

HEALTHY, SAFE, CLEAN AND GREEN COMMUNITIES SCRUTINY COMMITTEE AGENDA

Friday 1st March 2019 at 1pm in the Council Chamber, The Arc, Clowne

Item No.	<u>PART A – FORMAL</u>	Page No.(s)
	<u>PART 1 OPEN ITEMS</u>	
1.	<u>Apologies for Absence</u>	
2.	<u>Urgent Items of Business</u> 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.	<u>Declarations of Interest</u> 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 of a meeting held on 25 th January 2019.	To Follow
5.	List of Key Decisions & Items to be Considered in Private. <i>(Members should contact the officer whose name appears on the List of Key Decisions for any further information).</i>	3 to 9
6.	Corporate Plan Targets Performance Update – October 2018 to December 2018. (Quarter 3 – 2018/19).	10 to 16
7.	Post Scrutiny Monitoring; Review of Enforcement Action Undertaken by Bolsover District Council to Improve the Quality of the Environment Across the District – Interim Report.	17 to 57
8.	Scrutiny Committee Work Programme 2018/19.	58 to 65
	<u>PART B – INFORMAL</u> The formal meeting of the Healthy, Safe, Clean and Green Communities Scrutiny Committee will meet informally as a working party to carry out their review work. This meeting is closed to the public, so members of the public should leave at this point.	
9.	Agreement of Survey Via Young Voice.	Verbal Discussion



The Arc
High Street
Clowne
Derbyshire
S43 4JY

Key Decisions & Items to be Considered in Private

To be made under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Published on: 18th January 2019

INTRODUCTION

The list attached sets out decisions that are termed as “Key Decisions” at least 28 calendar days before they are due to be taken by the Executive or an officer under delegated powers.

Preparation of the list helps Executive to programme its work. The purpose of the list is to give notice and provide an opportunity for consultation on the issues to be discussed. The list is updated each month with the period of the list being rolled forward by one month and republished. The list is available for public inspection at the The Arc, High Street, Clowne, S43 4JY. Copies of the list can be obtained from Sarah Sternberg, Joint Head of Service for Corporate Governance, Solicitor to the Council & Monitoring Officer at this address or by email to sarah.sternberg@bolsover.gov.uk. The list can also be accessed from the Council’s website at www.bolsover.gov.uk.

The Executive is allowed to make urgent decisions which do not appear in the list, however, a notice will be published at The Arc and on the Council’s website explaining the reasons for the urgent decisions. Please note that the decision dates are indicative and are subject to change.

The names of Executive members are as follows:

Councillor A.M. Syrett - Leader
Councillor M. Dooley
Councillor S.W. Fritchley
Councillor H.J. Gilmour
Councillor D. McGregor – Deputy Leader
Councillor B.R. Murray-Carr
Councillor M.J. Ritchie
Councillor B. Watson

The Executive agenda and reports are available for inspection by the public five clear days prior to the meeting of the Executive. The papers can be seen at The Arc at the above address. The papers are also available on the Council’s website referred to above. Background papers are listed on each report submitted to the Executive and members of the public are entitled to see these documents unless they contain exempt or confidential information. The report also contains the name and telephone number of a contact officer.

Meetings of the Executive are open to the public and usually take place in the Council Chamber at The Arc. Occasionally there are items included on the agenda which are exempt and for those items the public will be asked to leave the meeting. This list shows where this is intended in Part 2 and the reason why the reports are exempt or confidential. Members of the public may make representations to the

Joint Head of Service for Corporate Governance, Solicitor to the Council & Monitoring Officer about any particular item being considered in exempt.

The list does not detail all decisions which have to be taken by the Executive, only “Key Decisions. In these Rules a “Key Decision” means an Executive decision, which is likely:

(1) **REVENUE**

- (a) Results in the Council making Revenue Savings of £75,000 or more; or
- (b) Results in the Council incurring Revenue Expenditure of £75,000 or more

(2) **CAPITAL**

- (a) Results in the Council making Capital Income of £150,000 or more; or
- (b) Results in the Council incurring Capital Expenditure of £150,000 or more

(3) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

In determining the meaning of “significant” the Council must have regard to any guidance for the time being issued by the Secretary of State. The Council has decided that revenue income or expenditure of £75,000 or more and capital income or expenditure of £150,000 or more is significant.

The dates for meetings of Executive for 2018/19 are as follows:

2019 - 18th February
4th March
1st April

The Council hereby gives notice of its intention to make the following Key Decisions and/or decisions to be considered in private:

Matter in respect of which a decision will be taken	Decision Maker	Date of Decision	Documents to be considered	Contact Officer	Is this decision a Key Decision?	Is this key decision to be heard in public or private session
Medium Term Financial Plan	Executive	18 th February 2019	Report of Councillor B. Watson - Portfolio Holder for Finance & Resources and Sustainable Energy	Joint Head of Finance and Resources	Yes – involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Exempt – Paragraph 3
Medium Term Financial Plan	Executive	18 th February 2019	Report of Councillor B. Watson - Portfolio Holder for Finance & Resources and Sustainable Energy	Joint Head of Finance and Resources	Yes – involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Open
Land Sale – Mill Lane, Bolsover	Executive	18 th February 2019	Report of Cllr J Ritchie – Portfolio Holder for Property and Commercial Services	Joint Head of Property and Commercial Services	Yes– involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Exempt – Paragraph 3

Matter in respect of which a decision will be taken	Decision Maker	Date of Decision	Documents to be considered	Contact Officer	Is this decision a Key Decision?	Is this key decision to be heard in public or private session
Award of contract to supply UPVc external doors and windows to Council housing.	Executive	4 th March 2019	Report of H.J. Gilmour – Portfolio Holder for Housing and Community Safety	Joint Head of Housing and Community Safety.	Yes - involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Open
Award of contract to provide void cleaning to Council housing.	Executive	4 th March 2019	Report of H.J. Gilmour – Portfolio Holder for Housing and Community Safety	Joint Head of Housing and Community Safety.	Yes - involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Open
Award of contract to provide damp investigations and associated remedial work.	Executive	4 th March 2019	Report of H.J. Gilmour – Portfolio Holder for Housing and Community Safety	Joint Head of Housing and Community Safety.	Yes - involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Open

Matter in respect of which a decision will be taken	Decision Maker	Date of Decision	Documents to be considered	Contact Officer	Is this decision a Key Decision?	Is this key decision to be heard in public or private session
Award of contract for roofing for Council properties	Executive	4 th March 2019	Report of H.J. Gilmour – Portfolio Holder for Housing and Community Safety	Joint Head of Housing and Community Safety.	Yes - involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Open
Anti-Social Behaviour Policy	Executive	4 th March 2019	Report of H.J. Gilmour – Portfolio Holder for Housing and Community Safety	Joint Head of Housing and Community Safety.	Yes - involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Open

SCHEDULE

SCHEDULE 12A

ACCESS TO INFORMATION: EXEMPT INFORMATION

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

1. Information relating to any individual.

2. Information which is likely to reveal the identity of an individual.
 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
 4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
 5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
 6. Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) To make an order or direction under any enactment.
 7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
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Bolsover District Council

Healthy, Safe, Clean and Green Communities Scrutiny Committee

1st March 2018

**Corporate Plan Targets Performance Update – October to December 2018
(Q3 – 2018/19)**

Report of the Information, Engagement & Performance Manager

This report is public

Purpose of the Report

- To report the quarter 3 outturns for the Corporate Plan 2015-2019 targets.

