

Date: 26th October 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 5th November 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



Joint Head of Corporate Governance & Monitoring Officer
To: Chair & Members of the Executive

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 **01246 242529** **Democratic Services**
Fax: 01246 242423

EXECUTIVE AGENDA

**Monday 5th November 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 8 th October 2018.	4 to 6
5	Items recommended by Scrutiny Committees None	
6	Policy and Budget Framework Items (A) Joint Corporate Enforcement Policy.	7 to 22
	<u>Recommendation on Page 10</u>	
7	Non Key Decisions (A) Corporate Plan Targets Performance Update – July - September 2018 (Q2 – 2018/19)	23 to 40
	<u>Recommendation on Page 25</u>	
	(B) Investment Strategy	41 to 50
	<u>Recommendations on Page 48</u>	

8	Key Decisions	
	(A) Medium Term Financial Plan - Budget Monitoring Report Quarter 2 – April to September 2018	51 to 70
	<u>Recommendations on Page 55</u>	
	(B) Safe and Warm Upgrade Scheme, Hides Green, Bolsover	71 to 74
	<u>Recommendation on Page 73</u>	
9	Exclusion of Public	
	To move:-	
	That the public be excluded from the meeting during the discussion of the following items of business to avoid the disclosure to them of exempt information as defined in Part 1 of Schedule 12A to the Local Government Act 1972, (as amended by the Local Government (Access to Information) (Variation) Order 2006). <i>[The category of exempt information is stated above each item].</i>	
10	Non Key Decision	
	<i>Exempt - Paragraphs *</i>	
	(A) None	
11	Key Decision	
	<i>Exempt - Paragraphs 1 and 3</i>	
	(A) Management of Corporate Debt – Write Off of Outstanding Amounts	75 to 80
	<u>Recommendation on Page 77</u>	

EXECUTIVE

Minutes of a meeting of the Executive of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Monday 8th October 2018 at 1000 hours.

PRESENT:-

Members:-

Councillor A.M. Syrett in the Chair

Councillors M.J. Dooley, S.W. Fritchley, H.J. Gilmour, D. McGregor, B.R. Murray-Carr and B. Watson

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) and A. Brownsword (Senior Governance Officer)

0354. APOLOGY

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

0355. URGENT ITEMS OF BUSINESS

There were no urgent items of business.

0356. DECLARATIONS OF INTEREST

There were no declarations of interest.

0357. MINUTES

Moved by Councillor D. McGregor and seconded by Councillor S.W. Fritchley

RESOLVED that subject to the title of Minute No. 0279 being amended to read 'Renewal of Roofs, Soffits and Fascias and Asbestos Removal at Hides Green and The Paddock, Bolsover', the minutes of a meeting of the Executive held on 10th September 2018 be approved as a true and correct record.

EXECUTIVE

0358. STRATEGIC RISK REGISTER AND PARTNERSHIP ARRANGEMENTS

The Joint Head of Finance and Resources presented the report which gave information regarding the current position of Risk Management and Partnership Arrangements. It was noted that there were no major changes and a minor amendment had been made to No. 10 to note that the Local Plan had now been submitted.

Moved by Councillor B. Watson and seconded by Councillor D. McGregor

RESOLVED that the Executive approves the Strategic Risk Register as at 30 June 2018, as set out in Appendix 1 of the report.

REASON FOR DECISION: To enable the 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.

OTHER OPTIONS CONSIDERED: 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.

(Joint Head of Finance and Resources)

0359. PROPERTY INVESTMENT – NEXT STEPS

The Strategic Director – Place presented the report which sought to confirm aspirations to further progress the principle of generating income through investment and sought approval to develop a draft investment strategy. It was noted that Bolsover District Council had ambition and aspirations and more detail would be presented to the next meeting of the Executive.

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

RESOLVED that (1) Members confirm their aspirations to further progressing the principle of generating income through investment,

(2) Members approve the development of a draft Investment Strategy,

(3) that consideration be given to the appropriate vehicle required to deliver the investment aspirations and that a further report to brought back to the Executive on 5th November 2018 with recommendations to take this forward.

REASON FOR DECISION: Commercialism and entrepreneurship are key strategies in responding to the current public sector climate and generating income to avoid or mitigate service cuts is attractive. The Council has the

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aspirations and ambition to do this, however, recognises that this carries commercial risk and means that some ventures may fail. It is therefore extremely important that the Council has an appropriate strategy, due diligence and governance in place to manage these risks. This report requests the commencement of this process so that future decisions for property investment can be taken forward in an informed and risk-managed way.

OTHER OPTIONS CONSIDERED: The Executive could decide not to progress the development of an Investment Strategy or undertake further work to consider the feasibility of property investment. If it decided not to invest in property, this would mitigate any risks relating to investment, however, the Council would need to consider alternative options with regard to ensuring a balanced budget from 2020 onwards.

(Strategic Director – Place)

The meeting concluded at 1012 hours.

Bolsover District Council

Executive

5th November 2018

Joint Corporate Enforcement Policy

**Report of Councillor H Gilmour, Portfolio Holder for Housing
and Community Safety**

This report is public

Purpose of the Report

- To agree to the Joint Corporate Enforcement Policy which will set overarching principles for enforcement activities across both Bolsover District Council and North East Derbyshire District Council.

1 Report Details

- 1.1 Bolsover District Council is responsible for ensuring that a wide range of legislation is being properly complied with, by businesses and individuals to protect the rights and safety of the District's residents, workers, visitors and local environment. Individual service areas are required to follow a range of legislation and regulations when considering enforcement activity and as such, many of these areas have specific enforcement policies in place. These are reviewed regularly to ensure that they reflect the most recent legislative requirements.
- 1.2 Whilst there are service specific enforcement policies, it is considered that an overarching Corporate Enforcement Policy which sets out the broad principles to be adopted by all departments and officers when exercising any enforcement functions on behalf of both Councils, is good practice. It will ensure that both Councils ensure fairness, openness, and consistency in the enforcement action it takes.
- 1.3 Bolsover District Council last reviewed the Corporate Enforcement Policy in June 2013. This was a review of the 2008 policy which was written in accordance with the Enforcement Concordat. This has since been superseded, first by the Regulators' Compliance Code, and more recently by the Regulators' Code.
- 1.4 The Legislative and Regulatory Reform Act (2006) requires Local Authorities to have regard to the principles of good regulation when exercising a specified regulatory function. The principles provide that regulatory activities should be

carried out in a way that is transparent, accountable, proportionate and consistent and should be targeted only at cases in which action is needed.

- 1.5 A Regulators Code came into force in April 2014. As a regulatory body, the Council is under a duty to have regard to the Code when developing policies and the operational procedures that guide their regulatory activities.
- 1.6 The proposed policy, attached at Appendix 1 to this report, creates one single, Joint Corporate Enforcement Policy and brings it in-line with current requirements. The intention of the Policy is to ensure that any enforcement action is compliant with the relevant legislation, codes of practice and government guidance. Also it must be transparent and accountable, proportionate, targeted, consistent in approach and appropriate.
- 1.7 The proposed Policy is designed to make sure that everyone knows the main principles that both Councils apply when carrying out enforcement work. It starts from the premise that most businesses and individuals want to comply with the law. Help and support will be provided to enable them to meet their legal obligations without unnecessary expenses, while firm action will be taken against those who flout the law or act irresponsibly.
- 1.8 This policy sets out the approach to be followed by authorised officers when making decisions in respect of compliance and enforcement activities. It sets out the levels of enforcement action available to the Councils, how we will determine which action is appropriate in the event of non-compliance and how we will conduct our investigations.
- 1.9 The diversity of regulatory powers makes it difficult to provide detailed processes in this policy. Often there are detailed and differing processes that need to be followed depending on the service. For this reason, whilst the policy sets out principles that will be followed, and more detail is contained in service specific policies which will be referenced into the policy by way of a web link. This list of policies will be reviewed and updated annually and any review of specific policies, or creation of new policies will have regard to the Corporate Enforcement Policy.

2 Conclusions and Reasons for Recommendation

- 2.1 To ensure legal compliance and to ensure that enforcement action taken by Bolsover District Council is better able to resist a challenge in the courts. The policy will also ensure all departments follow the same principles when carrying out enforcement action.

3 Consultation and Equality Impact

- 3.1 The draft Corporate Enforcement Policy has been developed in consultation with all service areas of both Councils involved in regulatory work.
- 3.2 The Policy has been considered by Healthy, Safe Clean and Green Scrutiny Committee at Bolsover District Council. The Policy was put before the Strategic Alliance Joint Committee on 9th October 2018 where it agreed it its current form.
- 3.3 An Equality Impact Assessment has been completed in consultation with the Improvement Teams at both Councils, which concluded that there were no adverse impacts arising from this policy.

4 Alternative Options and Reasons for Rejection

- 4.2 To do nothing and retain the previous published Corporate Enforcement Policy dated 2013 for Bolsover District Council is contrary to current regulatory requirements and statutory guidance.

5 Implications

- 5.1 The Council is under a duty to have regard to the Regulators' Code when exercising its regulatory powers, setting standards or giving general advice.

5.1 Finance and Risk Implications

- 5.1.1 There are no financial implications associated with the recommendation.

5.2 Legal Implications including Data Protection

- 5.2.1 The preparation and publishing of the policy is not in itself a legal requirement. However, the Regulators' Compliance Code, issued in accordance with section 22 of the Legislative and Regulatory Reform Act 2006, requires regulators to have regard to this Code. The code came into statutory effect on 6 April 2014. The adoption of a policy is considered to be best working practice and will assist the both Councils to demonstrate that it has regard to the Code.

5.3 Human Resources Implications

- 5.3.1 There are no human resource implications associated with the recommendation.

6 **Recommendation**

- 6.1 That the Executive approves and adopts the Joint Corporate Enforcement Policy.

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
Has the relevant Portfolio Holder been informed	Yes
District Wards Affected	All indirectly
Links to Corporate Plan priorities or Policy Framework	All

8 **Document Information**

Appendix No	Title
1	Draft Joint Corporate Enforcement Policy
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)	
Equality Impact Assessment	
Report Author	Contact Number
Victoria Dawson, Solicitor (Contentious Team Manager)	01246 242231

Corporate Enforcement Policy

2018



We speak your language

Polish

Mówimy Twoim językiem

French

Nous parlons votre langue

Spanish

Hablamos su idioma

Slovak

Rozprávame Vaším jazykom

Chinese

我们会说你的语言

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Bolsover District Council on

01246 242424 or

North East Derbyshire District

Council on **01246 231111**

CONTROL SHEET FOR CORPORATE ENFORCEMENT POLICY

Policy Details	Comments / Confirmation (To be updated as the document progresses)
Policy title	Corporate Enforcement Policy
Current status – i.e. first draft, version 2 or final version	First Draft
Policy author (post title only)	Solicitor (Contentious team manager)
Location of policy (whilst in development) – i.e. L-drive, shared drive	S Drive
Relevant Cabinet Member (if applicable)	
Equality Impact Assessment approval date	25 September 2018
Partnership involvement (if applicable)	
Final policy approval route i.e. Joint Strategic Alliance Committee, Cabinet/Executive/Council	Executive - BDC Cabinet – NEDDC
Date policy approved	
Date policy due for review (maximum three years)	September 2021
Date policy forwarded to Improvement (to include on Intranet and Internet if applicable to the public)	

1. Introduction

Bolsover District Council and North East Derbyshire District Councils are responsible for ensuring that a wide range of legislation is being properly complied with, by businesses and individuals to protect the rights and safety of the Districts residents, workers, visitors and local environment.

This policy sets out the approach to be followed by authorised officers when making decisions in respect of compliance and enforcement activities. It sets out the levels of enforcement action available to the Councils, how we will determine which action is appropriate in the event of non-compliance and how we will conduct our investigations.

Bolsover District Council and North East Derbyshire District Councils are required under the Legislative and Regulatory Reform Act 2006 (2006 Act) to have regard to the Regulators Code when developing this policy and the operational procedures sitting beneath it taking into consideration the six core principles listed below which underpin the Corporate Enforcement Policy;

- Supporting those regulated to comply and grow
- Simple and straight forward engagement
- Risk based regulation
- Information sharing re compliance and risk
- Provision of clear information, guidance and advice to assist in achieving compliance
- Transparency

2. Scope

The Councils takes a positive, proactive and balanced approach to ensure compliance. This policy helps to promote an efficient and effective approach to regulatory enforcement to ensure that we act in a consistent, balanced and fair manner.

This is an overarching policy which covers the whole of the Councils enforcement activities. Individual service areas will require specific enforcement policies and procedures which reflect the principles set out in this policy.

3. Principles of enforcement

3.1 Minimum Standards

It is important that there is consistent, balanced and fair enforcement across the service areas of the Councils. This Policy sets out the minimum standards to be applied by officers of the Councils in relevant circumstances.

Proportionate - all action taken by the Councils will be proportionate to the risk to the public and enforcement action will relate to the seriousness of any breaches of the law

Accountable – our activities will be open to public scrutiny, with clear and accessible policies, procedures and fair and efficient complaints procedure

Consistent but flexible – we will carry out duties in a fair and consistent manner but recognise that every situation will have its own particular circumstances and the correct course of action can only be arrived at after full and careful consideration of the facts and circumstances. Officers will need to exercise a professional judgement in determining the correct course of action.

