

To: Chair & Members of the Growth Scrutiny
Committee

The Arc
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Clowne
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Tuesday, 10th September 2019

Dear Councillor

GROWTH SCRUTINY COMMITTEE

You are hereby summoned to attend a meeting of the Growth Scrutiny Committee of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Wednesday, 18th September 2019 at 10.00 am.

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 from page 2 onwards.

Yours faithfully



Jo

 **Bolsover**
District Council

We speak your language
Polish **Mówimy Twoim językiem**
Slovak **Rozprávame Vaším jazykom**
Chinese **我们会说你的语言**

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GROWTH SCRUTINY COMMITTEE AGENDA

Wednesday, 18th September 2019 at 10.00 am in the Council Chamber, The Arc,
Clowne

Item No.	<u>PART A - FORMAL</u>	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 consider the minutes of the last meeting held on 7 th August 2019	3 - 8
5.	List of Key Decisions and 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. NB: If Members wish to discuss an exempt report under this item, the meeting will need to move into exempt business and exclude the public in accordance with the Local Government (Access to Information) Act 1985 and Local Government Act 1972, Part 1, Schedule 12a for that part of the meeting only).</i>	9 - 15
6.	Post-Scrutiny Monitoring: Review of Income Generation - Interim Report.	16 - 33
7.	Scrutiny Work Programme 2019/20	34 - 39
	<u>PART B - INFORMAL</u>	
8.	Review Work - Document Review.	

GROWTH SCRUTINY COMMITTEE

Minutes of a meeting of the Growth Scrutiny Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne, on Wednesday 7th August 2019 at 1000 hours.

PRESENT:-

Members:-

Councillor Jenny Wilson in the Chair

Councillors Jim Clifton, David Dixon, Graham Parkin, Peter Roberts and James Watson.

Officers:- Kath Drury (Information, Engagement & Performance Manager), Karl Apps (Joint Housing Strategy & Growth Manager), Joanne Wilson (Scrutiny & Elections Officer) and Alison Bluff (Governance Officer).

0217. APOLOGIES

Apologies for absence were received on behalf of Councillors Tricia Clough, Chris Kane and Tom Kirkham and in relation to item 6, Quarter 1 Performance 2019/20, Councillors Mary Dooley, Sandra Peake and Liz Smyth.

0218. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0219. DECLARATIONS OF INTEREST

There were no declarations of interest made.

0220. MINUTES – 10TH JULY 2019

Moved by Councillor Jim Clifton and seconded by Councillor Graham Parkin

RESOLVED that the Minutes of a Growth Scrutiny Committee held on 10th July 2019 be approved as a correct record.

0221. LIST OF KEY DECISIONS AND ITEMS TO BE CONSIDERED IN PRIVATE

Moved by Councillor Jim Clifton and seconded by Councillor Graham Parkin

RESOLVED that the List of Key Decisions and Items to be considered in private document be noted.

GROWTH SCRUTINY COMMITTEE

0222. CORPORATE PLAN TARGETS PERFORMANCE UPDATE – APRIL TO JUNE 2019 (QUARTER 1 – 2019/20)

Committee considered a report which provided the Quarter 1 outturns (April to June 2019) for the Corporate Plan 2019-2020, which sat under the 'unlocking our growth potential' aim as of 30th June 2019.

There were 7 targets in total which were all reported as being on track.

G 01 - Through the use of Key Account Management develop a relationship with a minimum of 25 local businesses by March 2019

Quarter 1 - Two Businesses engaged with. The Building Resilience programme continued to engage with businesses across Shirebrook with work commencing on the first units funded through the scheme. It was hoped that this would encourage more businesses to engage and apply for the grant funding. Round 2 of Business Growth Fund had received approval and work would be commencing in the next quarter on the re-design of the application forms and process.

In response to a Member's query regarding the re-design of the application forms, the Joint Housing Strategy & Growth Manager advised the meeting that as part of continuous improvement the application form had had minor changes made to it to make it more appropriate.

G 05 - Through the Bolsover North East Derbyshire LEADER Approach collectively support the creation of 40 sustainable jobs in the combined programme area by December 2020

No further projects were approved in Quarter 1, however, Expressions of Interest to the value of £91,970 were received in Quarter 1, which were currently being developed to their Full Applications. The Rural Payments Agency (RPA) had extended the contracting deadline to 30th September 2019 which had been publicised to business support networks and parish and town councils in order to attract further applications.