1 Report Details

1.1 The attached contains the performance outturn for targets which sit under the 'supporting our communities to be healthier, safer, cleaner and greener' corporate aim as of 31st December 2018. (Information compiled on 11/02/19)

1.2 A summary is provided below:

1.3 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, 1 target suspended previously – H04)
- 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.

2 Conclusions and Reasons for Recommendation

2.1 Out of the 17 targets, 8 are on track, 6 have been achieved previously, 1 withdrawn previously, 1 suspended previously and 1 flagged as an 'alert'.

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

3 Consultation and Equality Impact

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

4 Alternative Options and Reasons for Rejection

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

5 Implications

5.1 Finance and Risk Implications

No finance or risk implications within this performance report.

5.2 Legal Implications including Data Protection

No legal implications within this performance report.

5.3 Human Resources Implications

No human resource implications within this performance report.

6 Recommendations

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

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	Not applicable
Links to Corporate Plan priorities or Policy Framework	Links to all Corporate Plan 2015-2019 aims and priorities

8 Document Information

Appendix No	Title
1.	Corporate Plan Performance Update – Q3 Oct to December 2018
Background Papers	
All details on PERFORM system	
Report Author	Contact Number
Kath Drury, Information, Engagement and Performance Manager	01246 242280

Bolsover District Council
Corporate Plan Targets Update – Q3 October to December 2018

Status key

	On Track	The target is progressing well against the intended outcomes and intended 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.

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		Q3 - The target figure for the year is 8000 hours, actual performance to date is 7435 on track to meet the annual target figure.	Sun-31-Mar-19
H 02 - Increase participation/attendances in leisure, sport, recreation, health, physical and cultural activity by 3,000 per year.	People	On track		Q3 Year end target is 300,000 attendances. Actual to date is 274,017 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		Q3 - 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 to the end of quarter 3 is 597, against an annual target of 800.(Revised Target)	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
H 07 - Assist partners in reducing crime by delivering 12 Crime Cracking events in the community each year.	Place	On track		<p>Q3/2018 - 5 events attended by CSP Partners during this quarter:</p> <p>07.11.18: Curtains to Window Shoppers - Clowne Contact Centre</p> <p>08.11.18: Curtains to Window Shoppers - Bolsover Contact Centre</p> <p>13.11.18: Curtains to Window Shoppers - Shirebrook Contact Centre</p> <p>22.11.18: Curtains to Window Shoppers - The Hub, South Normanton</p> <p>27.11.18: Eats and Treats event - Creswell</p> <p>So far during 2018/19, the CSP has attended 13 events.</p>	Sun-31-Mar-19
H 09 - Achieve a combined recycling and composting rate of 49% by March 2019.	People	Alert		<p>Q3 Estimated based on like performance at ending December 2017 due to Waste Data Flow information not being available until March 2019. It is estimated that 2,902 tonnes of recyclable\compostable waste was collected between October-December, yielding a combined recycling rate of 39%.</p> <p>Q3 – 39% Estimate based on Q3 2017/18 Actual outturn.</p> <p>Q2 (2018\19) Actual 3,582 tonnes of recyclable\compostable waste was collected between April to June 2018 yielding a combined recycling rate of 43.4%.</p>	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
				Trend data – Q2 Actuals 2018/19 – 43.4% - 3582 tonnes 2017/18 – 46.2% - 4127 tonnes 2016/17 – 48.1% - 4448 tonnes	
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		Q3 - LEQS's established 2% of streets and relevant land surveyed for litter fell below grade B cleanliness standards resulting in 98% 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		Q3 - LEQS's established 1% of streets and relevant land surveyed for dog fouling fell below grade B cleanliness standards resulting in 99% 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		Q3 7. South Normanton - educational initiative dog ownership/micro chipping with PDSA 8. Bolsover - enforcement patrol - 0 fixed penalty notices issued for littering offences 9. Barlborough - enforcement patrol - 2 fixed penalty notices issued for littering offences 10. Shirebrook - enforcement patrol - 3 fixed penalty notices issued for littering offences Q3 - 4 initiatives undertaken. YTD 10 initiatives undertaken	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
H 17 - To deliver the Building Resilience Programme by September 2019	People	On Track		Q3: The Building Resilience programme continues to make good progress across all strands of activity. Feedback from the evaluation and current progress against targets has been disseminated to full Council and Bolsover Partnership Executive Board in early January 2019. A decision on the bid submitted to phase 2 of the Controlling Migration Fund as reported in Q2 is still awaited.	Sep-19

Bolsover District Council

Healthy, Safe, Clean & Green Communities Scrutiny Committee

1st March 2019

Review of Enforcement action undertaken by Bolsover District Council to improve the quality of the environment across the District – Post Scrutiny Monitoring (Interim Report)

Report of the Chair of Healthy, Safe, Clean & Green Communities Scrutiny Committee

This report is public.

Purpose of the Report

- To present the Interim Post-Scrutiny Monitoring Report on the Review of Enforcement action undertaken by Bolsover District Council to improve the quality of the environment across the District.

1. Report Details

- 1.1 The Healthy, Safe, Clean & Green Communities Scrutiny Committee agreed to undertake a review of Enforcement action as part of the 2017/18 work plan following consideration of a range of topics suggested at the Annual Scrutiny Conference. The review was rolled forward in to the 2018/19 municipal year to allow sufficient time to consider all the evidence gathered.
- 1.2 The Committee put together a number of recommendations which aimed to assist the Council, in looking at potential service improvements in relation to enforcement action undertaken by Bolsover District Council to improve the quality of the environment across the District
- 1.3 This report acknowledges progress to date by Officers implementing the recommendations.
- 1.4 To date 13 out of 19 recommendations have been achieved, 5 are on track and 1 has been extended but will still complete within the original twelve month monitoring period.

2 Conclusions and Reasons for Recommendation

- 2.1 Committee is required to monitor implementation of their recommendations in accordance with Part 3.6(2) of the Constitution.
- 2.2 Executive asked to be kept informed of the implementation of the recommendations and requested an update after six months. This is shown as Recommendation HSCGC17/18 1.19 within the original report.

3. Consultation and Equality Impact

- 3.1 All Scrutiny Committees are committed to equality and diversity in undertaking their statutory responsibilities and ensure equalities are considered as part of all Reviews. The selection criteria when submitting a topic, specifically asks members to identify where the topic suggested affects particular population groups or geographies.
- 3.2 As part of the review process there was a survey of BDC Members to ascertain their views on a range of aspects of the current approach to street cleanliness and environmental enforcement. In addition, Members completed a telephone survey of neighbouring authorities in order to benchmark certain aspects of service delivery.
- 3.3 The Council has a statutory duty under s.149 Equality Act 2010 to have due regard to the need to advance equality of opportunity and to eliminate discrimination.
- 3.4 Within the process of the review, the Committee took into account the impact of equalities. Where enforcement action is taken against individuals who are vulnerable the Council's policies for Safeguarding Adults and VARM will apply. Where action is taken against an individual with specific communication needs (for example, large print or British Sign Language) the Council's Policy for Equality & Diversity in Service Delivery may apply.

4. Alternative Options and Reasons for Rejection

- 4.1 There are no alternative options. Members are required to note the service's response to progress against the review recommendations.
- 4.2 Committee is required to monitor implementation of their recommendations in accordance with Part 3.6(2) of the Constitution and as such the report cannot be rejected.

5. Implications

5.1 Finance and Risk Implications

- 5.1.1 None directly from this report.