Transparent - we will ensure that those we regulate are able to understand what is expected of them, and what they can anticipate in return. Where there is a right of appeal or other redress officers will advise those affected individuals or businesses.

Openness - the Councils will ensure information, advice and guidance is accessible and that anyone affected by enforcement actions are aware what the result of those actions will be.

Targeted – we will target our enforcement action primarily on those activities which give rise to the most serious risks to the public, workers and the environment, reflecting local need and national priority.

Shared Enforcement – in some circumstances, risks to public, workers and the environment are also dealt with by other authorities. Where appropriate we will liaise with other authorities before taking enforcement action. Joint enforcement may be required, or we may determine one body to be the enforcing authority.

Whilst the Councils seek to deliver a consistent and proportionate approach to the use of its enforcement powers, tools and actions, on occasions this is not possible. This policy is therefore not over prescriptive and allows for an element of flexibility in officers judgement.

3.2 Investigations

When the Councils investigate matters that arise we will use a range of methods for collecting evidence including but not limited to, visits to sites or premises, CCTV, interrogation of social media, noise monitoring equipment, the use of body cameras, historical data, and information sharing with other agencies.

Investigations and enforcement decisions will be carried out under the relevant legislation and in accordance with guidance or codes of practice including (but not limited to) the following;

- The Police and Criminal Evidence Act 1984
- The Criminal Procedure and investigations Act 1996
- The Regulation of Investigatory Powers Act 2000
- The Criminal Justice and Police Act 2001
- The Human Rights Act 1998
- Data Protection Act 2018
- Government Concordat on Good Enforcement
- The Equality Act 2010

4. Enforcement options

Enforcement decisions must be fair and proportionate. They must be consistent and taken in the context of ensuring that individuals, the community and the environment are adequately protected, whilst at the same time seeking to change the behaviour of the offender and encourage good practise.

There are a variety of enforcement options available to the Councils. The Council's enforcement officers will have regard to the principles contained in this policy when taking enforcement action. They will take a staged approach to the enforcement of legislation and where appropriate and in the first instances individuals or businesses should be given the opportunity to discuss and remedy the problem unless immediate action is required.

Urgent action will be taken when there is a significant risk to public safety or safeguarding issues.

The various methods of enforcement are explained below. It is important to remember that whilst the Councils adopts a staged approach, the list below is not necessarily an absolute order of escalating seriousness relative to each other. In some circumstances a combination of these methods may be a way of dealing with an offence. Every case shall be judged on its own merits and the appropriate enforcement options decided on accordingly. This is not an exhaustive list, and other enforcement options may be available and be used by the Councils.

4.1 No action

It may be appropriate not to take any action in certain circumstances for example where;

- no offence has been committed
- where the offence is not causing harm or
- where it is not expedient to take action.

The Councils must also consider whether it is in the public interest to take action. In every case we would need to consider whether the cost of compliance to the offender outweighs the impact of the contravention on the community and where the cost of taking action to the Councils outweighs the impact of the offence on the community.

It may also be inappropriate to take formal action where a trader has ceased to trade, or the offender is elderly or frail or where formal action could seriously damage their wellbeing.

4.2 Informal action and advice

When the offence being committed is not serious enough to warrant formal action or where the investigating officer has good reason to believe that informal action will be successful this is the preferred approach. Compliance advice, guidance and support is used as a first response in many cases taking into account matters such as (but not limited to):

- Previous history of compliance

- Confidence in the individual or management
- The risk of none compliance
- the risk to the general public

4.3 Issue of a fixed penalty notice

The Councils have power to issue Fixed Penalty Notices (“FPN”) in respect of some breaches, normally for more minor offences and breaches of statutory Orders or Notices. If the FPN is not paid, the Councils may commence criminal proceedings in respect of the original offence. Where this is a repeat offender, or the FPN was ineffective, escalating the enforcement action may include the possibility of a prosecution for the original offence under the primary legislation.

4.4 Voluntary Undertakings

The Councils may accept voluntary undertakings that breaches will be rectified and/or recurrence prevented. Any breach of voluntary undertaking will be taken seriously and is likely to lead to enforcement action.

4.5 Formal notices and orders

The Councils have powers to issue statutory notices and orders. These are legally binding and failure to comply can be a criminal offence. The Statutory Notice/Order will set out the actions required and timescales for compliance, and may list the actions that the Councils may take or are considering taking.

These are likely to be used, for example, in cases of sustained or repeated non-compliance, where the consequences of non-compliance are potentially serious or remedial measures are essential.

4.6 Seizure of goods or equipment

Certain legislation enables authorised Officer’s to seize goods, animals, equipment or documents for example unsafe food, sound equipment which is being used to cause a statutory nuisance, unsafe products or any goods which might be required as evidence for possible future court proceedings. This list is not exhaustive.

4.7 Works in default

Works in default are works which have been specified in a legal notice served on an individual or company. If the notice expires and these works have not been carried out the Councils may carry them out in default of the business or individual on which the notice was served. Where legislation allows, the Councils will seek to recover the cost the Council has incurred in carrying out the work.

4.8 Suspension, revocation or refusal to renew a licence

The Councils issue a number of licences and permits, many contain conditions which require the licence holder to adhere to. Breach of these conditions may lead to a refusal or a renewal, revocation or suspension of a licence.

4.9 Prosecution

The Councils recognise that the decision to prosecute is serious and could have far reaching consequences for the offender and/or a business. We will prosecute in respect of serious or recurrent breaches, or where other enforcement actions have failed to secure compliance.

Before a prosecution is considered the Councils will have regard to the provisions of The Code for Crown Prosecutors as issued by the Director of public Prosecutions.

https://www.cps.gov.uk/sites/default/files/documents/publications/code_2013_accessible_english.pdf

The Code for Crown Prosecutors is a public document that sets out the general principles to follow when decisions are made in respect of prosecuting cases. The Council's prosecutor will consider the following two tests;

Is there enough evidence against the Defendant? The prosecutor must be satisfied that there is enough evidence for a "realistic prospect of conviction" against each defendant

Is it in the public interest for the Council to bring the prosecution? Prosecution will normally happen unless the public interest factor clearly outweighs those in favour of prosecution.

4.10 Prosecution without warning

As a general rule, a person or business will be given a reasonable opportunity to comply with the law, although in some circumstances, prosecution may be undertaken without prior communication or contact, e.g.

- The contravention is a particularly serious one
- There has been a particularly blatant disregard of the law
- statutory notice has previously been issued for a similar offence

4.11 Administrative penalty

Where an allegation of Housing/Council Tax Support fraud has been investigated and officers are satisfied that an offence has been committed, it may, dependant on the severity of the offence and other factors of the case, be considered more appropriate to give the offender opportunity to pay an Administrative Penalty instead of prosecution.

4.12 Simple cautions

Simple Cautions can be an alternative to prosecution (the offender being over the age of 18 years). These can be issued in order to deal quickly and simply with less serious offences, or to reduce the chance of repeat offences. A simple caution would not be an option where an individual or business denies the offence.

4.13 Deductions from ongoing benefits or other state benefits

The Councils treat the recovery of overpayments as a serious matter and will pursue full repayment of any benefit deemed to have been overpaid and recoverable. However each case is considered individually and on its own merits.

4.14 Proceeds of crime applications

The Councils either through its own enforcement officer or in connection with the police may make an application under the Proceeds of Crime Act 2002 to restrain and/or confiscate the assets of an offender and/or seize cash. The purpose of any such proceedings is to recover the financial benefit that the offender has gained for the criminal conduct.

4.15 Enforcement agents

The Councils will instruct Enforcement Agents to recover monies and sums due to the Council and to enforce its common law powers. The Councils will keep a record of such instructions and the reasons why such a service is required.

4.16 Injunctive and other civil sanctions

An injunction is an order from court which requires a breach to be rectified and/or prevented from occurring. Injunction applications will be made in accordance with relevant legislation.

In cases involving anti-social behaviour, where early and informal intervention has been used and failed or is not appropriate, a civil injunction will be sought to include prohibitive and positive requirements.

Injunctions may also be used to exclude people from specified locations (including their normal residence) and include a power of arrest if there is use or threatened use of violence or there is a significant risk of harm. Injunction applications may be made without notice to the individual depending on the circumstances of the case and taking into account the statutory criteria.

A failure to comply with an injunction constitutes contempt of court, this is a serious offence any may lead to imprisonment and/or a fine.

4.17 Possession order

A possession order may be sought in the County Court to enforce a breach of the tenancy agreement or recovery of business premises where there is a breach of a lease.

4.18 Closure Order

A closure order may be sought in the Magistrate's court to prohibit access to a property to prevent disorderly, offensive criminal behaviour, nuisance or disorder.

4.19 Money judgement

Where a money judgment has been ordered by the Court, the Councils will seek to enforce such an order through the various enforcement options available and may include an application to force the sale of that individual's property if a charging order is obtained. The

Councils may also seek to transfer the judgment to the High Court and seek to recover monies owed by instructing a High Court Enforcement Officer.

4.20 Warrant applications

If an authorised officer needs to enter and search premises or undertake works in default, an application for a warrant will be made at the Magistrates Court if voluntary entry is not provided. Such applications are usually made without notice to the person concerned but only after reasonable efforts have been taken to secure peaceful entry.

5. Decision making

The decision to take action will be taken by those with authority to do so in accordance with the Council's Constitution and Scheme of Delegations.

All appropriate officers will be authorised by the Councils to exercise powers under specific statute and subordinate legislation. The level of authorisation will differ depended on qualification, experience and competence.

All decisions to prosecute will be fully documented.

6. Training

The Councils will ensure that officers have the necessary knowledge and skills to support those we regulate. All officers undertaking enforcement duties will be suitably trained and qualified to ensure that they are fully competent to carry out enforcement activities.

7. Partnership working

The Councils will ensure liaison between Council services is coordinated and effective enforcement is carried out where the matter is related to more than one of the Council's Services.

The Councils will liaise with other regulatory bodies, enforcement agencies and partner agencies where appropriate and to maximise the effectiveness of any enforcement. This may be where an enforcement matter extends beyond the Districts boundary of where the Council shares responsibility with other organisations.

Other agencies include but are not limited to the Police, Fire and Rescue Service, other Local Authorities, Government agencies, Trading Standards, and Health and Safety Executive.

Where other organisations or individuals carry out enforcement on the Council's behalf they will be required to do so in accordance with the principles set out in this Policy.

8. Data Protection

The Councils needs to hold and process personal information so that it may properly perform its statutory functions. The Data Protection Act 2018 requires that the Councils looks after personal information it holds securely and processes that information strictly in accordance

with the conditions of the legislation. The Councils may keep only what information is needed and must dispose of it in accordance with the Council's Data Retention Schedule.

The Councils may share personal information held where legislation allows and will have information sharing protocols in place where required. Prior to sharing information, the Councils will consider the proposed use of the information, the secure transfer of information and measures that are in place to keep the information secure once it has left the Council's control.

For more information on how the Councils use personal information please see the privacy statement on the each website.

<http://www.bolsover.gov.uk/index.php/your-council/data-protection-foi>

<http://www.ne-derbyshire.gov.uk/index.php/your-council/data-protection-foi>

The Councils are signatories to the Derbyshire Partnership Forum Information Sharing Protocol which is an overarching document that sets out the framework for partner organisations across Derbyshire to manage, process and share personal and sensitive personal information on a lawful, fair and transparent basis to enable them to meet both their statutory obligations and the needs and expectations of the people they serve.

9. Link to other policies

The Corporate Enforcement Policy is an overarching policy that applies to all Bolsover District Council and North East Derbyshire District Council services. Specific service areas may have additional and more tailored policies or procedures for enforcement in their specific service areas and these should be read in conjunction with this policy, the Joint Equality and Diversity Policy for Service Delivery and any other relevant Council policies. A list of current Council Policies can be found at **LINK TO BE INSERTED once web page created.**

10. Appeals and Complaints

Any appeals in relation to enforcement action should be taken in accordance with the statutory appeals process as outlined in the relevant legislation. Where there is a right of appeal, we will ensure individuals/business are made aware.

The Council has its own Compliments, Comments and Complaints procedure.

We want you to complain if you feel you've been poorly or unfairly treated by any of our services and we will do our best to put things right when things have gone wrong. Please be aware if you are unhappy with a decision, you should follow the appropriate appeal procedure, further information can be found from the appropriate service area. If you are unhappy with the *process* then you can make a complaint about us or any of our services by completing the on-line Compliments, Comments and Complaints form.

For **Bolsover District Council** you can write to us at The Arc, High Street, Clowne, Derbyshire S43 4JY, call into any one of our Contact Centres and asking one of our

employees to put your complaint in writing for you ,or call the Contact Centre on 01246 242424.

For **North East Derbyshire District Council** you can write to us at, Mill Lane, Wingerworth, Chesterfield, S42 6NG, or call the Contact Centre on 01246 231111.