Queries had been raised at the Scrutiny pre meeting by the Chair and Vice Chair and responses to those queries were circulated at the meeting as follows;

1. Are the 40 sustainable jobs in addition to the target of 65 from the 2015-19 Plan?
2. What impact is expected from the Rural Payments Agency extending the deadline i.e. expected % boost to applications?
3. Why have they chosen to extend at this stage given that we had already exceeded the previous target of 65?
4. What is the projected number of jobs from the Expressions of Interest received to date?

Officer Response;

1. The Corporate Plan BNED LEADER jobs target is for the lifetime of the programme which ends in December 2020. The target of 40 is a replacement for the 65 – it is not an additional target.

GROWTH SCRUTINY COMMITTEE

The provisional target was set at 65 jobs by the Rural Payments Agency which was later changed to 40 upon formal 2015 commencement of the programme. However, this change only occurred after the production of the 2015-19 BDC Corporate Plan, which therefore had to publish the provisional 65 target in lieu of the formal target of 40 jobs.

2. The impact will be the greater likelihood of allocating the full programme budget and maximising the benefit of the programme within the Districts. The RPA does not want funding to be returned from localities. The original deadline for applications was September 2020 which allowed for a more measured approach to considering applications, but this was set before Brexit was confirmed. The original Brexit deadline was 29th March 2019, so LEADER deadlines were brought forward to match that and therefore created time pressures, but as Brexit has delayed, extensions have been granted, first to the end of June and now to the end of September 2019. Subject to their approval, the time extension has ensured that BNED LEADER has received sufficient applications to enable the programme to fully allocate its budget.
3. As above, for first element: to ensure all the funding is allocated in the BNED area, to maximise the benefit in Bolsover and North East Derbyshire. Whilst job creation is the major aim for BNED LEADER and the one incorporated in the BDC Corporate Plan, it is not the only measure of success for the programme, which also includes increased productivity, tourism, heritage and access to rural services. Projects meeting these measures, which are less likely to create jobs, have been the more recent beneficiaries of BNED LEADER funding.
4. This is not recorded as the EOI stage is only based on estimates rather than the detailed calculations required at the Full Application stage; most applications reduce the expected number of jobs created by the time Full Applications are completed. In addition, many EOIs do not proceed for a number of reasons (e.g. not endorsed due to ineligibility or withdrawn by applicant due to deliverability problems [e.g. planning problems or not securing match funding]), so EOI forecasts are simply speculative and therefore not a useful barometer. 59 projects worth almost £2.9m did not proceed for various reasons and counting their projected jobs would add no value.

G 08 - Process all major planning applications 10% better than the minimum for special measures per annum

Quarter 1 - 100% (4 out of 4) major applications determined within deadline or agreed extension of time.

G 10 - Enable the development of at least 272 new residential properties within the District by March 2020

Quarter 1 - This was an annual target and currently awaiting the monitoring figures for quarter 1.

GROWTH SCRUTINY COMMITTEE

A query had been raised at the Scrutiny pre meeting by the Chair and Vice Chair and a response to the query was circulated at the meeting as follows;

Will this figure be available for the 7th August meeting?

Officer Response;

This is an annual figure so will not be ready for the meeting on 7th August. We will have an indication of some completions but most likely in Quarter 2.

G 11 - Through a programme of targeted refurbishment bring 10 empty private sector properties back into use per annum.

Quarter 1 - Action Housing are in the process of leasing a long term empty property in Carr Vale and also an empty commercial unit in Whitwell. This will result in 7 units of affordable accommodation being brought forward - it is expected that these will be brought back into use by the end of the year.

The empty property officer is supporting an owner to sell their empty property through an auction. Due to a number of issues, the owner did not have the skills to deal with the sale and therefore sought help and advice through the Council. It is expected that the property will be sold by the end of the next quarter. The empty property officer has referred the owner of an empty property in Bolsover; to an energy company who have a number of different incentives; to help owners bring their empty properties back into use. It is expected that this property will be occupied by the end of the next quarter.