5.2 Legal Implications including Data Protection

- 5.2.1 In carrying out scrutiny reviews the Council is exercising its scrutiny powers as laid out in s.21 of the Local Government Act 2000, regulations under section 32 of the Local Government Act 2000 and subsequent legislation which added to/amended these powers e.g. the Local Government and Public Involvement in Health Act 2007.
- 5.2.2 The Council has a statutory duty under s.149 Equality Act 2010 to have due regard to the need to advance equality of opportunity and to eliminate discrimination.

5.3 Human Resources Implications

5.3.1 None directly from this report.

6. Recommendations

- 6.1 That Members note the progress against the review recommendation.
- 6.2 That Members acknowledge any exceptions to delivery and clarify the additional action required by the service.
- 6.3 That Members make its findings public, in accordance with Part 4.5.17(3) of the Constitution.
- 6.4 That Officers continue to implement the recommendations and submit a final report in six months' time highlighting exceptions to delivery.
- 6.5 That Scrutiny Members submit this report to Executive for information, as per Recommendation HSCGC17/18 1.19 within the original report.

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: <i>BDC:</i> <i>Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC:</i> <i>Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p>Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)</p>	No
<p>Has the relevant Portfolio Holder been informed</p>	Yes
<p>District Wards Affected</p>	All
<p>Links to Corporate Plan priorities or Policy Framework</p>	<p>Aim: Supporting Our Communities to be Healthier, Safer, Cleaner and Greener</p> <p>Priorities:</p> <ul style="list-style-type: none"> • Ensuring a high standard of environmental maintenance and cleanliness • Developing attractive neighbourhoods

8. Document Information

Appendix No	Title
7.1	Review of Enforcement action undertaken by Bolsover District Council to improve the quality of the environment across the District – Original Service and Executive Response
7.2	Review of Enforcement action undertaken by Bolsover District Council to improve the quality of the environment across the District – Action Plan
<p>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)</p>	
<p>Documents stored in: S:\Governance and Monitoring\Scrutiny BDC\RES\Healthy, Safe Clean and Green Communities Scrutiny Communities\2017-18\Environmental Enforcement\Report</p> <p>Please contact Scrutiny & Elections Officer where further information is required.</p>	
Report Author	Contact Number
Joanne Wilson, Scrutiny & Elections Officer	01246 242385

Report Reference –

Original Recommendations from Review and Executive's Response

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
HSCGC17/18 1.1 Ref. pp24-25	That the emerging Corporate Enforcement Policy is presented to Committee as part of the 2018/19 Work Programme, for approval and referral to Strategic Alliance Joint Committee (if required) and Executive for full adoption.	That Council ensures effective policy is in place and adhered to.	September 2018.	Team Manager (Solicitor) Contentious.	Staff time.	The draft Corporate Enforcement Policy is close to completion. We are awaiting confirmation from Strategic Alliance Management Team as to whether this will be a joint policy with North East Derbyshire District Council (NEDDC), or a standalone Bolsover District Council (BDC) policy. The draft policy is programmed to be put before the committee for consideration in September 2018. This is to be an overarching policy which covers the whole of the Council's enforcement activities. The	Agreed.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
						<p>policy will ensure we act in a consistent manner with regards to regulatory enforcement. Individual service areas will require specific enforcement policies and procedures which reflect the principles set out in the corporate policy.</p>	
<p>HSCGC17/18 1.2 Ref. pp24-25</p>	<p>That all subsequent departmental enforcement policies, as and when reviewed, are brought to the relevant Scrutiny Committee.</p>	<p>That Council ensures effective policy is in place and adhered to.</p>	<p>January 2019.</p>	<p>Team Manager (Solicitor) Contentious.</p>	<p>Staff time.</p>	<p>The Corporate Enforcement Policy (CEP) is an overarching policy that applies to all the Council's services. Specific service areas may have additional and more tailored policies or procedures for enforcement and these should be read in conjunction with the CEP. It is intended that a list of the current policies will be uploaded to</p>	<p>Agreed.</p>

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
						<p>the Council website and a link contained within the CEP. This webpage will be reviewed annually Any new polices, or reviews to the existing polices will be brought to the relevant Scrutiny Committee. The revised Anti-Social Behaviour Policy is one such policy and is scheduled for scrutiny review in September 2018.</p>	
<p>HSCGC17/1 8 1.3 Ref. pp32-33</p>	<p>That greater use of environmental enforcement powers is implemented by both Bolsover CAN Rangers and the wider team of Environmental Health Officers, to ensure full use of the Authority's</p>	<p>To ensure effective use of training and staffing resources, to deliver environmental improvements</p>	<p>March 2019.</p>	<p>Joint Head of Housing & Community Safety.</p>	<p>Staff time.</p>	<p>Agreed. A review of legislative powers has been completed, resulting in additional provisions to be utilised by the Environmental Enforcement Team. However, appropriate powers are being utilised by the wider teams.</p>	<p>Agreed.</p>

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
	enforcement capacity.					The delegated powers of officers are kept under constant review (2-3 times per year) and updated on a regular basis, especially in response to changes in law, case law and changes to the structure. This will continue.	
HSCGC17/18 1.4 Ref. pp24-25	That Executive/ Strategic Alliance Management Team consider the current staffing resource and training within the legal team to ensure existing expertise is maintained, thereby enabling the Authority to have sufficient capacity to move forward with its approach to enforcement.	Sufficient legal staffing resource in place to deliver required enforcement activity.	January 2019	Joint Head of Corporate Governance & Monitoring Officer	Existing staffing budget, with review if required.	Legal – Legal currently has a temporary lawyer in post, who has considerable expertise as a former Crown Prosecution Service lawyer which they are passing on. They are also an experienced trainer, which we are making use of. Legal (and Environmental Health) wish to keep and exploit this expertise. It is also the situation that the number of cases the	Agreed.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
						<p>Contentious Team is dealing with has increased substantially and the additional resource is needed. To make this happen, a report has to be agreed with the Head of Paid Service and sent to Executive to authorise the additional spending. A recruitment exercise may be needed.</p> <p>EH – We strongly support this recommendation and already feel the benefits of training that staff have been given recently. Due to current resourcing we can now progress cases quickly.</p>	
<p>HSCGC17/1 8 1.5 Ref. pp24-25</p>	<p>That a full assessment is carried out to establish if there is</p>	<p>Effective dog control enforcement in</p>	<p>June 2019.</p>	<p>Team Manager (Solicitor) Contentious.</p>	<p>Staff time.</p>	<p>Legal – A small working group will be established by legal and</p>	<p>Agreed.</p>

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
	sufficient evidence to establish a Bolsover District-wide Public Space Protection Order (PSPO) for dog fouling and dog control.	place District-wide.				<p>environmental health to collate and review this matter to see if there is sufficient evidence in support of a Public Space Protection Order for dog fouling and dog control. We can only seek to use a Public Space Protection Order where the evidential test is met.</p> <p>EH – As a joint service any assessment and subsequent new Order agreed, would need to be replicated across both Districts.</p>	
HSCGC17/18 1.6 Ref. p29-31	That Indicators SS 03 and SS 04 are kept under review to ensure that performance levels improve over the next 12 months.	Improved delivery against service performance targets for street cleanliness.	June 2019.	Joint Head of Streetscene.	Existing staffing/ service resources. Should the service deem additional resource is	Streetscene undertake regular performance monitoring of SS03 and SS04 by way of Local Environmental Quality Survey of	Agreed.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
					<p>required a further report should be brought to Executive.</p>	<p>England (LEQSE) carried out monthly and reported quarterly to ensure pre-determined targets are met and actions put in place to address low performance. This is reported at quarterly Directorate Performance Meetings.</p> <p>Arising from housing growth pressures on operational resource, Streetscene have recently increased frontline Street Cleansing resource levels by 2FTE (approx.) equating to 3,800 (approx.) hours of staff time on the ground in order to maintain cleansing performance/standards.</p>	