Bolsover District Council

Executive

5th November 2018

<p>Corporate Plan Targets Performance Update – July - September 2018 (Q2 – 2018/19)</p>

Report of Councillor D. McGregor, Deputy Leader and Portfolio Holder
for Corporate Governance

This report is public

Purpose of the Report

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

1 Report Details

- 1.1 The attached contains the performance outturn as of 30th September 2018.
(Information compiled on 22/10/18)
- 1.2 A summary by corporate plan aim is provided below:

1.2 Unlocking our Growth Potential

- 14 targets in total (4 targets achieved previously – G02, G04, G06 and G14)
- 8 targets on track
- 1 target has been achieved behind target:
 - **G07** - *Submit Local Plan (Strategic Policies and Site Allocations) for examination by the Planning Inspectorate by November 2017.* The Local Plan was submitted for examination at the end of August 2018.
- 1 target has been flagged as an ‘alert’ as it may not achieve its intended outcome by March 2019:
 - **G11** - *Through a programme of targeted refurbishment bring 15 empty private sector properties back into use per annum.* Placed on ‘alert’ as to date 5 empty properties acquired during 2018/19. Needs to be noted that these in combination will generate more than 15 dwellings.

1.4 Providing our Customers with Excellent Service

- 16 targets in total (2 target previously withdrawn – C16 – C04)
- 12 targets on track

- 2 targets have been flagged as 'alert' as they are unlikely to achieve their intended outcomes by March 2019:
 - **C13** *Reduce average relet times of Council properties (not including sheltered accommodation) to 20 days by March 2019.* As noted on the appendix and previously a small number of properties that have been difficult to let are skewing this outturn. The void review has produced a number of recommendations which need to be implemented. The lead officer is expecting some improvement against this target by the end of March 2019.
 - **C14** - *Attend 99% of repair emergencies within 6 working hours* – whilst the quarterly outturn is 97.10%, this % has not materially improved for a while. Lead officer has advised that a couple of tweaks are required to the way that this target is measured e.g. currently visits to clients who are not in when the operative calls are being counted as a failure which will result in an improved outturn.

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

- 17 targets in total (6 target previously achieved – H05, H06, H08, H13, H14, H16, 1 target previously withdrawn – H15)
- 8 targets on track
- 1 target flagged as an 'alert' due to it being unlikely that it will achieve its intended outcome by March 2019:
 - **H09** - *Achieve a combined recycling and composting rate of 49% by March 2019.* See appendix for details.
- 1 target currently suspended due to funding no longer being available:
 - **H 04** - *Tackle childhood obesity through the delivery of a child focused health intervention programme to all Key Stage 2 year groups by the end of each academic year.* Funding for the Five:60 programme has been cancelled county wide. The leisure team are seeking an alternative option to deliver a school based activity programme.

1.6 Transforming our Organisation

- 14 targets in total (6 targets achieved previously – T02, T03,T04,T05,T07 & T12 and 2 withdrawn previously - T01, T14)
- 4 targets on track
- 2 targets have been flagged as 'alert' as they are unlikely to achieve their intended outcomes by March 2019:
 - **T06** - *Introduce alternative uses to 20% of garage sites owned by the Council by March 2019.* Potential options for all sites have been considered. A report will be presented to Members shortly and a fuller update will be placed on PERFORM for the next quarterly update.
 - **T10** - *Reduce the level of Former Tenants Arrears by 10% through early intervention and effective monitoring by 2019.* This target has not shown any % reduction during the corporate plan period to date due to the level of newly

arising former tenants' arrears exceeding those amounts recovered and/or written off.

2 Conclusions and Reasons for Recommendation

- 2.1 Out of the 61 targets 32 (52%) are on track, 17 (28%) have been achieved (1 this time, 16 previously), 5 (8%) have been withdrawn (previously), and 6 (10%) are on alert and 1 (2%) is currently suspended.
- 2.2 This is an information report to keep Members informed of progress against the corporate plan targets noting achievements and any areas of concern.

3 Consultation and Equality Impact

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

4 Alternative Options and Reasons for Rejection

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

5 Implications

5.1 Finance and Risk Implications

No finance or risk implications within this performance report.

5.2 Legal Implications including Data Protection

No legal implications within this performance report.

5.3 Human Resources Implications

No human resource implications within this performance report.

6 Recommendation

- 6.1 That progress against the Corporate Plan 2015-2019 targets to be noted.

7 Decision Information

<p>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:</p> <p><i>BDC:</i> <i>Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/></p> <p><i>NEDDC:</i> <i>Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/></p>	No
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<input checked="" type="checkbox"/> Please indicate which threshold applies	
District Wards Affected	Not applicable
Has the relevant Portfolio Holder been informed?	Yes
Links to Corporate Plan priorities or Policy Framework	Links to all Corporate Plan 2015-2019 aims and priorities

8 Document Information

Appendix No	Title
1.	Corporate Plan Performance Update – Q2 July to Sept 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)	
All details on PERFORM system	
Report Author	Contact Number
Kath Drury, Information, Engagement and Performance Manager	01246 242280

Report Reference –

Bolsover District Council
Corporate Plan Targets Update – Q2 – July – Sept 2018

Status key

	On Track	The target is progressing well against the intended outcomes and intended date.
	Achieved	The target has been successfully completed within the target date.
	Alert	The target is six months off the intended completion date and the required outcome may not be achieved. Also to flag annual indicators within a corporate plan target that may not be met.
	Extended	The date for completion of this target has been formally extended by Members.

Aim – Unlocking our Growth Potential

Key Corporate Target	Directorate	Status		Progress	Target Date
G 01 - Through the use of Key Account Management develop a relationship with a minimum of 50 local businesses by March 2019.	Growth	On track		Q2 - 134 Businesses engaged to date with the Team - Businesses engaged this Quarter include Heist Brewery, Oh Bee Hive, Darwood House, Wildsmith Photography, The Flower Bee. The Shirebrook Shopfronts Grants Scheme was launched this Quarter and a significant number of enquiries were received. Application packs have been sent to eligible enquirers and the first applications are awaited for assessment. The BGF was also re-opened this Quarter, following a brief hiatus to assess the large number of applications received over the summer. There remains circa £26k to allocate, so 8 businesses that are close to submitting have been contacted, as well as 2 new enquirers. Remaining funds will be allocated on a first come, first served basis.	Sun-31-Mar-19
G 03 - Optimise business growth (as measured by gross	Growth Operations	On track		Accumulatively for the corporate plan period we have optimised business growth by £4,728,976 (as measured by gross NNDR)	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress					Target Date
NNDR) by £2.5m by March 2019				Financial Year	Baseline	Out-turn	Difference	% Change	
				2017/18	62,345,477	63,528,906	+1,183,429	+1.8%	
				2016/17	54,800,120	58,345,667	+3,545,547	+6.5%	
				2015/16	54,800,120	55,349,581	+549,461	+1.0%	
				31/03/15	54,800,120				
				This target will be marked up as achieved at Q4.					
G 05 - Through the Bolsover North East Derbyshire LEADER Approach collectively support the creation of 65 sustainable jobs in the combined programme area by December 2020.	Growth	On track		Q2: The current programme total (subject to exchange rate) is £1,123,728. 21 projects are now contracted for £734,692.75 grant, £ 1,202,041.84 match funding and to create 55.29FTE jobs. 8 projects were approved in the quarter: RM Wright Ltd, Locko Lane Caravan Site, Ottewells (all BDC) and GE Wilmott and Son, J and SR Thompson , Sitwell Arms, D C Burton & Son and Woodthorpe Grange Dairy (all NEDDC). 2 approved projects withdrew from the programme due to internal management issues within the businesses (Carlton Woodmill project 2 in BDC and HARP Barn in NEDDC). 4 full applications totalling £202,925 (aiming to create 16 jobs) are in the appraisal process and a further 13 endorsed Expressions of Interest are currently being developed into full bids, seeking £674,243 and anticipating 32.5 jobs. The programme has closed to new applications due to bids received exceeding the total funding available. The contracted LEADER job creation (legal obligation) target is 44.5FTE jobs. Approved and pipeline projects total 103.79 jobs although pipeline projects are subject to thorough appraisal/approval procedures and the final total is therefore likely to change. The Programme Officer left her position at the end of September, with her replacement starting on 1st October. Considerations are being given to recruitment of Monitoring & Support Officer.					Thu-31-Dec-20
G 07 - Submit Local Plan (Strategic Policies and Site	Place	Achieved (behind target)		Q2: The Local Plan was submitted for Examination at the end of August 2018. This took place one month beyond the adopted timetable and allowed for an additional meeting to take place with The Planning Inspectorate &					Thu-31-Jul-18

Key Corporate Target	Directorate	Status		Progress	Target Date
Allocations) for examination by the Planning Inspectorate by November 2017.				MHCLG.	
G 08 - Process all major planning applications 10% better than the minimum for special measures per annum.	Place	On track		Q2 - 100% (10 out of 10 applications for major development determined within statutory deadline or agreed extension of time)	Sun-31-Mar-19
G 09 - Deliver a minimum of 100 new Council properties by March 2019.	Place	On track		<p>Q2 2018: Hilltop Shirebrook most properties now handed over (37 units) Fir Close Shirebrook (8 units) work completed. Derwent Drive, Tibshelf work completed (12 units). Phase 2 properties, mainly new sites around Pinxton and South Normanton started March 2018, planning permission being sought for site in Bolsover.</p> <p>Blackwell Hotel site (6 units) and Rogers Avenue (7 units) completed previously.</p> <p>Total B @ Home properties in progress is 92 plus purchased one former RTB property. Also considering purchasing S.106 Units from developer.</p> <p>Outline plans for Stage 2 have been reported to Members.</p> <p>Rogers Avenue - 7 Units - Completed Former Blackwell Hotel - 6 Units - Completed Fir Close - 8 Units - Completed Derwent Drive - 12 Units - Completed Hill Top - 37 Units - 33 Units handed over (4 remaining)</p>	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
				<p>Highcliffe Avenue - 1 Unit - Onsite Pinxton Cluster (Ash/Elm/Lime) - 12 Units - Onsite South Normanton Cluster (Leamington/Beech) - 3 Units - On site St Michaels Drive - 2 Units - On site Recreation Close - 3 Units - On site The Paddock - 12 Units - Awaiting instructions</p> <p>To date - 66 units completed</p>	
G 10 - Enable the development of at least 1,000 new residential properties within the district by March 2019.	Place	On track		<p>Q2 - A figure is published annually after the end of the financial year. The cumulative figure for the corporate plan period is 871 – on course to achieve this target by March 2019.</p>	Sun-31-Mar-19
G 11 - Through a programme of targeted refurbishment bring 15 empty private sector properties back into use per annum.	Place	Alert		<p>Q2 - 14 of the 15 apartments at The Station Hotel have now been occupied. Action Housing are progressing with the conversion of The Miners Welfare, it is expected that this will be completed by December 2018 and will accommodate 11 apartments. Recently the buildings have been the subject of a BBC documentary to showcase the work that has been done by the Council and Action Housing.</p> <p>Through intervention from the Council, Action Housing are in the process of purchasing 2 long term empty commercial properties, which - subject to sale - will provide 15 units of accommodation. It is expected that the purchases should complete before the end of 2018.</p> <p>The empty property Officer has referred 3 empty properties to Adullam Housing who provide supported accommodation, these properties are in the process of being leased and it is expected that the leases will be signed before the end of 2018.</p>	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
				Placed on 'alert' as to date 5 empty properties acquired during 2018/19. Needs to be noted that these in combination will generate more than 15 dwellings.	
G 12 - Achieve an increase of £850,000 in additional New Homes Bonus from the government by March 2019.	Place	On track		2015/16 = £227,154 2016/17 = £265,993 2017/18 = £191,202 Corporate plan total = £991,206. Target to be signed off as 'achieved' at Q4.	Sun-31-Mar-19
G 13 - Work with partners to deliver an average of 20 units of affordable homes each year.	Place	On track		Q2 - 20 units of affordable housing were completed in this quarter (and to date) through B@home. An annual figure will be provided after the end of the financial year 2018/19. 58 affordable housing units are currently under construction in the district.	Sun-31-Mar-19