The Annual Landlord event was held in May 2019 at The Tangent in Shirebrook and was attended by 35 landlords from the area. The event itself received positive feedback due to the relevant topics covered in the presentations and the wide number of organisations in attendance who support the private rented sector.

At the end of Quarter 1 no empty properties have yet to be brought back into use, however, there are 4 properties in the process of being brought back into use and it is expected that this number will increase through promotion of the empty property service.

In response to a Member's question, the Joint Housing Strategy & Growth Manager advised the meeting that Action Housing had access to empty housing properties funding via Homes England at approximately £17k per unit. The Council also facilitated a Landlords Forum where landlords were encouraged to pick up empty properties and also via a property matching service on the Council's website. The Council had secured an award for its partnership work with Action Housing in relation to the Station Hotel in Creswell. However, this was a challenging target and labour intensive and partnership working was key with other ways of working being looked at, for example, a trial with Eon was being carried out in the NEDDC area to look at bringing 100 properties back into use and something similar was being looked at for the Bolsover District area.

In response to a Member's question, the Joint Housing Strategy & Growth Manager advised the meeting that there were currently approximately 200 core empty properties in the Bolsover District, which were an issue and that the Joint Empty Properties Officer focused his work on. There were also other empty properties in the District and the

GROWTH SCRUTINY COMMITTEE

Joint Empty Properties Officer would contact these owners by letter and site visits carried out with Environmental Health. If a charge could be put on a property with the help of Environmental Health this provided an opportunity to carry out enforcement work.

In response to a Member's question, the Joint Housing Strategy & Growth Manager explained that the trigger for a long term empty property was 6 months.

G 13 - Work with partners to deliver an average of 20 units of affordable homes each year

Quarter 1; 3 affordable units in quarter 1. The total for the year is calculated after year end. (For 2018/19, 66 affordable housing units were completed, of these 55 properties were constructed through B@home).

G17 - Procure new partner for building next generation of council housing by 2020

Quarter 1 - Procurement on target to meet November deadline. Specification currently being drawn up.

A query had been raised at the Scrutiny pre meeting by the Chair and Vice Chair and a response to the query was circulated at the meeting as follows;

Could further detail be provided on the potential specification and procurement process? Given existing arrangements for B@Home and the completion of the original target, is procurement required as this goes beyond existing arrangements? Could further detail be provided to explain the need for a procurement process?

Officer Response;

We are currently deciding on the procurement route for this framework. The amounts spent in the last framework (over £12.5m) means that we will need to meet current procurement rules. We have a comprehensive pricing document and a scheme for pricing. The current framework ends in November 2019 and we are aiming to have the new framework in place in late 2019 to ensure continuity of building programme.

Moved by Councillor Jim Clifton and seconded by Councillor Jen Wilson
RESOLVED that the report be noted.

The Information, Engagement & Performance Manager left the meeting.

0223. SCRUTINY COMMITTEE WORK PROGRAMME 2019/20

Committee considered their Work Programme 2019/20.

GROWTH SCRUTINY COMMITTEE

Members agreed the content of the scoping document for their Review of Current and Future External Funding.

Moved by Councillor James Watson and seconded by Councillor Jim Clifton

RESOLVED that (1) the Work Programme 2019/20 be noted,

(2) the scoping document for the Review of Current and Future External Funding be agreed.

The formal meeting concluded at 1040 hours and Members then met as a working party to continue their review work. The working party concluded at 1204 hours.



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: 16th August 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 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.

Members of Executive are as follows:

Councillor Steve Fritchley - Leader and Portfolio Holder - Policy, Strategy, Resources and Media
Councillor Duncan McGregor - Deputy Leader and Portfolio Holder - Corporate Governance
Councillor Mary Dooley - Portfolio Holder - Partnerships and Transformation
Councillor Clive Moesby - Portfolio Holder - Finance and Resources
Councillor Sandra Peake Portfolio Holder - Housing and Community Safety
Councillor Nick Clarke - Portfolio Holder - Environmental Impact
Councillor Deborah Watson - Portfolio Holder – Street Scene and Environmental Health
Councillor Liz Smyth - Portfolio Holder – Economic Development

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 also shows the reports intended to be dealt with in private and the reason why the reports are exempt or confidential. Members of the public may make representations to the Joint Head of Corporate Governance & Monitoring Officer about any particular item being considered in exempt and why they think it should be dealt with in public.