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
HSCGC17/18 1.7 Ref. p29-31	That the commentary for cleanliness indicators (both Corporate Plan and service level) in PERFORM includes details of areas surveyed and a clear list of areas not achieving Grade B, including planned intervention.	Greater clarity for Members as to areas surveyed, hot spots identified and intervention planned.	October 2018 onwards.	Joint Head of Streetscene.	Staff time.	LEQSE surveys (streets) change annually and represent a proportionate sample of the district. The quarterly inspection\survey file may be provided to illustrate how overall % site cleanliness is assessed; however, Members should be aware that cleanliness ratings A, B, C & D may be affected by environmental (i.e. wind\rain) conditions and timings between cleansing frequency occurrences and inspections taking place.	Agreed.
HSCGC17/18 1.8 Ref. pp29-31; pp40-41; pp41-44;	That a programme of regular publicity is in place on how to contact the Council and log incidents in relation to street	Improved local awareness of both how to contact the Authority and increased knowledge of	Programme in place by December 2018.	Joint Head of Streetscene/ Environmental Health Manager/ Communications , Marketing and	Staff time; printing internal/ external literature; distribution costs; website/	EH – Existing programme in place will now include ‘How to contact the Council’ and reporting of incidents.	Agreed.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
pp44-45; pp46-49	cleanliness and fly-tipping, using a range of communication channels including InTouch and social media.	action taken by the Authority.		Design Manager.	social media coverage	<p>Streetscene – Streetscene currently place articles in ‘InTouch’ and utilise the Council’s website and social media streams to relay educational messages to residents. These may also be influenced by national campaigns (i.e. Keep Britain Tidy Group) and/or working with other partners (i.e. Environmental Health/County Council) or attending events (i.e. Bolsover Food Fayre).</p> <p>Comms – Regular updates/information is required for any publicity to be undertaken. This could be included in InTouch, District/Parish Gazettes, website,</p>	

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
						Twitter and specific marketing campaigns in target areas.	
<p>HSCGC17/18 1.9</p> <p>Ref. pp32-33; pp40-41; pp41-44; pp44-45; pp46-49</p>	<p>That a standard process is adopted to ensure maximum publicity of environmental enforcement activity taking place across the District.</p>	<p>Regular and consistent publicity of our enforcement activity across all service areas covered via the Corporate Enforcement Group.</p>	<p>Process agreed by December 2018.</p>	<p>Solicitor (Corporate Enforcement Group Lead)/ Communications , Marketing and Design Manager.</p>	<p>Staff time; printing internal/ external literature; distribution costs; website/ social media coverage.</p>	<p>EH – Process now established.</p> <p>Legal – Now that the Environmental Enforcement team is fully staffed, more robust processes are in place with the Communications team to identify the most appropriate methods of publicity for the action that has been taken. Comments from the Portfolio Holder and Legal are incorporated in to the publicity.</p> <p>Enforcing departments (most notably Housing/ Community Safety) have different requirements, so a standard procedure</p>	<p>Agreed.</p>

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
						<p>isn't necessarily appropriate across all service areas.</p> <p>Comms – Regular updates/information is required for any publicity to be undertaken. This could be included in InTouch, District/Parish Gazettes, website, Twitter and specific marketing campaigns in target areas.</p>	
<p>HSCGC17/1 8 1.10</p> <p>Ref. pp32-33</p>	<p>That the regular use of CCTV (mobile where available) is continued and measures are taken to ensure staff absence does not impact the ongoing use of the equipment, which is vital for enforcement.</p>	<p>Maximum use of all resources available to ensure effective enforcement levels, regardless of staffing resource.</p> <p>A clear monitoring report which evidences usage of</p>	<p>Continued regular use from July 2018 onwards.</p> <p>Monitoring report of usage by September 2019.</p>	<p>Environmental Health Manager.</p>	<p>Staff time; Existing camera resources.</p>	<p>EH – Agreed. We acknowledge that use of the system has been impacted by staff absence previously. Use of CCTV is a proactive enforcement measure which is overseen by the Information Commissioner to protect human rights and ensure data protection. Only</p>	<p>Agreed.</p>

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
		camera equipment to demonstrate both value for money and if required the need for additional resource.				<p>specific EH staff have been trained in privacy impact assessments and are experienced in the deployment of CCTV in order to minimise risks to the Council.</p> <p>Housing & Community Safety Service are also in the process of procuring Body Worn Video. There will be 10 cameras available for use across EH teams when out on patch. A number are also being purchased for Officers in Housing and Community Safety. A Privacy Impact Assessment is complete and roll-out of the equipment is imminent.</p> <p>Streetscene – Streetscene Team support enforcement</p>	

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
						arrangements by deployment of mobile CCTV equipment to aid detection of fly-tipping and wider environmental despoilment.	
HSCGC17/18 1.11 Ref. pp34-35; pp44-45	That a formal programme of educational initiatives is maintained as a combined approach by Streetscene and Environmental Enforcement, with greater consideration given to coverage across the whole of Bolsover District. The programme should be adapted to be age specific to suit the school/group as required and cover primary/secondary	Improved local knowledge and greater awareness of environmental responsibility. Inclusion in Corporate/ Service Plans beyond March 2019. Programme is enhanced further to cover whole District, with increased number of events/initiatives .	April 2019.	Joint Streetscene & Waste Services Manager/ Environmental Health Manager.	Staff time; printing external literature and distribution costs where required; website/social media coverage.	EH – This is ongoing as part of mainstream delivery. The development of this proactive measure will be considered at the Environmental Enforcement Cleansing and Education group and via engagement with the Youth Council. Specific work is underway looking at environmental education in secondary schools to ensure the programme content is appropriate. Streetscene Team have established	Agreed.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
	and community events.					<p>schools education arrangements with an environmental despoilment and waste recycling focus. This is jointly delivered with Environmental Health and is open to Primary and Secondary schools and is subject to them requesting the programme within their curriculum activity.</p> <p>Streetscene\ Environmental Health attend\participate in community events to deliver these programs (i.e. Bolsover Food Fayre).</p> <p>Public events are chosen based on the size of the event and potential footfall/audience. Streetscene approach all schools</p>	

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
						<p>but take up by the schools is voluntary. The response from those who have taken up the programme is very positive, with a number of requests for return visits by staff.</p>	
<p>HSCGC17/1 8 1.12 Ref. pp35-39</p>	<p>That additional staff training take place to ensure there is adequate staffing resource with the ability to support access to the DVLA system and create resilience within the team.</p>	<p>Improved service resilience and effective delivery of service whilst operating 'mobile' across the Districts.</p>	<p>December 2019.</p>	<p>Environmental Health Manager.</p>	<p>Existing staff training budgets; staff time.</p>	<p>We appreciate that this was an issue raised during the course of the review. This is in progress. Another user has now been trained to ensure flexibility, with a further additional Officer in the team identified to receive the training.</p> <p>The abandoned vehicle process is under review with input from Internal Audit. This should ensure that the correct checks and balances are in place</p>	<p>Agreed.</p>