Aim – Providing our Customers with Excellent Service

Key Corporate Target	Directorate	Status		Progress	Target Date
C 01 - Retain Customer Service excellence accreditation year on year.	People	On track		Q2 - Council successfully retained accreditation in April 2018. This is effective until April 2019. Council has been accredited throughout this corporate plan period and this target will be signed off as 'achieved' at Q4.	Sun-31-Mar-19
C 02 - Achieve an overall biennial external satisfaction rate of 85% or above for services provided by the Contact Centres.	People	On track		2018/19 - Biennial survey, next one scheduled February 2020 (Feb 2018 – 93.8% satisfaction score)	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
C 03 - Achieve an overall annual satisfaction rate of 80% or above for leisure, recreation and cultural activities and services.	People	On track		A satisfaction survey is planned towards end of October 2018. (Nov 2017 – 80.77% satisfaction score)	Sun-31-Mar-19
C 05 - Implement the new EU Regulations on Data Protection within the timescales stipulated by the Information Commissioners Office.	People	On track		Q2 - Work continues on embedding GDPR and DPA 2018 after legislation came into force on 25th May 2018. Information Commissioner Office (ICO) still issuing guidance which DPO is considering and implementing as required. DPO continues to be busy supporting service areas with privacy statements and notices, providing advice and dealing with customer requests.	Sun-31-Mar-19
C 06 - Prevent homelessness for more than 50% of people who are facing homelessness each year.	Place	On track		Q2 - 114 approaches from people seeking assistance, of which 74 cases were prevented from becoming homeless. 65%	Sun-31-Mar-19
C 07 - Install 150 new lifelines within the community each year.	Place	On track		Q2 - 100 units of care line equipment installed	Sun-31-Mar-19
C 08 - Process all new Housing Benefit and Council Tax Support claims within an average of 20 days.	People	On track		Q2 2018/19 Data not available until the end of October 2018. Data extraction date determined by the Department for Work and Pensions. (Target status to be reviewed once 'actual' known). Q1 2018/19 Actual = 20.93 days	Sun-31-Mar-19
C 09 - Process changes to Housing Benefit and Council Tax Support within an average of 10 days.	People	On track		Q2 2018/19 Data is not available until the end of October 2018. Data extraction date is determined by the Department for Work and Pensions Q1 2018/19 Actual = 7.01 days	Sun-31-Mar-19
C 10 - Carry out 300 disability adaptations to Council houses each year.	Place	On track		Q2 - 179 completed adaptations	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
C 11 - Fully deliver the equality objectives identified in the Single Equality Scheme by March 2019.	People	On track		<p>Q2. Review of equality data to inform development of new equality objectives for 2019-2022 being undertaken in readiness for new Single Equality Scheme in April 2019. . Changing Places accreditation for Leisure facilities at The Arc, Clowne, achieved. Disabled customers and / or their carers can locate this facility on a map and see photos of what is available: http://changing-places.org/find_a_toilet.aspx.</p> <p>Votes for Women Centenary celebration event at The Arc, Clowne, on 10 July 2018, bringing together representatives from local groups. Three inspirational speakers; banner and short video with timeline of women's rights produced. Positive feedback received from speakers and attendees. Article about event for In Touch, October 2018 and selected material for publication on corporate website.</p>	Sun-31-Mar-19
C 12 - Ensure a minimum of 50% of clients experiencing Domestic Violence each year are satisfied with the support they received.	Place	On track		<p>Q2 - A total of 35 new referrals were received during Q2, 9 of which were high risk.</p> <p>A total of 7 did not engage with the service and a total of 3 have not yet completed the feedback form.</p> <p>Positive responses were received from 25 service users who were asked: (100%)</p> <ul style="list-style-type: none"> • Did the service meet your needs? • Did the service make a difference? • How satisfied are you with the service you have been given? 	Sun-31-Mar-19
C 13 - Reduce average relet times of Council properties (not including sheltered accommodation) to 20 days by March 2019.	Place	Alert		<p>Q2: The estimated average Relet time for the quarter is 33 days. Including sheltered housing the estimated overall average would be 55 days. Please note these are estimated figures only and will be updated with accurate figures as soon as practicable.</p> <p>As in previous quarters, the figures are skewed by a small number</p>	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
				<p>of properties that have been difficult to let. There are a number of measures coming from the void review to address this.</p> <p>Note there have been a significant number of new lets to B@home properties and New Bolsover properties and these have been excluded from these figures.</p>	
C 14 - Attend 99% of repair emergencies within 6 working hours	Place	Alert		Q2 - 97.10% of Emergency call outs attended to within 6hrs	Sun-31-Mar-19
C 15 - Ensure a minimum of 50% of clients receiving parenting support each year express a positive outcome.	Place	On track		<p>Q2- Courses - Since April 18/19, 1 courses has been completed and out of the 5 parents attending, 4 completed the course the feedback questionnaires show that all four express a positive outcome and would recommend to others.</p> <p>There have been no courses this quarter however in November a new course of Parenting Children with Anxiety will commence.</p> <p>One to one support - the Parenting Practitioner also delivers a one to one support service and since April 18/19 there has been a total of 35 referrals.</p>	Sun-31-Mar-19

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

Key Corporate Target	Directorate	Status		Progress	Target Date
H 01 - Deliver a minimum of 8000 hours of positive activity through community based culture and leisure engagement per year.	People	On track		Q2 - The target figure for the year is 8000 hours, actual performance to date is 5480 on track to meet the annual target figure.	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
H 02 - Increase participation/attendances in leisure, sport, recreation, health, physical and cultural activity by 3,000 per year.	People	On track		Q2 - Year end target is 300,000 attendances. Actual to date is 167,822 on track to exceed annual target.	Sun-31-Mar-19
H 03 - Deliver a health intervention programme which provides 900 adults per year with a personal exercise plan via the exercise referral scheme.	People	On track		Q2 - Bolsover District Council is commissioned by Bolsover Partnership and County Public Health to deliver a Health Intervention programme, the combined number of people starting this programme in the first half of the year is 432, against an annual target of 800 (Note: Referral target reduced by Public Health).	Sun-31-Mar-19
H 04 - Tackle childhood obesity through the delivery of a child focused health intervention programme to all Key Stage 2 year groups by the end of each academic year.	People	Suspended		Q2 - Funding for the Five:60 programme has been cancelled County wide, therefore we are seeking alternative options to deliver a school based activity programme. Target suspended whilst this happens. This project delivered successfully for the period 2015-2018.	Sun-31-Mar-19
H 07 - Assist partners in reducing crime by delivering 12 Crime Cracking events in the community each year.	Place	On track		<p>Q2 - 7 events attended by CSP Partners during this quarter:</p> <p>01.07.18: Brookhill Hall, South Normanton 03.07.18: South Normanton Over 50s Club 07.07.18: South Normanton Gala 15.07.18: Pinxton Family Fun Day 31.07.18: Shirebrook Family Picnic event 08.09.18: Family Fun Day on Rainbow Park, Shirebrook 18.09.18: Eats and Treats event, Shirebrook</p> <p>As part of the Dark Night Awareness campaign, the CSP is proposing to deliver its 'Curtains to Window Shoppers'</p>	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
				<p>initiative during the next quarter. The CSP will be attending each of the 4 contact centres to provide residents with a 24hr timer, property marking pen and crime prevention information during the winter months. Dates are in the process of being arranged and these will be publicised in due course.</p> <p>So far during 2018/19, the CSP has attended 8 events.</p>	
H 09 - Achieve a combined recycling and composting rate of 49% by March 2019.	People	Alert		<p>Q2 - Estimated based on like performance at ending September 2017 due to Waste Data Flow information not being available until December 2018. It is estimated that 4,127 tonnes of recyclable\compostable waste was collected between April-June 2018, yielding a combined recycling rate of 46.2%.</p> <p>Target lead not expecting this target to be achieved by March 2019.</p> <p>Given the extended winter period in to spring of 2018 and extended hot period throughout May\June\August, achieving this target will be challenging given reduced green waste collected. Plans to achieve 49% by 2019 had been supported by the integration of cooked food waste collection in green bins; however, delays in commissioning the Arkwright treatment facility and low take-up in food waste diversion has hampered performance. However, the Council is now able to advise customers in the use of compostable bags for depositing food waste (paper and corn-starch) which is believed will stimulate greater diversion. In refreshing the new (post 2020) Corporate Plan, targets will be reviewed in line with anticipated</p>	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
				increased recycling targets as set out in the Circular Economy of 65% by 2030. Q1: Actual - 4,668 tonnes of recyclable\compostable waste was collected between April to June 2018 yielding a combined recycling rate of 47.7%.	
H 10 - Sustain standards of litter cleanliness to ensure 96% of streets each year meet an acceptable level as assessed by Local Environment Quality Surveys (LEQS).	People	On track		Q2 - LEQS's established 3% of streets and relevant land surveyed for litter fell below grade B cleanliness standards resulting in 97% meeting the target standard.	Sun-31-Mar-19
H 11 - Sustain standards of dog fouling cleanliness to ensure 98% of streets each year meet an acceptable level as assessed by Local Environment Quality Surveys (LEQS).	People	On track		Q2 - LEQS's established 0% of streets and relevant land surveyed for dog fouling fell below grade B cleanliness standards resulting in 100% meeting the target standard.	Sun-31-Mar-19
H 12 - Annually undertake 10 local environmental enforcement and educational initiatives in targeted areas to deal with dog fouling, littering or fly tipping.	Place	On track		Q2 3. Creswell - enforcement patrol - 2 fixed penalty notices issued for littering offences 4. Clowne - enforcement patrol - 3 fixed penalty notices issued for littering offences 5. Langwith - Rhubarb Farm show - educational initiative dog ownership/micro chipping 6. South Normanton - enforcement patrol - 6 fixed penalty notices issued for littering offences	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
				So far during 2018/19 6 initiatives undertaken	
H 17 - To deliver the Building Resilience Programme by September 2019	People	On Track		<p>Q2: The Building Resilience Programme has had its mid-term evaluation which has been helpful to clarify the level of programme progress and impact, and to understand the role of social evaluation elements. A second round of the Controlling Migration Fund was launched in Q2 and the Partnership Team submitted a bid for a further partnership project seeking to address a wide range of issues and embed learning from Phase 1 CMF Building Resilience Programme. The bid seeks to :</p> <p>Encourage cohesion and integration amongst communities through community events, the development of service information 'welcoming' packs, the development of a Shirebrook Business Forum and further enhancements at Rainbow Park to reduce anti-social behaviour</p> <p>Support the learning of English through the development of a mobile app '1000 words in 100 days'</p> <p>Reduce demands on primary schools through teaching assistant/family liaison at 3 schools with highest EAL numbers</p> <p>Improve housing and wider impacts through the development of a landlord's forum</p>	Sep-19

Aim – Transforming our Organisation

Key Corporate Target	Directorate	Status		Progress	Target Date
T 06 - Introduce alternative uses to 20% of garage sites owned by the Council by March 2019.	Place	Alert		Q2 2018. Additional garage sites for being used for B@Home schemes around Pinxton and South Normanton other site form part of pipeline B@Home developments. 1 former garage site at Creswell converted to date. (Baseline data - 152 sites of which 20% = 30 sites)	Sun-31-Mar-19
T 08 - Fully deliver the electoral changes to District and Parish wards as a result of the Local Government Boundary Commission for England's electoral review by 1 December 2018.	People	On track		Q2 - Council approved the scheme of polling districts and places recommended by the Returning Officer on the 12th of September. Work is now underway to implement the changes in advance of publication of the 1st of December Register.	Sat-1-Dec-18
T 09 - Reduce the percentage of rent arrears by 10% through early invention and effective monitoring by 2019.	Place	On track		<p>Q2 2018 - The baseline figure (April 2015) is £562,328 (2.7% of the annual rent roll) and a reduction in Council Housing Tenants arrears by 10% by March 2019. At the end of Quarter 2 2018 the figure stands at 2.9% (£619.168) which is an increase of 7%, the corporate plan target was met at the year end 2017 and 2018. To continue to monitor this target until March 2019.</p> <p>Members should be aware that rent arrears are likely to rise in the first nine months of the year, but reduce in the last quarter which has been the pattern for several years.</p> <p>Members should also be aware that the impact of Government policies on welfare reform, are likely to make maintaining rent arrears at this level challenging.</p> <p>(Note: this target is a reduction in the percentage rather than the monetary value - this is common in measuring rent arrears and allows comparisons with other, and over time. A</p>	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
				reduction from 2.8% to 2.6% is measured as $((2.8 - 2.6) / 2.8) \times 100 = 8\%$.	
T 10 - Reduce the level of Former Tenants Arrears by 10% through early intervention and effective monitoring by 2019.	Place	Alert		<p>Q2 - The baseline figure is £570,254 and a reduction in former Council housing tenants' arrears by 10% by March 2019 if 10% is collected then that will be £513,227.</p> <p>At the end of Quarter 2 the figure was £626,775 which is an increase of 10% - the majority of these are newly arising (i.e. people being evicted or leaving their tenancy with debt).</p> <p>Since the start of the Corporate Target £191,447.31 former tenancy arrears has been collected and £334,891.36 written off which has been a reduction of £526,338.67.</p>	Sun-31-Mar-19
T 11 - Through successful delivery of projects within the Transformation programme achieve total income/savings of £600,000 by March 2019.	People	On track		The current Transformation Programme has achieved a total of £515k across both Councils, with £260k attributable to Bolsover and £255k attributable to NEDDC. Items within the plan that have potential for budget savings have been completed and these savings built into base budgets. A review of the plan is taking place by the Joint Strategic Director - People.	Sun-31-Mar-19
T 13 - Increase on-line self-service transactions dealt with by the Contact Centre by 20% each year.	People	On track		<p>Q2 - On line transactions = 639 transactions and 345 new SELF accounts created.</p> <p>Accumulative total = 1295 transactions</p> <p>2018/19 target – 2672 online transactions</p>	Sun-31-Mar-19

Bolsover District Council

Executive

5th November 2018

Investment Strategy

Report of Councillor A. Syrett, Leader and Portfolio Holder for Overall Policy and Strategic Planning

This report is public.

Purpose of report

- To update Executive on the financial pressures facing the Council and summarise the measures being taken to maximise income, reduce costs and redesign services in line with the Transformation Programme.
- Provide outline proposals for a Property Investment Strategy subject to a further report setting out a draft strategy for approval.

1. Report Details

- 1.1 At its meeting on 8 October, Executive considered a report detailing how the Council could choose to further invest in its existing property portfolio in order to generate additional income and/or support economic regeneration and growth.
- 1.2 Given the financial challenges faced, Executive have indicated a will to progress the development of an investment strategy based around expanding its existing non housing property portfolio. This is in order to develop revenue streams that provide a required level of return to offset the forecast budget deficits for forthcoming years. This approach can also support economic development and regeneration in the District through targeted investment.
- 1.3 To set the development of an investment strategy in context, Table 1 below shows the general fund budget surplus / deficit for the years 2018/19 to 2021/22. This illustrates the increasing deficit from 2020/21.
- 1.4 At this point in time the figures do not take into account any additional income from business rates growth or a further business rate retention scheme. Additionally they do not take into account any additional income or cost reduction arising from the Council's Transformation Programme.