The list does not detail *all* decisions which have to be taken by the Executive, only “Key Decisions” and “Exempt Reports”. 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.

Page
11

The dates for meetings of Executive for 2019/20 are as follows:

Monday 16th September 2019	Monday 20th January 2020
Monday 14th October 2019	Monday 10th February 2020
Monday 18th November 2019	Monday 24th February 2020
Monday 16th December 2019	Monday 9th March 2020
	Monday 30th March 2020
	Monday 27th April 2020
	Tuesday 26th May 2020

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
Consultation on proposed Dog Control Public Space Protection Order	Executive	16 th September 2019	Report of the Portfolio Holder - Street Scene & Environmental Health	Solicitor - Team Manager (Contentious)	Yes – has the potential to be significant effect on two or more wards.	Public
Joint ICT Structure Review	Executive	16 th September 2019	Report of the Portfolio Holder – Corporate Governance	Head of Service – Partnership and Transformation	No	Exempt Paragraphs 1, 2, 3 and 4
Whitwell Cluster – B@Home Framework	Executive	16 th September 2019	Report of the Portfolio Holder – Housing & Community Safety	Property Services Manager	Yes, results in expenditure in excess of £75k	Exempt Paragraph 3
Payment Card Industry Compliance	Executive	16 th September 2019	Report of the Portfolio Holder – Corporate Governance	Head of Service – Partnership and Transformation	Yes - involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Public

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
Skip service for Bolsover District Council Housing Repairs Section.	Executive	16 th September 2019	Report of the Portfolio Holder – Housing & Community Safety	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.	Public
Proposed staffing restructure	Executive and Council	16 th September 2019 and 13 th November 2019	Report of the Cabinet Member for Corporate Governance	Joint Chief Executive Officer	Yes – the result will mean the Council incurring Revenue expenditure of £75k or more	Exempt – Paragraphs 1, 2, 3 and 4
Corporate Plan Review process	Executive	16 th September 2019	Report of the Cabinet Member for Corporate Governance	Joint Strategic Director - Place	Yes – affecting two or more wards in the district	Public

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 the supply of multi-functional devices (print/copy/scan)	Executive	16 th December 2019	Report of the Portfolio Holder – Corporate Governance	Joint Head of Partnerships and Transformation	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

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.

Bolsover District Council

Growth Scrutiny Committee

18th September 2019

Review of Income Generation – Post Scrutiny Monitoring (Interim Report)
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Report of the Chair of Growth Scrutiny Committee

This report is public

Purpose of the Report

- To present the Interim Post-Scrutiny Monitoring Report on the Review of Income Generation to Growth Scrutiny Committee.

1 Report Details

- 1.1 The Growth Scrutiny Committee agreed to undertake a Review of Income Generation, as part of the 2017/18 work plan following consideration of a range of topics suggested at the Annual Scrutiny Conference.
- 1.2 While the Committee agreed the scope of this review early in the municipal year 2017/18, due to changes in staffing internally the review did not progress as planned. As a result we further refined the scope in January 2018, which allowed Members to re-focus on assessing how we had generated income to date and identify new ways of increasing income to the Authority. Due to the changes during 2017/18, Members agreed to continue the review in to 2018/19, to ensure a full investigation was completed.
- 1.3 The aims of the review were:
 - to consider what has already been done to generate income
 - to consider what other authorities have done to generate income
 - to make recommendations on ways for the authority to generate income
- 1.4 There were a number of areas of investigation that have ultimately been subsumed in to the Transformation Plan 2018. Members acknowledged that there will now be a specific route for delivery of these initiatives, via the Transformation Governance Group, and urged those involved to look at the initiatives identified as a priority for further exploration over the twelve month monitoring period.
- 1.5 The Committee, and subsequently Executive, agreed 11 recommendations which will hopefully assist the Council in identifying new investments and mechanisms for income generation. This report acknowledges progress to date by Officers implementing the recommendations:
 - To date 1 out of 11 recommendations have been achieved;

- 7 out of 11 have commenced and are on track to complete by their Target dates;
- 2 out of 11 have not yet commenced – these recommendations are dependent on the completion of other work, see Appendix 2 for further detail.