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
						for access to the DVLA system so as to meet compliance with the DVLA Guidance.	
HSCGC17/18 1.13 Ref. pp41-42	That subsequent to the benchmarking exercise undertaken by Members (Appendix 3), further analysis is completed by the Head of Housing and Community Safety in to staffing levels of the Environmental Enforcement Team to assess if resources adequately meet service demand, with a report back to Committee on the findings.	Adequate staffing resource is available to manage the level of service demand.	September 2019.	Joint Head of Housing & Community Safety.	Staff time; any additional staffing resource identified would require a further report to Executive.	It is my intention to carry out a wider review of Environmental Health staffing not restricted to the one team.	Agreed.
HSCGC17/18 1.14 Ref. pp41-42	That the 'Report It' system on the website is fully reviewed, with 'user' testing,	An improved, simple, user-friendly online system to aide prompt reporting	December 2018.	Environmental Health Manager/ Customer Service Manager.	Staff time; Customer/ Member input for testing of system.	EH – This is in progress. Comms – The corporate website is	Agreed.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
	alongside the wider recommendation to improve publicity on communication channels and how to report incidents.	of service requests/ incidents to the Authority.				<p>due to be completely revamped during the latter stages of 2018 to make it more user and mobile friendly.</p> <p>Customer Services – Passed to Team Innovate to review script and set up a user testing meeting with an Elected Member, Customer Service Manager, Team Innovate, Customer Information System (CIS) developer and Environmental Enforcement Team Leader.</p>	
HSCGC17/1 8 1.15 Ref. pp37-39	That all Environmental Enforcement Technical Officers (EETOs) have access to mobile technology to ensure they can work off site/make calls etc. while	Better communications provision for mobile staff, with particular emphasis on hands-free equipment.	March 2019.	Joint Head of Housing & Community Safety/ Environmental Health Manager.	IT/service budgets for equipment i.e. mobile phones/iPads/ mobile equipment.	Complete. While we are aware of issues raised during the course of the review, all EETOs and Dog Wardens have mobile smart phones and laptops to enable new work to be	Agreed.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
	travelling around both Districts.					allocated whilst out on the District.	
HSCGC17/18 1.16 Ref. pp37-39	That as per the staffing provision prior to merger via the Strategic Alliance, each District should have a designated Dog Warden and Environmental Enforcement Technical Officer (EETO), to reduce time spent travelling across both Districts. These designated staff should rotate on a bi-monthly basis to maintain local knowledge of both Districts.	Greater consistency in staff cover within the District. Improved resilience in Team when covering both Districts due to rotation of staff.	November 2018.	Joint Head of Housing & Community Safety/ Environmental Health Manager.	Staff time.	HoS – As per 1.13 a wider review of staff is planned. EH – This is already in place. The design of the joint service means that staff operate across designated patch areas already. Patches are designed based on service demand and ensuring maximum efficiency. A bi-monthly rotation would not be practical. Technical Support also assign work based on officer presence in the area at the time. There is also cover for staff leave. The current approach used leads to flexibility and resilience in the team.	Agreed.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
HSCGC17/18 1.17 Ref. pp46-49	That a combination of regular Member Briefings (District and Parish) and additional detail within quarterly performance reports is provided, outlining the level of enforcement taking place.	Improved understanding of Council activity, current trends and how Members can engage with officers where issues arise within their Wards. A programme of briefings in place either weekly or monthly to clarify activity taking place/ enforcement in progress.	September 2018.	Environmental Health Manager.	Staff time; potential contribution from Communications Team and option of Member Development Sessions.	EH – Our intention is to work with the Communications team to develop further detailed quarterly updates. We will consider this at Environmental Enforcement, Cleansing and Education Group. Comms – We are producing more publications now and detail such as this can be included in the District/Parish Gazettes, InTouch and website.	Agreed.
HSCGC17/18 1.18 Ref. pp46-49	That the trial Members' Surgery meetings be evaluated for usage/effectiveness and made permanent if demand is proven.	Improved/ additional options for Member/Officer dialogue to identify Ward issues and 'hot spots'.	September 2018.	Environmental Health Manager.	Staff time.	Agreed, this can be delivered with a report back on the outcome.	Agreed.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
HSCGC17/18 1.19	That Executive receive an update on progress following the initial six-month monitoring report.	That Executive remain informed as to the progress in implementing the Review's recommendation	May 2019	Scrutiny & Elections Officer	Officer time	An update will be produced as requested.	Agreed.

RESPONSE TO SCRUTINY COMMITTEE ON IMPLEMENTATION FOLLOWING SCRUTINY REVIEW

Title of Review:	Review of Review of Enforcement action undertaken by Bolsover District Council to improve the quality of the environment across the District					
Timescale of Review:	July 2018		Post-Monitoring Period:	12 months commencing October 2018. Interim report due April 2019.		
Date agreed by Scrutiny:	July 2018		Date agreed by Executive:	September 2018		
Total No. of Recommendations and Sub Recommendations	Achieved	9	On track	5	Extended	1
	Achieved (Behind target)	4	Overdue	0	Alert	0

Key Achievements:

- Adoption of Corporate Enforcement Policy
- Process in place to ensure Scrutiny consulted for all future enforcement policies, prior to adoption.
- Increased use of enforcement patrols and introduction of Body Worn Cameras.
- Staffing resource in Legal services expanded with agreement for a permanent addition of 0.60fte.
- Assessment of potential District-wide PSPO progressing.
- Performance against SS 03 and SS 04 on track to hit target at Q4.
- Additional commentary now received as part of Quarterly Performance Reports, on areas not achieving the required cleanliness standard.
- All FPNs and enforcement patrols now posted on social media. A quarterly Infograph is put on the website. Regular Enforcement/Streetscene Articles in In Touch,
- Process adopted by Environmental Health for publicity of enforcement activity has now been embedded as the standard template used by all services within Corporate Enforcement Group.
- Environmental Health are now using body worn cameras during enforcement incidents. Deployment of CCTV at fly tipping hot spots is continuing. Use of CCTV is monitored by Environmental Enforcement, Cleansing and Education Group.

- Corporate Plan target for education initiatives (H 12) has been achieved at end of Q3. Officers have jointly delivered school education programmes to 137 classes of 4,100 (approx.) children. Officers now working with the Youth Council to progress a programme for secondary age pupils.
- Three Officers are now trained to use the DVLA system. An audit by the DVLA revealed a high level of compliance (Dec 2018). The internal review of abandoned vehicles is continuing with input from internal audit.
- A review of pressures and service demands on the whole EH service is underway.
- Team innovate have carried out some updates to the 'Online' reporting script. User testing has taken place.
- All EETOs and Dog Wardens have mobile smart phones and laptops to enable new work to be allocated whilst out on the District.
- All EH staff continue to be allocated workloads, to meet the flexible needs of the service. Patches are designed based on service demand and ensuring maximum efficiency.
- Quarterly Infograph on enforcement. Service-wide report on enforcement activity issued Oct 2018. Monthly briefings with Portfolio member. Updates to Parishes on FPNs issued. Various In Touch articles published.
- The Members' Surgery has been in operation for 36 weeks from 23/05/18 until 06/02/19. Continuing to operate Surgery and assessing options for a permanent location, if to be mainstreamed.

Reasons for non-implementation of Recommendations:

All recommendations either on track or completed. No evidence of non-implementation. Further update expected at the end of the twelve month monitoring period.