Table 1.

	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000
Budget Shortfall	(1,027)	34	550	1,184
Council Tax Increase 2018/19	(107)	(107)	(107)	(107)
<i>Options Identified:</i>				
NNDR Growth	(1,547)	0	0	0
Transformation, Income Generation/Cost Reduction/Business Redesign	13	(41)	0	0
Vacancy Management	(86)	0	0	0
Total Transformation Options	(1,727)	(148)	(107)	(107)
General Fund (surplus)/Budget Shortfall	(2,754)	(114)	443	1,077

- 1.5 Given the importance of ensuring that investment decisions to generate income are sound, it is important that the mechanisms for management of the Council's future budget deficit are properly understood. This is in order to ensure the extent and level of risk arising from any additional investment properly reflects the budget deficit that income generation is aiming to help address.
- 1.6 As previously stated, the figures presented at Table 1 do not take into account any additional income, or cost reduction, in future years arising from additional business rates growth or delivery of the Council's Transformation Programme. If these issues were factored into the financial projections based on current trends then it's anticipated the deficit position for 2020/12 and 2021/22 would be reduced. This is relevant as it provides an indication that the need to rely on additional investment income, through use of reserves or additional borrowing, is lessened.

Examples of how further business rate growth and retention and the Council's Transformation Programme are expected to reduce the forecasted budget deficit are set out as follows:

- In the financial year 2018/19 the Council was successful in a County wide 100% Business Rates Retention Pilot bid. This secured an additional £1.547m of income to the General Fund, increasing the amount anticipated to be set aside for future projects within the Council's reserves to £2.754m by the end of this financial year.
- Following on from the 2018/19 Pilot the Council is now part of a further bid for 75% Business Rates Retention. The outcome of this further bid for the financial year 2019/20 is awaited and, if successful, will impact positively on the financial position.
- In 2017/18 the Council implemented a revised Senior Management Structure reducing costs by £140,000 across the Strategic Alliance. This

secured an ongoing £70,000 saving per annum in management costs for the Council.

- In 2018 the Council ended its Procurement contract with the NHS which cost the Strategic Alliance £70,000 per annum. It then developed an 'in house' team in order to generate income by reviewing contract costs and terms and selling its services to other Councils. A further £40,000 income is anticipated to be generated from this arrangement in due course.
- The Council previously invested £260,000 from its Transformation Reserve to improve the Pleasley Vale reception and the CCTV security system. This investment enabled 'off site' remote monitoring reducing the twenty four hour staff presence. In 2019/20, this investment will generate savings in the region of £70,000 per annum.
- In 2018, as part of a review of the Contact Centre Management arrangements, the Transformation Reserve was utilised to fund a re-structure. This resulted in the reduction of the total number of managers with an annual saving of £33,000.

1.7 The above examples illustrate that the Transformation Programme is delivering income maximisation, reducing costs and supporting service redesign. Going forward the programme will bring together and further develop the ideas generated by Members and Officers to deliver further financial benefits that will help to reduce future budget deficits. Alongside increased Business Rates growth and retention the Council's overall financial position and future forecasts should continue to improve.

1.8 It is clear the development of the Council's Transformation Programme, and growth in business rates and increased retention, will enable a more positive financial projection in due course however risk, uncertainty and volatility remain. Consequently any decisions for further property based investments need to be based around a clear and understood criteria and process. This is in order to make sure that Councillors, as community leaders are able to assess the total risk exposure in each case.

1.9 Given the need to ensure any such investment is properly appraised and consistent with the Council's appetite for 'risk' and 'reward', an investment strategy should be developed and agreed by Executive. In the development of such a strategy a number of key factors require consideration in order to shape an approach that ensures due diligence is undertaken. The strategy must also reflect requirements within the 'Statutory Guidance on Local Government Investments issued under Section 15(1) (a) of the Local Government Act 2003', which came into force April 2018. Further details of this statutory guidance are available at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/678866/Guidance_on_local_government_investments.pdf

1.10 Table 2 below sets out a summary of the statutory guidance requirements to be covered in an investment strategy:

Table 2

Requirement	Considerations
Clearly show how investments contribute to Council's objectives	<ul style="list-style-type: none"> • Need to align with Corporate Plan priorities • Clarify purpose and extent to which it supports deficit reduction and /or economic regeneration in the District
Strategy must include indicators to show how Cllrs have assessed the total risk exposure on decision	<ul style="list-style-type: none"> • How is it funded • Rate of return expected and why (benchmarked) • Show additional debt costs • Risks over the repayment period • Extent of support for deficit gap • Mitigation if returns fail and / or borrowing increases • Assessment of capital depreciation
Clearly show how the investment is proportionate?	<ul style="list-style-type: none"> • Loan corresponds in size or degree (terms/rate/returns) • Risk exposure is reasonable and accepted • Within agreed and defined 'affordability' limit
Risk assessment should be robust	<ul style="list-style-type: none"> • Market assessment (competition, demand, trends) • Proper quality external advice and expertise • Credit ratings
Contingency	<ul style="list-style-type: none"> • Loss of investment return / Increase in loan repayments • Capital depreciation • Extra costs and budget impact • Loss of revenue stream - service delivery impact

1.11 In developing the strategy, consideration must also be given to a number of essential elements which will inform acceptable investment choices, specifically:

- Ethical investment (for instance, prohibiting investment in alcohol and tobacco production or sale, animal exploitation, gambling, sex establishments, arms trade or environmentally damaging practices)
- Geographic spread of investments

- Limits of individual and cumulative risk
- Timescales for the achievement of objectives
- The level of losses that can be tolerated
- The degree to which the Council can realistically become reliant on the income stream to provide services

1.12 In addition to reflecting the statutory requirements and the essential elements to inform acceptable investment choices the strategy will need to reflect how property investment choices have been made. Therefore a strategy should be based around key factors such as:

- **Location** – location of the property is critical to ensure it is an attractive position, so that in the long term it optimises its ability to re-let/re-sell if capital is required, or is strategically located for re-development. The location of the property will affect the ability of the Council to undertake inspections and to deal with management issues without the need to employ specialist agents. It will also affect income to the Council from Business rates, Council Tax and New Homes Bonus, depending on the type of investment.
- **Covenant Strength** - the quality of the tenant and, more importantly, their ability to pay the rent on time and in full is essential. This is particularly important where the Council has borrowed against the investment, and minimum acceptable financial strength for any given tenant will be determined through a financial appraisal of company accounts and the use of appropriate methods of risk assessment and credit scoring. It is however worth noting that the Council, as a public body, may not wish to invest in properties where the occupiers are generally seen to be undertaking business which is contrary to its corporate values.
- **Lease length** - the unexpired length of the term of the lease is of key importance in ensuring that the landlord's revenue stream is secure and uninterrupted. The Council will take into consideration the risks associated with a tenant vacating and the potential to attract good quality replacements tenants at acceptable rental levels.

1.13 In order to assist with the decision making process and the assessment and appraisal of property investment opportunities the strategy should include a matrix to 'score' investment opportunities through an agreed and established criteria. This criteria can be weighted in order to score an opportunity on its 'acceptability' providing a first stage in determining if it should be further progressed. An example of the type of criteria to be included in an investment strategy and the associated weighting mechanism is set out at appendix 1.

1.14 In addition to the application of the matrix and weighting mechanism there are a range of other factors which should be considered when appraising an investment opportunity and therefore need to be reflected in the strategy. These are:

- **Yield/Rate of return** – is the net rate of return from the property (e.g. through the annual rental income). If the cost of prudential borrowing can be fixed over the length of the lease or longer, at substantially less than the

property yield, it will generate an annual revenue surplus. It is essential to ensure sufficient margin between cost of borrowing and income should interest rates rise in the future. It is important to note that net yield is the return on capital having taken account of the full cost of acquisition, ie Stamp Duty, legal fees, external valuations and structural surveys.

- **Risk** – any borrowing needs to balance against the risk of the return. In general, the higher the sought level of return from an investment, the higher level of risk that it carries. The intention of an investment strategy is to minimise the risk to the Council on any investment.
- **Growth** – property investments have the potential for both revenue and capital growth. The Council will take into account that potential when assessing the strength of the investment opportunity. However Property values can fall as well as rise and mechanisms to minimise revenue reductions should be identified. Monitoring and review of the portfolio and any anticipated trends, will be required given how the market can change over time.
- **Sector and trends** - information as to the sector of use of the property (e.g. office, retail, retail, warehousing, industrial, and leisure) and trends in demand will assist in deciding on the risks associated with specific properties and the mix of sectors within the portfolio.

- 1.15 Based on the information set out in the report recommendation (i) indicates that a further report will be provided to Executive in due course, setting out a more detailed draft investment strategy. This draft will reflect the key issues outlined and the requirements arising from the Statutory Guidance on Local Government Investments. It will set out options for how the strategy could be delivered and mechanisms for the consideration and approval of property investment opportunities within the Council's statutory governance structure.
- 1.16 As Executive have recognised the potential property investment can offer to generate income, it is important to fully understand the performance of its existing non housing related property stock. This will enable full and detailed consideration of how well the Council is placed to take on additional risks associated with further property investments. Consequently a report will be provided for consideration at a future Executive meeting setting out details of occupancy levels, voids, return rates and percentages, maintenance and capital depreciation costs, debt write offs, and trends and demands.. This is reflected in recommendation (ii) of the report.
- 1.17 In addition to consideration of the development of an investment strategy to acquire further property Executive is asked to consider other areas of investment that could support delivery of its Corporate priorities. In particular Executive may wish to consider areas where investment could assist with delivery of wider corporate aspirations and objectives. Examples for further consideration and appraisal are:
- Determining viable options for the future of the Pleasley Vale facility and site and the development of an agreed plan that could maximise income, reduce costs and support economic development, regeneration and tourism

- Delivery of the Regeneration Frameworks for the four principles Towns and how the use of Council resources could support wider investment
- Identifying areas where direct investment would address long standing social and economic problems within local communities
- Determining opportunities for the use of a Joint Venture vehicle to support the further development of residential and commercial properties within the District

1.18 Recommendation (iii) reflects the request for Executive to consider these other areas of investment in order to prioritise further more detailed appraisals and discussions.

2. Conclusions and recommendations

2.1 As set out in the report, the development of an investment strategy requires consideration of a number of key issues to ensure it reflects the requirements of the statutory guidance and enables Councillors to make informed 'risk based' decisions. The strategy will also need to include key factors to be considered when determining investment opportunities and a mechanism to appraise these. Consequently it is recommended that a further report be submitted to Executive setting out more detailed proposals for an investment strategy.

2.2 Understanding the performance of the Council's existing non housing property is essential in determining how further property investment opportunities should be approached. This information will enable Executive to give full consideration to areas of risk and reward within the management of existing stock, in order to determine and how well placed the Council is to expand its 'commercial' property portfolio activity. This is reflected in recommendation (ii).

2.3 The report highlights the uncertainty of the Council's future financial position but illustrates the managed process in place through the Transformation agenda. Given the need to consider how best to maximise the transformation reserve in delivery of the Council's Corporate priorities, Executive are asked to consider other areas of strategic investment. This consideration will assist in prioritising areas where further more detailed appraisal and discussion is necessary. This is reflected in recommendation (iii).

3. Consultation and Equality Impact

3.1 None directly from the report, however future investment decisions will require consultation proportionate with the extent and nature of the proposal. Additionally any investment decisions will require consideration by the Council of its legal duties to eliminate unlawful discrimination, advance equal opportunities and promote good relations between people. The Council will also need to ensure when making financial investment decisions, that it considers the needs of all members of the community.

4. Alternative Options and Reasons for Rejection

4.1 An alternative option would be to not progress the development of an investment strategy and not consider other high level investment opportunities. Whilst this

approach would limit any risks associated with the use of Council resources or additional borrowing for investment, it could restrict the ability to generate additional income or deliver key corporate priorities.

5. Implications

5.1 Financial and Risk implications

- 5.1.1 None directly from the report, however given the Council's financial position, future pressures and uncertainties, it is essential any investment decisions are fully and properly considered. The proposed investment strategy will help to ensure that when making decisions the Council can demonstrate compliance with the statutory expectations and evidence awareness of the risks and rewards.

5.2 Legal Implications including Data Protection

- 5.2.1 As set out the development of the Council's investment strategy will need to give due regard to the provisions contained within the Statutory Guidance on Local Government Investments issued under Section 15(1) (a) of the Local Government Act 2003. External specialist legal and financial advice will be taken to ensure the strategy complies with the requirements to prepare and publish an Annual Investment Strategy consistent with the Treasury Management Code principles. This advice will also ensure the strategy sufficiently reflects the importance of security, liquidity and yield ensuring gross debt is proportionate to net service expenditure, in order to prevent over-extension of investment activities.
- 5.2.2 Furthermore any future property investment decisions will need to be taken in line with the Council's established governance structure and provide a sufficiently robust evidence based business case.