2 Conclusions and Reasons for Recommendation

- 2.1 Members are required to make their report and findings public, in accordance with Part 4.5.17(3) of the Constitution.
- 2.2 Committee is required to monitor implementation of their recommendations in accordance with Part 3.6(2) of the Constitution.

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.

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 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 to/amended these powers e.g. the Local Government and Public Involvement in Health Act 2007.

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 recommendations.
- 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.

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	N/A
Links to Corporate Plan priorities or Policy Framework	Aim: Unlocking our Growth Potential Priorities: Supporting Enterprise; Unlocking Development Potential; Enabling Housing Growth Aim: Transforming Our Organisation Priorities: Making the best use of our assets; Ensuring financial sustainability and increasing revenue streams

8 Document Information

Appendix No	Title
1.	Review of Income Generation – Original Service and Executive Response
2.	Review of Income Generation – Action Plan
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 documents related to the Review of Income Generation. Please contact Scrutiny & Elections Officer where further information is required.	
Report Author	Contact Number
Joanne Wilson, Scrutiny & Elections Officer	2385

Report Reference –

Original Recommendations from Review and Executive's Response

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
GSc17-19 1.1	That a feasibility study is considered in relation to the replication of The Tangent 'model' at other sites within the District, for both the generation of additional rental income and provision of additional support to the SME sector.	Additional provision for the SME sector within the District resulting in increased NNDR, employment and training opportunities.	March 2020	Joint Head of Property & Commercial Services	Officer time. Potential to deliver via Transformation Plan 2018.	Timescales look achievable. The Council may have to purchase land, which is not a barrier but an added cost.	Recommendation Approved.
GSc17-19 1.2	That a feasibility study is considered in relation to the development of a dedicated conference/civic function facility, for the generation of additional income (both rental and return on investment).	Additional income from rental income, civic events and return on investment. Improved community facilities	March 2020	Joint Head of Property & Commercial Services	Officer time. Potential to deliver via Transformation Plan 2018.	We have two sites, The Arc and The Tangent. The suggestion would be to review these sites first.	Recommendation Approved.
GSc17-19 1.3	That the Transformation Governance Group give due consideration to the schemes suggested by Leisure and others in relation to potential Leisure developments/ investments	Increased income generation; further; improvements to health and wellbeing offer	March 2020	Joint Head of Partnerships & Transformation/ Leisure Operations Manager	Officer time. Potential to deliver via Transformation Plan 2018.	Officers acknowledge Members ideas for development and will take this on board when developing plans	Recommendation Approved.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
	at Pleasley Vale and the surrounding area, which have been put forward as an option for delivery in the revised Transformation Programme.	to residents and customers; increased tourism footfall and overnight stays.				for submission to the Transformation Governance Group.	
GSc17-19 1.4 Page 21	That the feasibility of a permanent Business Improvement/Engagement post be considered to further secure the future growth of the PVOAC site, in line with other Business Improvement posts within Leisure Services.	Increased income generation to ensure site remains self-financing and further sustainability to the future of the site.	March 2020	Joint Head of Partnerships & Transformation/ Leisure Operations Manager	Officer time Leisure staffing budget – could be self-financing from increased business generated.	Officers acknowledge Members ideas for development and will take this on board when developing plans for submission to the Transformation Governance Group, in conjunction with recommendation 1.3.	Recommendation Approved.
GSc17-19 1.5	That the feasibility of a permanent post for Extreme Wheels covering business improvement and volunteering be considered, pending analysis of the	Maintaining increased income and engagement levels, further expanding the	March 2020	Joint Head of Partnerships & Transformation/ Leisure Operations Manager	Officer time Requires mainstream staffing budget or extension of grant funding.	Current funding is secured to the start of Sept 2019. The process for securing continuation funding will start in	Recommendation Approved.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
	achievements via the temporary post.	profile of the service.				June 2019 to ensure current programmes have a smooth transition in their current form.	