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
HSCGC17/18 1.1 Ref. pp24-25	That the emerging Corporate Enforcement Policy is presented to Committee as part of the 2018/19 Work Programme, for approval and referral to Strategic Alliance Joint Committee (if required) and Executive for full adoption.	Team Manager (Solicitor) Contentious.	September 2018.	November 2018		Staff time.	The Corporate Enforcement Policy went to Scrutiny Committee in September 2018, subsequently to Strategic Alliance Joint Committee and was adopted by the Executive on 5th Nov 2018. This is published on both websites.
HSCGC17/18 1.2 Ref. pp24-25	That all subsequent departmental enforcement policies, as and when reviewed, are brought to the relevant Scrutiny Committee.	Team Manager (Solicitor) Contentious.	January 2019.	November 2018		Staff time.	All new enforcement polices to come to Committee - Revised ASB Policy has been presented to Scrutiny and is due to go to Executive. Nothing further identified since Licensing Act and Gambling Act policies, which are already progressing though Licensing Committee. All future policy revisions will be brought to Scrutiny as

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
							part of the approval process.
HSCGC17/18 1.3 Ref. pp32-33	That greater use of environmental enforcement powers is implemented by both Bolsover CAN Rangers and the wider team of Environmental Health Officers, to ensure full use of the Authority's enforcement capacity.	Joint Head of Housing & Community Safety.	March 2019	February 2019		Staff time.	Update Feb 2019 – Environmental Health have introduced weekly litter and dog fouling enforcement patrols and issued a number of FPNs (inc. CAN Rangers) new microchipping powers are being used, fines for abandoned vehicles are being issued, new litter and duty of care for householders powers are being used. Body worn video cameras are in use during enforcement incidents. A number of prosecutions are in progress.
HSCGC17/18 1.4 Ref. pp24-25	That Executive/Strategic Alliance Management Team consider the current staffing resource and training within the legal team to ensure existing	Joint Head of Corporate Governance & Monitoring Officer	January 2019	February 2019		Existing staffing budget, with review if required.	Following approval of the recommendation by Executive, a report was submitted to February 2019 Executive in relation to the staffing in Legal Services. Executive agreed to establish the new

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
	expertise is maintained, thereby enabling the Authority to have sufficient capacity to move forward with its approach to enforcement.						permanent position of 0.6 FTE on the establishment from 2019/20 onwards.
HSCGC17/18 1.5 Ref. pp24-25	That a full assessment is carried out to establish if there is sufficient evidence to establish a Bolsover District-wide Public Space Protection Order (PSPO) for dog fouling and dog control.	Team Manager (Solicitor) Contentious.	June 2019.			Staff time.	In relation to further PSPO development, legal officers have received some data from Environmental Health and we have an initial legal meeting to discuss the project on 6.2.19. EH Feb 2019 – Details of dog related complaints received by environmental health and also street scene data on cleansing requests have been collated for consideration.
HSCGC17/18 1.6 Ref. p29-31	That Indicators SS 03 and SS 04 are kept under review to ensure that performance levels	Joint Head of Streetscene.	June 2019.			Existing staffing/service resources. Should the service deem	Streetscene undertake regular performance monitoring of SS03 and SS04 by way of Local Environmental Quality

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
	improve over the next 12 months.					additional resource is required a further report should be brought to Executive.	<p>Survey of England (LEQSE) carried out monthly and reported quarterly to ensure pre-determined targets are met and actions put in place to address low performance. This is reported at quarterly Directorate Performance Meetings. Performance at Q3 2018/19 shows an improvement on 2017/18 figures – awaiting year-end outturn.</p> <p>Review of Street Cleansing staffing arrangements was completed at 31.12.18; arising from which, two prior seasonal (30wk) positions have been established on at fulltime (52wk) basis and District Litter Pickers engaged on 30hour working arrangements have been predominantly</p>

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
							extended to 37hours arrangements.
HSCGC17/18 1.7 Ref. p29-31	That the commentary for cleanliness indicators (both Corporate Plan and service level) in PERFORM includes details of areas surveyed and a clear list of areas not achieving Grade B, including planned intervention.	Joint Head of Streetscene.	October 2018 onwards.	July 2018.		Staff time.	The Streetscene and Waste Services Manager now provides details of relevant land (i.e. streets) which fail to meet Category B (Code of Practice for Litter & Refuse) to compliment Litter, Detritus, Weeds and Dog Fouling cleanliness performance information as reported to Quarterly Performance Review meetings. This is then circulated to Scrutiny as part of quarterly performance reporting.
HSCGC17/18 1.8 Ref. pp29-31; pp40-41; pp41-44; pp44-45; pp46-49	That a programme of regular publicity is in place on how to contact the Council and log incidents in relation to street cleanliness and fly-tipping, using a range of communication	Joint Head of Streetscene/ Environmental Health Manager/ Communications, Marketing and Design Manager.	Programme in place by December 2018.	December 2018.		Staff time; printing internal/external literature; distribution costs; website/social media coverage	Streetscene Update (18.1.19) Streetscene continue to place articles in 'InTouch' and utilise the Council's website and social media streams to relay educational messages to residents;

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
	channels including InTouch and social media.						<p>in particular, during the autumn and spring periods to coincide with green bin collection arrangements.</p> <p>They also participate in national campaigns (i.e. Keep Britain Tidy Group Spring Clean March 2019) and continue to support Environmental Health in the deployment of mobile CCTV in detection of fly-tippers and provide evidence to Environmental Health which frontline staff obtain from collection of fly-tips.</p> <p>During July and August 2018, they attended Bolsover Food Fayre and Ashover Show events at which environmental despoilment and waste recycling education was undertaken. Streetscene are also</p>

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
							<p>anticipate service the two event in 2019.</p> <p>EH Update Feb 2019 – All FPNs and enforcement patrols now posted on social media. A quarterly Infograph is put on the website. Regular Enforcement Article in In Touch, Attendance at Youth Council Jan 2019, and weekly patrols reported to Parish Councils. Chewing Gum campaign</p> <p>Communications Update Feb 19 – Regular contact with the Enforcement Team as part of coverage in In Touch and publicity of enforcement activity/prosecutions. As part of the roll-out of BDC TV, there will be specific coverage of the work of the</p>

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
							Environmental Health Service.
HSCGC17/18 1.9 Ref. pp32-33; pp40-41; pp41-44; pp44-45; pp46-49	That a standard process is adopted to ensure maximum publicity of environmental enforcement activity taking place across the District.	Solicitor (Corporate Enforcement Group Lead)/ Communications, Marketing and Design Manager.	Process agreed by December 2018.	November 2018		Staff time; printing internal/external literature; distribution costs; website/social media coverage.	Process adopted by Environmental Health for publicity of enforcement activity has now been embedded as the standard template used by all services within Corporate Enforcement Group.
HSCGC17/18 1.10 Ref. pp32-33	That the regular use of CCTV (mobile where available) is continued and measures are taken to ensure staff absence does not impact the ongoing use of the equipment, which is vital for enforcement.	Environmental Health Manager.	Continued regular use from July 2018 onwards. Monitoring report of usage by September 2019.			Staff time; Existing camera resources.	Feb 2019 – Environmental Health are now using body worn video cameras during enforcement incidents. Also deployment of CCTV at fly tipping hot spots is continuing. Use of CCTV is monitored by Environmental Enforcement, Cleansing and Education Group.
HSCGC17/18 1.11 Ref. pp34-35; pp44-45	That a formal programme of educational initiatives is maintained as a combined approach	Joint Streetscene & Waste Services Manager/ Environmental Health Manager.	April 2019.	January 2019.		Staff time; printing external literature and distribution costs where required;	Streetscene and Environmental Health staff throughout 2018 have undertaken educational and promotional events to