5.3 Human Resource Implications

- 5.3.1 None directly from the report.

6. Recommendations that Members

- 6.1 Consider the information set out in the report and request that a further report be provided setting out a draft Investment strategy for approval;
- 6.2 Receive a detailed analysis of how the Council's non housing property stock is performing including details of occupancy levels, voids, return rates, maintenance and capital depreciation costs, debt write offs and trends and demands;
- 6.3 Give regard to other areas of investment that could support delivery of the corporate aspirations in order to prioritise further, more detailed appraisals and discussions.

7. Decision Information

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: BDC: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> NEDDC: Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
Has the relevant Portfolio Holder been informed	Yes
District Wards Affected	All indirectly
Links to Corporate Plan priorities or Policy Framework	All

8 Document Information

Appendix No	Title
1	Example Property Investment Matrix
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)	
Statutory Guidance on Local Government Investments issued under Section 15(1) (a) of the Local Government Act 2003	
Report Author	Contact Number
Dan Swaine	2462

Appendix 1 Example Property Investment Matrix

Criteria	Maximum score
Location	15
Tenant covenant	20
Lease terms	15
Lease length	15
Building quality	10
Tenure	10
Tenant repair obligations	10
Lot size	5

As previously highlighted the score for each of the criteria could be weighted at application, in order to reflect how the opportunity ranks. Table 4 below sets out details of how the weighted process could work

Excellent	5	100%
Good	4	80%
Acceptable	3	60%
Marginal	2	40%
Poor	1	20%

Based on the proposed criteria and the weighting an example of its application is set out below.

- If 'opportunity' scores 5 on a criteria it achieves 100% of the weighting – so 5 for location achieves 15 points
- If 'opportunity' scores 4 on a criteria it achieves 80% of the weighting – so 4 for location achieves 12 points
- If 'opportunity' scores 3 on a criteria it achieves 60% of the weighting – so 3 for location achieves 9 points

Bolsover District Council

Executive

5th November 2018

Medium Term Financial Plan - Budget Monitoring Report
Quarter 2 – April to September 2018

Report of Cllr B Watson, Portfolio Holder for Finance & Resources and
Renewable Energy

This report is public

Purpose of the Report

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

1 Report Details

- 1.1 Officers have continued the integrated approach to budget monitoring in the second quarter with Performance, Risk and Finance being considered together at the combined, Directorate meeting held during October 2018. The scope of this report is therefore to report the current financial position following the 2018/19 quarter two monitoring exercise.

General Fund Revenue Account

- 1.2 The General Fund Revenue Account summary is shown in **Appendix 1**. The original budget for 2018/19 showed a funding surplus of £1.027m. The current budget now shows that this is £1.207m after the Council tax increase and other movements are included. As savings are identified and secured they are moved into the relevant cost centres within the main General Fund Directorates. Officers reviewed the opportunities to reduce the salary budgets where savings arose in the first quarter and £0.086m was removed from budgets. Savings from vacancies for quarter 2 will be removed from salary budgets as part of the half year review being undertaken now. **Appendix 5** to this report gives a detailed break-down of the General Fund directorate budgets.
- 1.3 Within the Directorates there is the following to report:
- The People Directorate shows a favourable variance of £0.948m. This relates mainly to:

1. Under spends due to invoices not yet paid and vacancies at the end of the quarter (£0.720m) – favourable.
 2. Income received in advance of any expenditure (£1.109m) – favourable.
 3. Annual invoices were paid in quarter 2 which makes the profiled budget look overspent (£0.433m) – adverse.
 4. Expenditure has been spent but the income hadn't been received as it is claimed in arrears (£0.411m) – adverse.
 5. Over spends against quarter 2 budget due to less income received, new pressures or where expenditure is seasonal and not profiled over 4 quarters (£0.050) – adverse.
- The Place Directorate shows a favourable variance of £0.521m. This relates mainly to:
 1. Under spends due to invoices not yet being paid and vacancies at the end of the quarter (£0.419m) – favourable.
 2. Income received in advance of any expenditure (£0.351m) – favourable.
 3. Annual invoices were paid in quarter 2 which makes the profiled budget look overspent (£0.167m) – adverse.
 4. Expenditure has been spent but the income hadn't been received as it is claimed in arrears (£0.089) – adverse.
- 1.4 In order to improve the monitoring and control of Section 106 monies received by the Council, the sums due to be utilised in a financial year are now recorded within the General Fund directorate budgets with the expenditure recorded against these sums. The amount budgeted to be spent in 2018/19 is £1.116m. There are no further deadlines during 2018/19 by which these schemes need to be spent, the earliest deadline is 1/5/19. Officers are working to ensure that all of this spending is undertaken in line with the S106 legal requirements.
 - 1.5 The overall position at the end of quarter 2 shows that there is a favourable variance of £1.469m. There are no real budget pressures identified in quarter 2 but officers will continue to monitor the position during the next quarter.
 - 1.6 The table that follows illustrates that even though the savings target for 2018/19 and 2019/20 have been met, there is still a need for ongoing savings. The shortfall in future years will be addressed through the transformation programme which will include a combination of income maximisation, business redesign and business cost reduction options.
 - 1.7 Officers have begun working with budget managers to compile a revised budget for 2018/19. This will amend the current budgets to capture additional budget savings and reduce spending where it is anticipated that there will be a minimal impact upon service delivery. Where possible the budget in future years will be amended to reflect savings identified to assist with projected budget shortfalls. The revised budget position will be presented to Executive in December.

	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000
Budget Shortfall	(1,027)	34	550	1,184
Council Tax Increase 2018/19	(107)	(107)	(107)	(107)
<i>Options Identified:</i>				
NNDR Growth	(1,547)	0	0	0
Transformation, Income Generation/Cost Reduction/Business Redesign	13	(41)	0	0
Vacancy Management	(86)	0	0	0
Total Transformation Options	(1,727)	(148)	(107)	(107)
General Fund (surplus)/Budget Shortfall	(2,754)	(114)	443	1,077
Transfer to NNDR Growth Reserve	1,547	0	0	0
General Fund (surplus)/Budget Shortfall	(1,207)	(114)	443	1,077

Housing Revenue Account (HRA)

- 1.8 The Housing Revenue Account summary for the second quarter of 2018/19 is set out in **Appendix 2** to this report. At the end of quarter 2 the HRA is showing a net deficit of £0.084m.

Income

- 1.9 The quarter 2 income figures show an adverse variance of £0.176m. This is mainly due to the voids being higher than initially estimated due to the delay in finishing the capital scheme.

Expenditure

- 1.10 Expenditure shows a favourable variance of £0.092m. The main areas to highlight are listed below:

1. Employee costs at £1.826m are £0.065m lower than forecast which is mainly due to vacancies in repair and maintenance and supporting people (wardens).
2. Provision for Doubtful Debts at £0.075m is not posted until year-end.

HRA – Overall Summary

- 1.11 In light of the above and the expenditure patterns to date, there are no significant issues to report regarding the overall position for the HRA at the end of the second quarter.

Capital Programme

Capital Expenditure

- 1.12 The capital programme summary for the second quarter of 2018/19 is provided in **Appendix 3** to this report.
- 1.13 In headline terms, the capital programme profiled budget for quarter 2 is £12.920m and the actual spend and known commitments total £9.999m, which is £2.921m behind the planned spend position. The main areas to highlight are listed below:
1. Bolsover Safe and Warm is £0.602m under spent as the current scheme is only in the early stages.
 2. New Bolsover HLF scheme is behind due to the unique nature of the scheme £1.375m.
 3. Housing ICT Scheme is fully committed for the full year resulting in an over spend of £0.224m in this quarter.
 4. Dragonfly loan and acquisition of share capital are £0.239m under spent compared to the profile for the quarter.
 5. The Major Repairs Reserve funded schemes are £0.763m under spent which is not unusual this early in the year.
- 1.14 Whilst there are no significant financial issues to report regarding capital expenditure at the end of the second quarter, it must be noted that the delivery of the approved capital programme is behind the profiled position as at quarter 2. Officers will continue to closely monitor the delivery of the Programme.

Capital Resources

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

Treasury Management

- 1.16 The treasury management function covers the borrowing and investment of Council money. This includes both the management of the Council's day to day cash balances and the management of its long term debt. All transactions are conducted in accordance with the Council's approved strategy and the CIPFA Code of Practice. Good treasury management plays an important role in the sound financial management of the Council's resources.
- 1.17 The Council approved the 2018/19 Treasury Management Strategy at its meeting in February 2018. **Appendix 4** identifies the Treasury Management activity undertaken during the second quarter of 2018/19 and demonstrates that this is in line with the plans agreed as part of the strategy. The income received from investments is currently higher than budgeted and we anticipate that this will continue during the remainder of the financial year. A full assessment of this will be done during the half year review with a view to amending the budgets accordingly.

2 Conclusions and Reasons for Recommendation

- 2.1 The report summarises the financial position of the Council following the second quarter's budget monitoring exercise for the General Fund, the Housing Revenue Account, Capital Programme and Treasury management activity.

3 Consultation and Equality Impact

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

4 Alternative Options and Reasons for Rejection

- 4.1 The Budget Monitoring report for 2018/19 is primarily a factual report which details progress against previously approved budgets. Accordingly there are no alternative options to consider.

5 Implications

5.1 Finance and Risk Implications

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

5.2 Legal Implications including Data Protection

There are no legal issues arising directly from this report.

5.3 Human Resources Implications

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

6 Recommendations

- 6.1 That Executive notes the monitoring position of the General Fund at the end of the second quarter as detailed on Appendix 1 and 5 (A net favourable variance of £1.469m against the profiled budget) and the key issues highlighted within this report:
- 6.2 That Executive notes the position on the Housing Revenue Account (HRA), the Capital Programme and Treasury Management at the end of the second quarter (Appendices 2, 3 and 4).

7 Decision Information

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

8 Document Information

Appendix No	Title
1	General Fund Summary
2	HRA Summary
3	Capital Programme
4	Treasury Management Update
5	General Fund Detail
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
Chief Accountant	2458
Head of Service – Finance and Resources	7658

Report Reference –

GENERAL FUND

APPENDIX 1

Description	Per Exec	Per FMS			
	19/2/18				
	Original	Current	6 months	6 months	6 months
	Budget	Budget	Budget	Actual	Variance
	2018/19	2018/19	2018/19	2018/19	2018/19
	£	£	£	£	£
Growth Directorate	3,025,107	0	0	0	0
Operations Directorate	6,441,352	0	0	0	0
Transformation Directorate	2,701,817	0	0	0	0
People Directorate	0	9,843,855	4,921,928	4,085,123	(836,805)
Place Directorate	0	3,175,542	1,587,771	1,366,605	(221,166)
Support Recharges to HRA and Capital	(3,578,847)	(3,578,847)	(1,789,424)	(1,789,424)	0
Net transfer payments from People		(375,264)	(187,632)	(187,632)	0
<u>S106 Expenditure due in year</u>					
Growth Directorate	1,116	0	0	0	0
Transformation Directorate	125,035	0	0	0	0
People Directorate	0	515,322	257,661	146,861	(110,800)
Place Directorate	0	600,248	300,124	0	(300,124)
Total Net Expenditure	8,715,580	10,180,856	5,090,428	3,621,533	(1,468,895)
Interest Paid including Minimum Revenue Provision (MRP)	987,025	987,025	493,513	493,513	0
Investment Interest	(135,729)	(135,729)	(67,865)	(67,865)	0
	9,566,876	11,032,152	5,516,076	4,047,181	(1,468,895)
Contributions to Reserves	226,989	226,989	113,495	113,495	0
Contribution from Earmarked Reserves	(101,858)	(600,081)	(300,041)	(300,041)	0
Contribution from NNDR Growth Protection Reserve	0	1,688,652	844,326	844,326	0
Contribution (from)/to Unapplied Grants/Holding Accounts	(83,807)	(174,243)	(87,122)	(87,122)	0
Contribution from S106 Holding A/cs	(126,151)	(1,115,570)	(557,785)	(557,785)	0
	9,482,049	11,057,899	5,528,950	4,060,054	(1,468,895)
Parish Precepts	2,594,840	2,767,252	1,383,626	1,383,626	0
Council Tax Support Grant	209,000	250,067	125,034	125,034	0
TOTAL NET EXPENDITURE	12,285,889	14,075,218	7,037,609	5,568,714	(1,468,895)
Business Rates Retention	(6,157,946)	(7,704,946)	(3,852,473)	(3,852,473)	0
New Homes Bonus Grant	(991,206)	(993,166)	(496,583)	(496,583)	0
COUNCIL TAX - BDC precept	(3,568,899)	(3,675,609)	(1,837,805)	(1,837,805)	0
Council tax - Parish element from above	(2,594,840)	(2,767,252)	(1,383,626)	(1,383,626)	0
NNDR collection fund surplus		(141,652)	(70,826)	(70,826)	0
TOTAL FUNDING	(13,312,891)	(15,282,625)	(7,641,313)	(7,641,313)	0
Funding gap/ (surplus)	(1,027,002)	(1,207,407)	(603,704)	(2,072,599)	(1,468,895)