GSc17-19 1.6 Page 22	That a Corporate Marketing Strategy is produced to reflect a revised approach to marketing the commercial services of the Council.	Improved coordination to marketing of Council services, leading to increased income generation.	March 2020	Communications, Marketing & Design Manager	Officer time	We do not have a Marketing Strategy currently, more a Media Pack that outlines what we have available in terms of placing adverts, sponsorship opportunities and hiring rooms. We also have an Advertising and Sponsorship Policy and both these documents need updating to reflect the new Transformation Programme.	Recommendation Approved.
GSc17-19 1.7	That the feasibility of the initiative proposed with the Transformation Plan 2018	Increased income generation,	March 2020	Joint Head of Corporate Governance &	Officer time	Awaiting outcome of Services Review through	Recommendation Approved.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
	for a 'Services Pack', being taken forward as a priority – to include Parishes/VCS organisations; residents and businesses.	improved coordination to marketing of Council services.		Monitoring Officer/ Communications, Marketing & Design Manager		Transformation Governance Group, before any work can commence on this.	
GSc17-19 1.8 Page 23	That Executive considers a more targeted approach is taken to the marketing of our services, with the creation of an additional resource – a Commercial/Marketing Officer, with a specific remit for co-ordinating income generation via services to residents/businesses.	Increased income generation, improved coordination to marketing of Council services.	March 2020	Joint Head of Partnerships & Transformation/ Joint Head of Corporate Governance	Officer time, feasibility study/business case for post, staffing budget (explore self-financing options)	Members' comments have been taken on board. Given the current initiative in the Transformation Plan 2018 to complete a programme of service reviews, a preferred option would be to review existing resources in the first instance. This may result in a new post but may also lead to revised delivery from existing resources.	Recommendation Approved.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
GSc17-19 1.9	That Budget Scrutiny Committee give due consideration to future revisions to the Treasury Management Strategy (as required by the Budget & Policy Framework) and ensure that the new Corporate Investment Strategy is sufficient to allow the Authority to generate the required return on investments.	That the Strategies adopted by the Authority remain fit for purpose and compliant.	May 2019 onwards	Head of Finance & Resources/ Scrutiny & Elections Officer	Officer/ Member time	Agreed. The Strategies will be considered by the Committee on an annual basis unless changes are required more frequently.	Recommendation Approved.
GSc17-19 2.10	That the Transformation Governance Group considers the initiative within the Transformation Plan 2018, to develop the overnight stay offer within the District, as a priority for further feasibility/development planning.	Increased capacity for overnight stays, increased tourism footfall, potential income generation if progressed as an investment opportunity.	March 2020	Joint Head of Property & Commercial Services	Officer time. Potential to deliver via Transformation Plan 2018.	Identification of an end user/operator should be the first stage in the process. Without an operator the overnight stay offer will be difficult to deliver. This may be something that can be considered as part of Leisure's facility at Pleasley Vale.	Recommendation Approved.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
GSc17-19 1.11	That the Transformation Governance Group considers the initiatives from Housing & Community Safety and Others in relation to Private Rents and residential property within the Transformation Plan 2018, as a matter of priority for feasibility and implementation.	Increased income generation, improved quality of private rented sector.	March 2020	Joint Head of Housing & Community Safety	Officer time. Potential to deliver via Transformation Plan 2018.	The aim is to develop sites that are considered unsuitable for open market sale, ensuring development of underused land and an increase in properties for the private rented sector. This would require the creation of a wholly owned company. This could also incorporate purchase of individual properties via auction to add to the private rented stock created via the company.	Recommendation Approved.

RESPONSE TO SCRUTINY COMMITTEE ON IMPLEMENTATION FOLLOWING SCRUTINY REVIEW					
Title of Review:	Review of Income Generation				
Timescale of Review:	September 2017 – January 2019.		Post-Monitoring Period:	12 months commencing March 2019. Interim report due September 2019.	
Date agreed by Scrutiny:	February 2019.		Date agreed by Executive:	March 2019.	
Total No. of Recommendations and Sub Recommendations	Achieved	1	On track	3	Extended 0
	Achieved (Behind target)	0	Overdue	0	Alert 0
	Not Started	6			
<u>Key Achievements:</u> • •					
<u>Reasons for non-implementation of Recommendations:</u> 					

