inspector indicates that without changes, the Plan will fail the tests of soundness. These changes are normally accomplished as a set of major modifications to the Plan which would be developed through the examination. They would be consulted on towards the end of the examination, following an adjournment to allow for consultation and consideration of the responses, before the final sessions which would deal with the proposed modifications and representations.

1.20. It is important to note that the Council are at liberty to make amendments to the plan which are considered to be 'minor' on adoption of the Plan. Normally this would encompass all spelling or grammatical changes, updating factual matters and changes to wording which would not significantly change the nature of that part of the Plan. Whilst the Council is accountable on adoption of the plan for these changes, it is normal for them to be added as a separate list to all proposed major modifications to avoid potential legal challenges in the future.

1.21. The above sets out a range of options for making changes to the Plan. The option selected will be a matter of judgement, dependent upon the nature of issue involved, its level of significance to the Plan as a whole and the overall assessment of risk. Such judgements may need to be informed by additional evidence base work and/or specialist legal advice and would require member engagement and approval.

Types of Risk

- 1.22. In terms of the different forms of risk that we face, these can be seen in relation to the following areas:
1. **Political** – Both national and local
 2. **Resources** – Considers Financial and staffing
 3. **Plan process** – Considers the implications of the Legal Framework and the duty to Cooperate

4. **Plan issues** – Looks at issues within the Plan that may cause challenge and lead to adverse effects upon the Plan. Specify risk categories to be included in the risk register and in risk reporting.

1.23. **Political** - In relation to the Political risks these can be seen as two separate elements:

1. **National** - Through changes to national guidance and planning requirements, this has been a significant issue in the past. However, we currently consider that the plan is reasonably robust to address the changes proposed within the draft NPPF. Also, an important consideration is that Government have stated that they will provide transitional arrangements so that Plans such as ours, if submitted in accordance with the LDS, will not be subject to the provisions of the amended NPPF.
2. **Local** - Support from across the Council has been consistent and appreciated. Difficult decisions have been dealt with head on and no risks are apparent at this stage. It is most likely that Adoption will take place after the May 2019 elections.

1.24. Therefore it is considered that there are no significant political risks in relation to us bringing forward the Local Plan at this time.

1.25. **Resources** - In terms of Resources, there are again two main considerations namely:

1. **Financial** - The Council have made delivery of the Plan a key aim of the authority and there is a clear undertaking of providing financial resources when required. The Council have invested significantly in the Local Plan process and there is no basis to think that they will not meet any further financial requirements to see the process through
2. **Staffing** - Maintaining appropriate staff levels, experience and knowledge is essential and the loss of key members of staff could have an impact on plan delivery. This risk will be mitigated by ensuring any resource loss is replaced as soon as possible utilising all possible sources, and ensuring an appropriate level of staff within the team establishment.

1.26. **Plan Process** – In relation to this issue, a plan can be challenged in relation to its legal compliance with the guidance as well as whether the Duty to Cooperate has been complied with. In order to seek to avoid these pitfalls we have:

1. Sought to follow all guidance and potential changes
2. Taken legal advice on Duty to Cooperate
3. Followed good practice from elsewhere

1.27. In general these issues are ones that should come out from the current consultation event, prior to submission and consideration will be given to the level of risk at that time, and legal advice taken if necessary.

- 1.28. **Plan Specific Issues** – This is the area where most concerns and objections will be raised by third parties, reflecting objections to or support for specific sites and or policies.

2 Conclusions and Reasons for Recommendation

- 2.1 The report clarifies that we should not submit a Plan unless we consider it to be sound and compliant with legal requirements. However, planning is a matter of judgement and there will always be those making objections, whilst some of these may have planning merit, it does not necessarily mean that our Plan is wrong.
- 2.2 The report makes clear that there are a number of opportunities for the Council to reconsider their position and seek to make amendments to the Plan. The approach to take will be a matter of judgement based upon an assessment of the issues involved, the level of risk and legal advice.

3 Consultation and Equality Impact

- 3.1 The Local Plan has followed all consultation requirements to date and will abide by such requirements into the future. Making further amendments to the Plan, in the interests of specific submissions would require further consultation and would need to be done for clear and transparent reasons as set out in the above report.
- 3.2 Delays to the Local Plan process instigated by the Council is more likely to lead to a potential for intervention, than any delays which may be advised by the Planning Inspectorate. Such intervention may impact on local democracy as powers could be taken away from local representatives. This would create a democratic deficit and result in a reduction in democratic accountability.

4 Alternative Options and Reasons for Rejection

- 4.1 The Council must recognise that the production of a Local Plan often leads to conflict situations and what is most important is that we can show a robust approach and fair consideration to all representations submitted, as outlined above. Deciding to do otherwise at this point would be counterproductive.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 As set out in the report

5.2 Legal Implications including Data Protection

- 5.2.1 As set out in the report

5.3 Human Resources Implications

- 5.3.1 As set out in the report

6 Recommendations

- 6.1 It is recommended that the report be noted in terms of the work that has been completed in relation to the Local Plan and the risks that have been recognised and our approach to the proposed management of such risks.

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</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC: 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>	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
District Wards Affected	All
Links to Corporate Plan priorities or Policy Framework	All

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
Rob Routledge Karen Hanson	242299

Report Reference –