APPENDIX 2

Housing Revenue Account

Description	Full Years Budget £	6 months Budget £	6 months Actuals £	6 months Variance £
Expenditure				
Repairs and Maintenance	4,968,993	2,484,497	2,285,702	(198,795)
Supervision and Management	5,236,911	2,618,456	2,782,902	164,447
Special Services	547,137	273,569	292,893	19,325
Supporting People - Wardens	577,657	288,829	267,335	(21,494)
Supporting People - Central Control	247,763	123,882	144,061	20,180
Tenants Participation	90,169	45,085	45,654	570
New Bolsover Project	19,745	9,873	8,662	(1,211)
Provision for Doubtful Debts	150,000	75,000	0	(75,000)
Total Expenditure	11,838,375	5,919,188	5,827,209	(91,979)
Income				
Rents	(20,274,640)	(10,137,320)	(9,997,260)	140,060
Garage Rents	(107,859)	(53,930)	(54,413)	(484)
Garage Site Rents	(32,789)	(16,395)	(31,340)	(14,946)
Repairs and Maintenance	(10,345)	(5,173)	(6,492)	(1,320)
Supervision and Management	(380)	(190)	(604)	(414)
Special Services	(191,643)	(95,822)	(68,126)	27,696
Supporting People - Wardens	(459,993)	(229,997)	(231,096)	(1,100)
Supporting People - Central Control	(242,022)	(121,011)	(114,080)	6,931
Tenants Participation	(5,490)	(2,745)	(5,489)	(2,744)
New Bolsover Project	(19,745)	(9,873)	0	9,873
Leasehold Flats and Shops Income	(23,980)	(11,990)	(22,640)	(10,650)
Other Income	(45,810)	(22,905)	(98)	22,807
Total Income	(21,414,696)	(10,707,348)	(10,531,638)	175,710
Net Cost of Services	(9,576,321)	(4,788,161)	(4,704,429)	83,732
Appropriations				
Debt Management Expenses	8,578	4,289	4,289	0
Interest Costs	3,443,652	1,721,826	1,721,826	0
Depreciation	3,264,385	1,632,193	1,632,193	0
Transfer to Major Repairs Reserve	1,653,184	826,592	826,592	0
Contribution to/(from) HRA Reserves	1,180,000	590,000	590,000	0
Net Operating (Surplus) / Deficit	(26,522)	(13,261)	70,471	83,732

APPENDIX 3

CAPITAL PROGRAMME MONITORING REPORT - 2018/19

Description	Full Years Budget £	6 months Budget £	6 months Actuals £	6 months Variance £
ICT Infrastructure	133,097	66,549	75,468	8,920
Disabled Facility Grants	600,000	300,000	391,844	91,844
P Vale Outdoor Education Centre Ph 2	34,332	17,166	4,552	(12,614)
B@home	8,666,600	4,333,300	4,503,423	170,123
Shirebrook Contact Centre	282,453	141,227	3,053	(138,174)
Reburbishment of Oxcroft House	27,500	13,750	0	(13,750)
Pleasley Vale Mills - Various Works	385,796	192,898	84,738	(108,160)
Car Parking at Clowne	135,200	67,600	25,024	(42,576)
Security and CCTV at Pleasley Vale	73,373	36,687	28,270	(8,417)
The Tangent - Phase 2	101,182	50,591	36,591	(14,000)
Go-Active Equipment	15,000	7,500	7,913	413
Can Ranger Expansion	35,000	17,500	20,468	2,968
Dragonfly	1,803,670	901,835	662,336	(239,499)
Open Housing ICT Upgrade	448,747	224,374	447,897	223,524
New Bolsover Refurbishment	5,851,653	2,925,827	1,550,343	(1,375,484)
HRA MRR Schemes	3,554,764	1,777,382	1,014,101	(763,281)
Safe & Warm	2,429,037	1,214,519	612,752	(601,767)
Asset Management Plan	251,629	125,815	122,763	(3,052)
Vehicle Replacement Programme	1,011,305	505,653	407,263	(98,390)
TOTAL CAPITAL EXPENDITURE	25,840,338	12,920,169	9,998,799	(2,921,370)

Capital Financing

Specified Capital Grant	600,000	300,000	391,844	91,845
Private Sector Contributions	588,670	294,335	0	(294,335)
Prudential Borrowing	10,313,540	5,156,770	5,580,935	424,165
Reserves	1,098,741	549,371	250,087	(299,284)
Capital Receipts	1,544,907	772,454	150,840	(621,614)
HRA Direct Revenue Funding	500,000	250,000	0	(250,000)
Major Repairs Allowance	10,407,847	5,203,924	3,478,808	(1,725,115)
External Grant	786,633	393,317	146,285	(247,033)

APPENDIX 3**CAPITAL PROGRAMME MONITORING REPORT - 2018/19**

Description	Full Years Budget	6 months Budget	6 months Actuals	6 months Variance
	£	£	£	£
TOTAL CAPITAL FINANCING	25,840,338	12,920,169	9,998,799	(2,921,370)

PWLB Borrowing

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

As at 1 April 2018 the Authority's total outstanding PWLB debt amounted to £102,100,000. The profile of the outstanding debt is analysed as follows: -

PWLB Borrowing Term	Maturity Profile 30-Sep-18 £
12 Months	0
1-2 years	3,000,000
2-5 years	9,700,000
5-10 years	23,400,000
10-15 years	21,000,000
over 15 years	45,000,000
Total PWLB Debt	102,100,000

At 30 September 2018 nothing has been repaid to the PWLB.

PWLB Interest

The total interest cost to the Council of the PWLB debt for 2018/19 is estimated at £3,649,450. This cost is split between the HRA and General Fund based on the level of debt outstanding. Interest paid to the PWLB in the six months was £328,755.

Temporary Borrowing

Cash flow monitoring and management identifies the need for short term borrowing to cover delays in the receipt of income during the year. No interest charges were incurred during the first six months on overdrawn bank balances. At 30 September 2018 the only temporary borrowing undertaken by the Council was £714,861 which is the investment balances held on behalf of Parish Councils.

Compliance with Treasury Limits

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

	Actual to Date 2018/19	Approved Limits 2018/19
Authorised Limit (Total Council external borrowing limit)	£127,373,605	£131,805,000
Operational Boundary	£122,373,605	£126,805,000

Temporary Investments

Interest Received

The performance of the Council's investments is as follows:

	6 months Actual	6 months Budget	6 months Variance
Interest generated	126,985	90,115	36,871
Average rate of interest	0.63%	0.50%	0.13%
Bank of England base rate	0.58%	0.50%	0.08%

The investments have been made in accordance with the Council's Treasury Management Strategy.

The Bank of England base rate increased from 0.50% to 0.75% on 1 August 2018, the above actual figure is the 6 month average rate.

Interest rates offered by most institutions remain low.

The following tables show the investments and interest earned to 30 September 2018:

Investments on call

Counterparty	Balance at 1/4/18 £	Deposits £	Withdrawals £	Interest received £	Balance at 30/09/18 £
BNP Paribas (MMF)	2,000,000	8,500,000	(5,511,119)	11,119	5,000,000
Standard Life (MMF)	5,000,000	0	(2,512,840)	12,840	2,500,000
SSGA (MMF)	0	10,000,000	(9,000,543)	543	1,000,000
Invesco (MMF)	0	15,000,000	(10,004,846)	4,846	5,000,000
	7,000,000	33,500,000	(27,029,348)	29,348	13,500,000

General Fund - Cost centres

APPENDIX 5

	1/4/18 - 30/9/18	Full Years	6 months	6 months	6 months	
		Budget	Budget	Actuals	Variance	
		£	£	£	£	
G001	Audit Services	116,690	58,345	24,001	(34,344)	Q2 invoice for consortium not yet paid
G002	I.C.T.	767,708	383,854	500,299	116,445	Maintenance contracts paid for the full year.
G003	Reprographics (printing)	174,164	87,082	64,600	(22,482)	Income received in advance
G005	Chief Executive Officer (50% People)	43,000	21,500	(8,276)	(29,776)	Income received in advance
G006	CEPT	406,884	203,442	194,540	(8,902)	
G014	Customer Contact Service	777,890	388,945	379,023	(9,922)	
G015	Strategy + Performance	123,763	61,882	18,768	(43,114)	Income received in advance
G024	Street Cleansing	329,461	164,731	178,441	13,710	
G028	Waste Collection	879,850	439,925	433,985	(5,940)	
G032	Grounds Maintenance	592,763	296,382	243,321	(53,061)	Income received in advance
G033	Vehicle Fleet	784,201	392,101	458,864	66,764	S/debtor for Q1 + Q2 not yet raised £39k plus hired and contractor more than 2/4 committed on FMS.
G038	Concessionary Fares + TV Licenses	(9,440)	(4,720)	(9,558)	(4,838)	
G040	Corporate Management	146,293	73,147	87,148	14,001	
G041	Non Distributed Costs	689,808	344,904	212,037	(132,867)	Q2 invoices for superannuation and added years not yet paid to DCC.
G044	Financial Services	297,345	148,673	164,268	15,596	
G052	Human Resources	202,811	101,406	57,175	(44,231)	Income received in advance
G054	Electoral Registration	153,522	76,761	85,641	8,880	
G055	Democratic Representation + Management	529,200	264,600	270,695	6,095	
G056	Land Charges	(5,783)	(2,892)	(10,467)	(7,575)	
G057	District Council Elections	31,850	15,925	0	(15,925)	
G058	Democratic Services	172,440	86,220	84,871	(1,349)	
G060	Legal Services	217,696	108,848	(19,634)	(128,482)	Income received in advance

General Fund - Cost centres

APPENDIX 5

	1/4/18 - 30/9/18	Full Years	6 months	6 months	6 months	
		Budget	Budget	Actuals	Variance	
		£	£	£	£	
G061	Bolsover Wellness Programme	59,872	29,936	79,282	49,346	Income not yet received from CEPT.
G062	Extreme Wheels	(3,563)	(1,782)	(4,204)	(2,423)	
G063	Go Football	10,864	5,432	0	(5,432)	
G064	Bolsover Community Sports Coach Scheme	140,200	70,100	71,088	988	
G065	Parks, Playgrounds + Open Spaces	51,469	25,735	19,915	(5,819)	
G069	Brass Festival	46,043	23,022	20,365	(2,656)	
G070	Outdoor Sports & Recreation Facilities	20,844	10,422	14,393	3,971	
G072	Leisure Services Mgmt & Admin	190,916	95,458	85,885	(9,573)	
G084	Head of Partnerships and Transformation	5,371	2,686	(27,246)	(29,932)	Income received in advance
G086	Alliance	7,250	3,625	7,216	3,591	
G094	People Director	47,544	23,772	(10,195)	(33,967)	Income received in advance
G097	Groundwork + Drainage Operations	48,506	24,253	22,233	(2,020)	
G100	Benefits	743,130	371,565	303,464	(68,101)	Grant income received in advance
G102	Council Tax Charging Orders	0	0	3,924	3,924	
G103	Council Tax / NNDR	285,950	142,975	284,514	141,539	Income not posted until year end £129k. Software invoices paid for full year £11k.
G104	Sundry Debtors	93,115	46,558	52,168	5,611	
G111	Shared Procurement Unit	50,500	25,250	(8,738)	(33,988)	Income received in advance
G115	One Public Estate Shirebrook	(3,500)	(1,750)	(48,650)	(46,900)	Grant income received in advance
G116	Parish Council Elections	0	0	3,905	3,905	
G117	Payroll	69,851	34,926	488	(34,438)	Income received in advance
G123	Riverside Depot	168,235	84,118	111,438	27,321	NNDR paid for full year £24k.
G124	Street Servs Mgmt + Admin	72,478	36,239	18,141	(18,098)	
G125	S106 Percent for Art	123,446	61,723	59,515	(2,208)	Payment made - can't be profiled 1/4ly. Earliest deadline 1/5/19 - reported to S106 group 17/10/18.