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Status	Resources	Progress/ Action
GSc17-19 1.1	That a feasibility study is considered in relation to the replication of The Tangent 'model' at other sites within the District, for both the generation of additional rental income and provision of additional support to the SME sector.	Joint Head of Property & Commercial Services	March 2020		On track		Officer time. Potential to deliver via Transformation Plan 2018.	Officers are working on pulling together a document which looks at the business case for providing a light industrial unit facility, similar to Phase 2 of The Tangent which will look at build costs, land value, rental income, operating costs and demand.
GSc17-19 1.2	That a feasibility study is considered in relation to the development of a dedicated conference/civic function facility, for the generation of additional income (both rental and return on investment).	Joint Head of Property & Commercial Services	March 2020		On track		Officer time. Potential to deliver via Transformation Plan 2018.	Based on the experience within the department of running 2 Business Centres with conference facilities, we are starting to pull together information on demand and income along with researching what facilities are already

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Status	Resources	Progress/ Action
								available in the District.
GSc17-19 1.3	That the Transformation Governance Group give due consideration to the schemes suggested by Leisure and others in relation to potential Leisure developments/ investments at Pleasley Vale and the surrounding area, which have been put forward as an option for delivery in the revised Transformation Programme.	Joint Head of Partnerships & Transformation/ Leisure Operations Manager	March 2020		On track		Officer time. Potential to deliver via Transformation Plan 2018.	The Transformation Governance Group considers all Transformation Project suggestions. A project brief has been developed, in coordination with DCC, for Executive's consideration, to fund consultancy work to develop a business case to support investment in expanding the mix and appeal of Pleasley Vale Outdoor Activity Centre.
GSc17-19 1.4	That the feasibility of a permanent Business Improvement/Engagement post be considered to further secure the future growth of the PVOAC site, in line with	Joint Head of Partnerships & Transformation/ Leisure Operations Manager	March 2020		Not Started		Officer time Leisure staffing budget – could be self-financing from	This is awaiting the outcome of GSc17-19 1.3.

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Status	Resources	Progress/ Action
	other Business Improvement posts within Leisure Services.						increased business generated.	
GSc17-19 1.5	That the feasibility of a permanent post for Extreme Wheels covering business improvement and volunteering be considered, pending analysis of the achievements via the temporary post.	Joint Head of Partnerships & Transformation/ Leisure Operations Manager	March 2020		On track		Officer time Requires mainstream staffing budget or extension of grant funding.	Not yet commenced. A Leisure Service review is currently underway through the Transformation Programme which will consider the suggestion amongst other things.
GSc17-19 1.6	That a Corporate Marketing Strategy is produced to reflect a revised approach to marketing the commercial services of the Council.	Communications, Marketing & Design Manager	March 2020		On track		Officer time	The Transformation Group is currently collating information on 'selling services' across the Council to provide a more holistic approach where we can offer a package of services rather than ad-hoc ones. Once this has been completed a marketing pack can be designed to

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Status	Resources	Progress/ Action
Page 30								<p>advertise our services and give to potential clients.</p> <p>This recommendation is subject to the completion of GSc17-19 1.7 in the first instance as this will determine services which can be marketed and the need/scope of a more detailed Strategy.</p>
	GSc17-19 1.7	That the feasibility of the initiative proposed with the Transformation Plan 2018 for a 'Services Pack', being taken forward as a priority – to include Parishes/VCS organisations; residents and businesses.	Joint Head of Corporate Governance & Monitoring Officer/ Communications, Marketing & Design Manager	March 2020		On track	Officer time	This project has commenced and is currently liaising with all departments who suggested 'selling services' as part of the Transformation Programme to better understand the service 'offer'.
	GSc17-19 1.8	That Executive considers a more targeted approach is	Joint Head of Partnerships &	March 2020		Not Started	Officer time, feasibility	Not commenced yet, awaiting