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
	<p>by Streetscene and Environmental Enforcement, with greater consideration given to coverage across the whole of Bolsover District.</p> <p>The programme should be adapted to be age specific to suit the school/group as required and cover primary/secondary and community events.</p>					<p>website/social media coverage.</p>	<p>raise awareness to community groups, local shows (i.e. Bolsover Food Festival and Ashover Show) and in schools, delivering environmental educational messages to primary; in particular, school children, which greatly aids developing their acceptability awareness to recycling and littering.</p> <p>In respect to Schools education arrangements, educational tools (packs) have been developed for Recycling and Litter (Environmental Despoilment) and to date, Officers have jointly delivered school education programmes to 137 classes of 4,100 (approx.) children.</p>

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
							EH Feb 2019 – Environmental Health have attended the Youth Council in Jan 2019 to take this forward. The Corporate Plan target of 10 initiatives per annum has been achieved at third quarter which included educational events in the community and PDSA visits.
HSCGC17/18 1.12 Ref. pp35-39	That additional staff training take place to ensure there is adequate staffing resource with the ability to support access to the DVLA system and create resilience within the team.	Environmental Health Manager.	December 2019.	December 2018.		Existing staff training budgets; staff time.	Feb 2019 – Three Officers are now trained to use the DVLA system. An audit by the DVLA revealed a high level of compliance across both authorities within the Alliance (Dec 2018). This validates that the correct checks and balances are in place in our use of the system. The internal review of abandoned vehicle processes is continuing with input from internal audit.

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
HSCGC17/18 1.13 Ref. pp41-42	That subsequent to the benchmarking exercise undertaken by Members (Appendix 3), further analysis is completed by the Head of Housing and Community Safety in to staffing levels of the Environmental Enforcement Team to assess if resources adequately meet service demand, with a report back to Committee on the findings.	Joint Head of Housing & Community Safety.	September 2019.			Staff time; any additional staffing resource identified would require a further report to Executive.	Feb 2019 – A review of pressures and service demands on the whole EH service is underway.
HSCGC17/18 1.14 Ref. pp41-42	That the 'Report It' system on the website is fully reviewed, with 'user' testing, alongside the wider recommendation to improve publicity on communication channels and how to report incidents.	Environmental Health Manager/ Customer Service Manager.	December 2018.			Staff time; Customer/ Member input for testing of system.	23/11/18 – User Testing carried out with Cllr Clifton, Cllr Moesby, Cllr Peake & EH officer Tommy Rush. Additional meeting/user group testing to be held once updates from ICT have been carried out. To look at delivering a

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
							<p>presentation to all members in conjunction with the re launch of the Online Services page of the BDC public website. Including how to access etc.</p> <p>Contact Centre – Team innovate have carried out some updates to the 'Online' reporting script. Meeting to be arranged with EH / CIS developer to discuss and carry out user testing.</p> <p>Feb 2019 – User testing has been completed by EH.</p> <p>Expected re-launch April 2019. Final amends taking place by IT and Communications to website homepage and individual report forms.</p>
HSCGC17/18 1.15	That all Environmental Enforcement	Joint Head of Housing & Community	March 2019.	October 2018.		IT/service budgets for equipment i.e.	Feb 2019 – Complete. While we are aware of issues raised during the

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
Ref. pp37-39	Technical Officers (EETOs) have access to mobile technology to ensure they can work off site/make calls etc. while travelling around both Districts.	Safety/ Environmental Health Manager.				mobile phones/iPads/ mobile equipment.	course of the review, all EETOs and Dog Wardens have mobile smart phones and laptops to enable new work to be allocated whilst out on the District.
HSCGC17/18 1.16 Ref. pp37-39	That as per the staffing provision prior to merger via the Strategic Alliance, each District should have a designated Dog Warden and Environmental Enforcement Technical Officer (EETO), to reduce time spent travelling across both Districts. These designated staff should rotate on a bi-monthly basis to maintain local knowledge of both Districts.	Joint Head of Housing & Community Safety/ Environmental Health Manager.	November 2018.	July 2018		Staff time.	Feb 2019 – Complete staff allocated to meet flexible needs of service. The design of the joint service means that staff operate across designated patch areas already. Patches are designed based on service demand and ensuring maximum efficiency. A bi-monthly rotation would not be practical. Technical Support also assign work based on officer presence in the area at the time. There is also cover for staff leave. The current approach used leads to flexibility

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
							and resilience in the team.
HSCGC17/18 1.17 Ref. pp46-49	That a combination of regular Member Briefings (District and Parish) and additional detail within quarterly performance reports is provided, outlining the level of enforcement taking place.	Environmental Health Manager.	September 2018.	October 2018.		Staff time; potential contribution from Communications Team and option of Member Development Sessions.	Oct 18 EH – An Enforcement article for In Touch has been provided. Further detail on enforcement has been provided in PERFORM e.g. FPNs issued at weekly patrols. A regular Member briefing on EH enforcement will commence in Oct 2018. Feb 2019 – Quarterly Infograph on enforcement. Service-wide report on enforcement activity issued Oct 2018. Monthly briefings with Portfolio member. Updates to Parishes on FPNs issued. In Touch articles.
HSCGC17/18 1.18 Ref. pp46-49	That the trial Members' Surgery meetings be evaluated for usage/effectiveness and made	Environmental Health Manager.	September 2018.	February 2019.		Staff time.	Feb 2019 – The Surgery has been in operation for 36 weeks from 23/05/18 until 06/02/19. For 21 of the 36 weeks there has not

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
	permanent if demand is proven.						been any contact from Members. Of the 15 weeks where contact was received there were a total of 19 enquiries. Should this arrangement be made permanent, the workstation in this room is unsuitable and will require upgrade or alternatively the Members Surgery could be operated from the "hot desks" on the 1 st Floor of The Arc.
HSCGC17/18 1.19	That Executive receive an update on progress following the initial six-month monitoring report.	Scrutiny & Elections Officer	May 2019			Officer time	This will be delivered to Executive in April 2019.

Bolsover District Council

Healthy, Safe, Clean & Green Communities Scrutiny Committee

1st March 2019

Scrutiny Committee Work Programme 2018/19

Report of the Scrutiny & Elections Officer

This report is public

Purpose of the Report

- To provide members of the Scrutiny Committee with an overview of the meeting programme of the Committee for 2018/19.

1 Report Details

- 1.1 The main purpose of the report is to inform members of the meeting programme for the year 2018/19 and planned agenda items (Appendix 1).
- 1.2 This programme may be subject to change should additional reports/presentations be required, or if items need to be re-arranged for alternative dates.
- 1.3 Review Scopes will be agreed within Informal Session in advance of the designated meeting for Member approval to ensure that there is sufficient time to gather the information required by Members and to enable forward planning of questions.
- 1.4 Members may raise queries about the programme at the meeting or at any time with the Scrutiny & Elections Officer should they have any queries regarding future meetings.

2 Conclusions and Reasons for Recommendation

- 2.1 This report sets the formal Committee Work Programme for 2018/19 and the issues identified for review.
- 2.2 The Scrutiny Programme enables challenge to service delivery both internally and externally across all the Corporate Plan Ambitions.
- 2.3 Part 3.6(2) of the Council's Constitution requires each Scrutiny Committee to set an annual work plan.
- 2.4 Committee is required to formally approve review scopes in advance of commencing a review.