General Fund - Cost centres

APPENDIX 5

	1/4/18 - 30/9/18	Full Years	6 months	6 months	6 months	
		Budget	Budget	Actuals	Variance	
		£	£	£	£	
G126	S106 Formal and Informal Recreation	148,151	74,076	36,243	(37,832)	Payment made - can't be 1/4ly profiled. Earliest deadline 4/5/19 - reported to S106 group 17/10/18.
G129	Bolsover Apprenticeship Programme	7,371	3,686	16,074	12,389	
G146	Pleasley Vale Outdoor Activity Centre	42,426	21,213	28,228	7,015	
G148	Trade Waste	(77,605)	(38,803)	(325,027)	(286,225)	S/debtors raised for more than 1/4 £189k. Q1 + Q2 invoices to DCC not paid or committed £92k.
G149	Recycling	55,975	27,988	164,981	136,994	S/debtor for Q2 not yet raised £87k. Hired + contract services increase cost due to not receiving new rates for partnership.
G155	Customer Services	29,385	14,693	14,684	(9)	
G157	Controlling Migration Fund	(35,541)	(17,771)	(456,639)	(438,868)	Income received in advance £293k and little expenditure incurred in Q1 or Q2 £149k.
G161	Rent Rebates	0	0	2,030	2,030	year end entries only
G162	Rent Allowances	0	0	0	0	year end entries only
G164	Support Recharges	(3,578,847)	(1,789,424)	(1,789,424)	0	
G168	Multifunctional Printers	37,700	18,850	38,107	19,257	Hardware rental committed on FMS for full year.
G170	S106 Outdoor Sports	243,725	121,863	51,102	(70,761)	Payment made - can't be 1/4ly profiled. Earliest deadline 17/11/19 - reported to S106 group 17/10/18.
G175	Leisure Outdoor Activity Events	0	0	3,056	3,056	
G177	Discretionary Housing Payments	0	0	0	0	year end entries only
G179	Streets Sports	0	0	5,312	5,312	
G180	Special Events	0	0	(140)	(140)	
G181	BLACA	0	0	784	784	
G182	Village Games	654	327	165	(162)	
G184	Us Girls	710	355	172	(183)	

General Fund - Cost centres

APPENDIX 5

	1/4/18 - 30/9/18	Full Years	6 months	6 months	6 months	
		Budget	Budget	Actuals	Variance	
		£	£	£	£	
G188	Cotton Street Contact Centre	20,539	10,270	12,514	2,245	
G190	Executive Director - Operations	0	0	3,975	3,975	
G192	Scrutiny	19,566	9,783	10,129	346	
G195	Assist Dir - Governance + Monitoring	37,104	18,552	(8,789)	(27,341)	Income received in advance
G197	Assist Dir - Finance, Revenues + Benefits	36,158	18,079	17,934	(145)	
G199	Assist Dir - Street Scene	36,323	18,162	18,023	(138)	
G201	Assist Dir - HR + Payroll	33,912	16,956	(32,735)	(49,691)	Vacant post removed at 1/2 year.
G202	Assist Dir - Leisure	0	0	160	160	
G203	Club 1	578	289	21	(268)	
G204	CEPT - BIG Lottery Talent Match	0	0	(8,611)	(8,611)	
G205	Innovation	500	250	(650)	(900)	
G206	Street Games	0	0	380	380	
G207	Cycling	400	200	(263)	(463)	
G216	Raising Aspirations	78,235	39,118	83,444	44,326	Payment made - can't be 1/4ly profiled.
G218	Namibia Bound	25,932	12,966	0	(12,966)	
G220	Locality Funding	(105,941)	(52,971)	(169,846)	(116,876)	Expenditure not yet incurred.
G224	Prime Ministers Challenge Fund	2,540	1,270	0	(1,270)	
G225	Eats and Treats Events	14,623	7,312	6,428	(883)	
G228	Go Active Clowne Leisure Centre	(174,459)	(87,230)	211,471	298,700	NNDR paid for full year £156k. Casual and overtime not 1/4ly profiled £35k. Various expenditure paid more than 1/4 but still within years' budget. Income not yet received £107k.
G238	HR Health + Safety	72,401	36,201	4,592	(31,609)	Income received in advance
G240	Affordable Warmth Buddies	3,131	1,566	454	(1,112)	
G241	Working Together for Older People	24,734	12,367	5,524	(6,843)	

General Fund - Cost centres

APPENDIX 5

	1/4/18 - 30/9/18	Full Years	6 months	6 months	6 months	
		Budget	Budget	Actuals	Variance	
		£	£	£	£	
G244	Bolsover Business Growth Fund	129,313	64,657	30,057	(34,600)	Not much expenditure incurred - reserve funded.
	Total for: People Directorate	6,780,330	3,390,165	2,442,560	(947,605)	
G004	Chief Executive Officer (50% Place)	43,005	21,503	(8,365)	(29,868)	Income received in advance
G007	Community Safety - Crime Reduction	55,085	27,543	12,243	(15,299)	
G008	Safer Stronger Communities	0	0	15,217	15,217	
G010	Neighbourhood Management	87,224	43,612	37,059	(6,553)	
G013	Community Action Network	324,475	162,238	108,233	(54,004)	Reserve funding not spent £25k and income received in advance £14k.
G017	Private Sector Housing Renewal	59,728	29,864	29,080	(784)	
G020	Public Health	(78,000)	(39,000)	6,356	45,356	Income from CBC for Joint Crem. not yet received.
G021	Pollution Reduction	172,739	86,370	83,647	(2,722)	
G022	Health + Safety	0	0	(226)	(226)	
G023	Pest Control	36,809	18,405	14,268	(4,137)	
G025	Food Safety	124,477	62,239	60,334	(1,905)	
G026	Animal Welfare	95,726	47,863	42,697	(5,166)	
G027	Emergency Planning	16,590	8,295	0	(8,295)	
G036	Environmental Health Mgmt + Admin	188,621	94,311	89,842	(4,468)	
G043	Place Director	51,952	25,976	25,937	(39)	
G046	Homelessness	173,709	86,855	59,455	(27,399)	Grant income received in advance.
G048	Town Centre Housing	(10,700)	(5,350)	0	5,350	
G053	Licensing	(2,518)	(1,259)	(19,346)	(18,087)	
G073	Planning Policy	361,942	180,971	136,062	(44,909)	Income received in advance
G074	Planning Development Control	(92,261)	(46,131)	(185,005)	(138,875)	Planning fees received more than 1/2 year £147k.
G076	Planning Enforcement	82,833	41,417	39,549	(1,867)	

General Fund - Cost centres

APPENDIX 5

	1/4/18 - 30/9/18	Full Years	6 months	6 months	6 months	
		Budget	Budget	Actuals	Variance	
		£	£	£	£	
G079	Senior Urban Design Officer	21,456	10,728	25,528	14,800	
G080	Engineering Services	86,909	43,455	67,402	23,947	NNDR paid for full year
G081	Drainage Services	3,300	1,650	0	(1,650)	
G083	Building Control Consortium	55,000	27,500	9,108	(18,392)	
G085	Economic Development	29,425	14,713	24,538	9,825	
G088	Derbyshire Economic Partnership	15,000	7,500	15,000	7,500	
G089	Premises Development	(73,560)	(36,780)	(45,508)	(8,728)	
G090	Pleasley Vale Mills	(151,491)	(75,746)	10,728	86,473	Building costs committed for 12 months on e-purchasing, eg rates, water.
G091	CISWO Duke St Building	16,140	8,070	9,245	1,175	
G092	Pleasley Vale Electricity Trading	(78,000)	(39,000)	4,166	43,166	Income not yet received for Q2.
G095	Estates + Property	629,927	314,964	272,550	(42,414)	Income received in advance
G096	Building Cleaning (General)	89,951	44,976	44,245	(730)	
G099	Catering	5,200	2,600	2,947	347	
G106	Housing Anti Social Behaviour	76,297	38,149	41,040	2,892	
G113	Parenting Practitioner	33,873	16,937	9,655	(7,281)	
G132	Planning Conservation	71,368	35,684	22,269	(13,415)	
G133	The Tangent Business Hub	(43,141)	(21,571)	1,650	23,221	Hired + contract services committed for more than 1/2 year on e-purchasing.
G135	Domestic Violence Worker	40,897	20,449	21,295	847	
G138	Bolsover TC Regeneration Scheme	34,042	17,021	1,080	(15,941)	
G142	Community Safety - CCTV	9,218	4,609	95	(4,514)	
G143	Housing Strategy	35,008	17,504	24,978	7,474	
G144	Enabling (Housing)	37,146	18,573	19,014	441	
G151	Street Lighting	25,900	12,950	14,938	1,988	

General Fund - Cost centres

APPENDIX 5

	1/4/18 - 30/9/18	Full Years	6 months	6 months	6 months	
		Budget	Budget	Actuals	Variance	
		£	£	£	£	
G153	Housing Advice	12,647	6,324	6,323	(1)	
G156	The Arc	145,807	72,904	106,304	33,400	NNDR paid for full year
G167	Facilities Management	10,328	5,164	8,667	3,503	
G169	Closed Churchyards	10,000	5,000	5,092	92	
G172	S106 Affordable Housing	1,116	558	0	(558)	
G176	Affordable Warmth	35,813	17,907	19,653	1,747	
G193	Economic Development Management + Admin	164,558	82,279	76,667	(5,612)	
G194	Assist Dir - Economic Growth	36,728	18,364	18,087	(277)	
G196	Assist Dir - Planning + Env Health	18,915	9,458	(35,663)	(45,120)	Vacant post - only just filled.
G198	Head of Housing (GF)	0	0	14,691	14,691	
G208	Assist Dir - Estates and Property	37,743	18,872	(8,643)	(27,514)	Income received in advance
G226	S106 - Highways	569,000	284,500	0	(284,500)	Payment not made - can't be 1/4ly profiled. Earliest deadline 5 years from completion (not completed yet) - reported to S106 group 17/10/18.
G227	S106 - Public Health	30,132	15,066	0	(15,066)	Payment not made - can't be 1/4ly profiled. Earliest deadline 1/8/22 - reported to S106 group 17/10/18.
G229	Housing Standards	0	0	(278)	(278)	
G237	Joint Venture (LLP)	32,987	16,494	1,500	(14,994)	
G239	Housing + Comm Safety Fixed Pen Acc.	1,500	750	304	(446)	
G242	New Bolsover MV - CVP Worker	7,215	3,608	10,900	7,293	
	Total for: Place Directorate	3,775,790	1,887,895	1,366,605	(521,290)	

Bolsover District Council

Executive

5th November 2018

<p>Safe and Warm Upgrade Scheme Hides Green Bolsover</p>

**Report of Councillor Gilmour, Portfolio Holder for Housing
and Community Safety**

This report is public

Purpose of the Report

- To seek approval to appoint the contractor Matthews & Tannert Ltd to undertake the Safe and Warm Scheme as detailed, following tender evaluations of 16th October 2018 and the recommendation of the procurement team.

1 Report Details

- 1.1 As Members will be aware Housing Services have identified a need to replace and upgrade dilapidated and inefficient communal heating systems which serve selected property groups (i.e. flats & bungalows) located at various sites across the District.
- 1.2 This project is concerned with the replacement of one such communal heating system which currently serves 8 blocks of two storey flats at Hides Green Bolsover and 6 bungalows. Each block consists of 2 ground-floor and 2 first-floor flats.
- 1.3 Presently heating and hot water is supplied to each flat and bungalow on a communal system provided from a central boiler house located on the site. A gas fired combi-boiler is to be installed within each dwelling providing our tenants with individual control and an improved efficiency for heating and hot water services.
- 1.4 In addition to the heating element, the scope of the Safe and Warm Scheme provides for the inclusion of full wet room conversions, kitchen upgrading, fire safety and detection improvements and the identification of asbestos material and subsequent removal.
- 1.5 Existing shower areas are to be altered and a full wet room conversion is to be undertaken to a standard design across all properties. This will involve the installation of a new shower, wash hand basin and toilet to substantially improve and standardise the facility of all scheme properties.
- 1.6 To improve the fire safety aspects of the dwelling the installation of a new multi-sensor alarm system is to be installed, fire doors fitted to kitchens and fire-stopping

implemented throughout following fire compartmentation surveys which the appointed contractor is to arrange and oversee as part of the project.

2 Conclusions and Reasons for Recommendation

2.1 A tender evaluation session was held on 16th October 2018 and led by the Procurement Team. The three returned valid tender submissions were assessed and scored as per the evaluation criteria on the basis of a 60 / 40 price versus quality basis.

2.2 The quality criteria for this tender encompassed the four key areas:

- Submitted programme and intended timescales for delivery and completion of project.
- Working in tenanted / occupied properties.
- Inclusion of two relevant case studies detailing previous works undertaken.
- Details of a dedicated tenant liaison officer / role (TLO provision).

2.3 The tender sums received were as follows;

- £426,637.63
- £502,451.92
- £515,749.27

2.4 The Price / Quality combined scores returned from the evaluation were as follows;

- 98%
- 89%
- 50%

2.5 The evaluation group were in unanimous agreement that the most competitive tender submission had been received from Matthews & Tannert Ltd who scored top on both price and quality respectively.

3 Consultation and Equality Impact

3.1 There are no equality implications arising directly from this report.

4 Alternative Options and Reasons for Rejection

4.1 Due to the existing condition of the communal heating system there is potential risk for failure of the boilers. It is not economically viable to replace the boilers and there is further complication due to the deteriorating condition of the existing pipe work infrastructure.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 The investment in an improved efficient heating system for these properties would eliminate the present risk of boiler failure which would incur costly and emergency temporary measures to reinstate services. The upgrade work as outlined would still then be required due to the deteriorating condition of the existing pipe work infrastructure. The financial risk carried for the duration of this scheme is minimum as the Council will only be paying for specified works upon completion.
- 5.1.2 The budget for this scheme of works has previously been allocated within the HRA Capital Programme and therefore does not present a budget pressure.

5.2 Legal Implications including Data Protection

- 5.2.1 The procurement of these works has been undertaken in compliance of standard Council procedures. Industry standard contract documentation will be prepared for both parties to sign prior to commencement of works.
- 5.2.2 The issue of sensitive data such as names, addresses and contact numbers of council tenants while undertaking this project shall comply in full with council and data protection policy guidelines.

5.3 Human Resources Implications

- 5.3.1 The works will result in no direct HR implications.

6 Recommendations

- 6.1 It is the recommendation of the procurement team on behalf of Housing Services (client) that approval is sought to appoint Matthews & Tannert Ltd to undertake the works as outlined within this report as per the tender sum of £426,637.63

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 checked="" 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>	Yes
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	Yes

Has the relevant Portfolio Holder been informed	Yes
District Wards Affected	Bolsover
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)	
N / A	
Report Author	Contact Number
Richard Mooney	ext. 2352

Report Reference –