3 Consultation and Equality Impact

- 3.1 All Scrutiny Committees are committed to equality and diversity in undertaking their statutory responsibilities and ensure equalities are considered as part of all Reviews. The selection criteria when submitting a topic, specifically asks members to identify where the topic suggested affects particular population groups or geographies.
- 3.2 The Council has a statutory duty under s.149 Equality Act 2010 to have due regard to the need to advance equality of opportunity and to eliminate discrimination.
- 3.3 As part of the scoping of Reviews, consideration is given to any consultation that could support the evidence gathering process.

4 Alternative Options and Reasons for Rejection

- 4.1 There is no option to reject the report as Part 3.6(2) of the Council's Constitution requires each Scrutiny Committee to set an annual work plan.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 None from this report.

5.2 Legal Implications including Data Protection

- 5.2.1 In carrying out scrutiny reviews the Council is exercising its scrutiny powers as laid out in s.21 of the Local Government Act 2000 and subsequent legislation which added/amended these powers e.g. the Local Government and Public Involvement in Health Act 2007.

5.3 Human Resources Implications

- 5.3.1 None from this report.

6 Recommendations

- 6.1 That Members note this report and the Programme attached at Appendix 1. All Members are advised to contact the Scrutiny & Elections Officer should they have any queries regarding future meetings.

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: 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"/></p> <p><input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p>Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)</p>	No
<p>Has the relevant Portfolio Holder been informed</p>	N/A
<p>District Wards Affected</p>	All
<p>Links to Corporate Plan priorities or Policy Framework</p>	All

8 Document Information

Appendix No	Title
1.	Work Programme 2018/19
<p>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)</p>	
<p>Previous versions of the Committee Work Programme.</p>	
Report Author	Contact Number
Joanne Wilson, Scrutiny & Elections Officer	2385

Report Reference –

Healthy, Safe, Clean and Green Communities Scrutiny Committee

Work Programme 2018/19

Vision: To enhance and improve the wealth profile, well-being and quality of life for the communities of Bolsover District

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

Performance Review	Policy Development	Policy/Strategy Programme Monitoring	Review Work	Call-In/Review of Executive Decisions	Petition

Date of Meeting	Items for Agenda		Lead Officer
1st June 2018 *1:00PM start	Part A – Formal	<ul style="list-style-type: none"> Agreement of Work Programme 2018/19 	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> Scoping of Review Work 	Scrutiny & Elections Officer
		<ul style="list-style-type: none"> Review of Enforcement action undertaken by Bolsover District Council to improve the quality of the environment across the District –Final Draft Report 	Scrutiny & Elections Officer
29th June 2018 *2:00PM start	Part A – Formal	<ul style="list-style-type: none"> Licensing Act – Statement of Licensing Policy 2019-2024: Policy Review 	Licensing Team Leader/ Solicitor (Contentious Team Manager)
		<ul style="list-style-type: none"> Gambling Act – Statement of Principles 2019-2022: Policy Review 	Solicitor (Contentious Team Manager)
		<ul style="list-style-type: none"> Work Programme 2018/19 	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> Review Work – Review of Enforcement action undertaken by Bolsover District Council to improve the quality of the environment across the District – Final Draft Report 	Scrutiny & Elections Officer
		<ul style="list-style-type: none"> Training Session – Analysis/Evidence Interpretation Skills 	Monitoring Officer/Legal Team

Date of Meeting	Items for Agenda		Lead Officer
27th July 2018 *1:00PM start	Part A – Formal	<ul style="list-style-type: none"> Health and Well Being Strategy – update on the action plan. 	HR& OD Manager
		<ul style="list-style-type: none"> Review of Enforcement action undertaken by Bolsover District Council to improve the quality of the environment across the District – Approval of Final Report 	Scrutiny & Elections Officer
		<ul style="list-style-type: none"> Work Programme 2018/19 	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> Review Work – Agreement of Scope 	Scrutiny & Elections Officer
7th September 2018 *10:00AM start	Part A – Formal	<ul style="list-style-type: none"> Quarter 1 – Performance Update 	Information, Engagement and Performance Manager
		<ul style="list-style-type: none"> Anti-Social Behaviour Policy – Policy Review (subsequently postponed) 	Joint Head of Housing & Community Safety/ Solicitor (Contentious Team Manager)
		<ul style="list-style-type: none"> Corporate Enforcement Policy – Policy Review 	Solicitor (Contentious Team Manager)
		<ul style="list-style-type: none"> Work Programme 2018/19 (inc. Approval of Scope) 	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> Review Work 	Scrutiny & Elections Officer
5th October 2018 *10:00AM start	Part A – Formal	<ul style="list-style-type: none"> Anti-Social Behaviour Policy – Policy Review 	Joint Head of Housing & Community Safety/ Solicitor (Contentious Team Manager)
		<ul style="list-style-type: none"> Review of Enforcement action undertaken by Bolsover District Council to improve the quality of the environment across the District – Executive Response 	Scrutiny & Elections Officer
		<ul style="list-style-type: none"> Work Programme 2018/19 	Scrutiny & Elections Officer

Date of Meeting	Items for Agenda		Lead Officer
	Part B – Informal	<ul style="list-style-type: none"> Review Work 	Scrutiny & Elections Officer
2nd November 2018 *10:00AM start	Part A – Formal	<ul style="list-style-type: none"> Quarter 2 – Performance Update 	Information, Engagement and Performance Manager
		<ul style="list-style-type: none"> Work Programme 2018/19 	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> Review Work 	Scrutiny & Elections Officer
30th November 2018 *10:00AM start	Part A – Formal	<ul style="list-style-type: none"> Homelessness – Update on approach at BDC to meet new legislative duty 	Housing Needs Manager
		<ul style="list-style-type: none"> Work Programme 2018/19 	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> Review Work 	Scrutiny & Elections Officer
25th January 2019 *10:00AM start	Part A – Formal	<ul style="list-style-type: none"> Work Programme 2018/19 	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> Preparation for Annual Review of the Community Safety Partnership. 	Scrutiny & Elections Officer
		<ul style="list-style-type: none"> Review Work – Review of Authority’s Perception of Young People (Final Draft) 	Scrutiny & Elections Officer

Date of Meeting	Items for Agenda		Lead Officer
Extraordinary Meeting 20th February 2019 *11:30AM or close of Council whichever is the later	Part A – Formal	<ul style="list-style-type: none"> Review of Authority’s Perception of Young People – Approval of Final Report 	Chair/Scrutiny & Elections Officer
1st March 2019 *1:00PM start	Part A – Formal	<ul style="list-style-type: none"> Quarter 3 – Performance Update Post-Scrutiny Monitoring: Review of Enforcement action undertaken by Bolsover District Council to improve the quality of the environment across the District – Interim Report Work Programme 2018/19 	Information, Engagement and Performance Manager Scrutiny & Elections Officer/ Environmental Health Manager Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> CANCELLED 	Scrutiny & Elections Officer
18th March 2019 *10:00AM start <u>NOTE NEW DATE</u>	Part A – Formal	<ul style="list-style-type: none"> Review of Authority’s Perception of Young People – Executive Response Annual Review of Community Safety Partnership Work Programme 2018/19 	Chair/Scrutiny & Elections Officer Housing Enforcement Manager & Community Safety Officer Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> CANCELLED 	Scrutiny & Elections Officer

Date of Meeting	Items for Agenda		Lead Officer
26 th April 2019 *1:00PM start	Part A – Formal	<ul style="list-style-type: none"> • Work Programme 2018/19 	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> • CANCELLED 	Scrutiny & Elections Officer