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Status	Resources	Progress/ Action
	taken to the marketing of our services, with the creation of an additional resource – a Commercial/Marketing Officer, with a specific remit for co-ordinating income generation via services to residents/businesses.	Transformation/ Joint Head of Corporate Governance					study/business case for post, staffing budget (explore self-financing options)	outcome of GSc17-19 1.6 and 1.7 and the Communications Team review.
GSc17-19 1.9 Page 31	That Budget Scrutiny Committee give due consideration to future revisions to the Treasury Management Strategy (as required by the Budget & Policy Framework) and ensure that the new Corporate Investment Strategy is sufficient to allow the Authority to generate the required return on investments.	Head of Finance & Resources/ Scrutiny & Elections Officer	May 2019 onwards	May 2019	Achieved		Officer/ Member time	At the Budget Scrutiny Committee in January 2019, Members considered the revised Treasury Management Strategy 2019/20-2022/23, a refreshed Corporate Investment Strategy 2019/20-2022/23 which enabled the authority to meet new requirements of the Statutory Guidance on Local Government Investments (3 rd Edition) (Statutory

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Status	Resources	Progress/ Action
Page 32								Investment Guidance) issued by the Ministry for Housing, Communities and Local Government. These documents will be received annually prior to the approval of the revised budgets. In addition, a new Commercial Property Investment Strategy was also considered which clarifies our specific approach in this area.
	GSc17-19 1.10	That the Transformation Governance Group considers the initiative within the Transformation Plan 2018, to develop the overnight stay offer within the District, as a priority for further feasibility/development planning.	Joint Head of Property & Commercial Services	March 2020		On track	Officer time. Potential to deliver via Transformation Plan 2018.	This is part of the Transformation Programme and needs to be jointly looked at with Leisure as there is a desire for them to deliver an overnight

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Status	Resources	Progress/ Action
								stay offer within the District.
GSc17-19 1.11	That the Transformation Governance Group considers the initiatives from Housing & Community Safety and Others in relation to Private Rents and residential property within the Transformation Plan 2018, as a matter of priority for feasibility and implementation.	Joint Head of Housing & Community Safety/ Joint Strategic Director – Place	March 2020		Not started		Officer time. Potential to deliver via Transformation Plan 2018.	A Commercial Property Investment Strategy has been developed to consider investment to increase income in relation to purchase and sale of land and property. The current focus is on continued development of B@Home and the Joint Venture Company. Sites have been identified for Phase 2 of B@Home and also Phase 2 of the Joint Venture Business Plan.

Bolsover District Council

Growth Scrutiny Committee

18th September 2019

Scrutiny Committee Work Programme 2019/20
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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 2019/20.

1 Report Details

- 1.1 The main purpose of the report is to inform members of the meeting programme for the year 2019/20 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 submitted 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 2019/20 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.

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 to/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

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

8 Document Information

Appendix No	Title
1.	Work Programme 2019/20
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)	
Previous versions of the Committee Work Programme.	
Report Author	Contact Number
Joanne Wilson, Scrutiny & Elections Officer	2385

Report Reference –

Growth Scrutiny Committee

Work Programme 2019/20

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

Corporate Aim: Unlocking our Growth Potential

Formal Items – Report Key

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
22 nd June 2019	Part A – Formal	• Growth Strategy Update Q3 & Q4 2018/19 and Growth Performance Indicators Q3 & Q4 2018/19	Information, Engagement and Performance Manager
		• Quarter 4 – Performance Update	Information, Engagement and Performance Manager
		• Agreement of Work Programme 2019/20	Scrutiny & Elections Officer
	Part B – Informal	• Scoping of Review Work	Scrutiny & Elections Officer
10 th July 2019	Part A – Formal	• Member Briefing on HS2	Joint Strategic Director – Place
		• Work Programme 2019/20	Scrutiny & Elections Officer
	Part B – Informal	• Review Work – Scoping of Review	Scrutiny & Elections Officer
7 th August 2019	Part A – Formal	• Quarter 1 – Performance Update	Information, Engagement and Performance Manager
		• Work Programme 2019/20	Scrutiny & Elections Officer
	Part B – Informal	• Review Work – Briefing from Economic Development	Scrutiny & Elections Officer
18 th September 2019	Part A – Formal	• Post-Scrutiny Monitoring: Review of Income Generation – Interim Report	Scrutiny & Elections Officer

Date of Meeting	Items for Agenda		Lead Officer
		• Work Programme 2019/20	Scrutiny & Elections Officer
	Part B – Informal	• Review Work – Document Review	Scrutiny & Elections Officer
16th October 2019	Part A – Formal	• Work Programme 2019/20	Scrutiny & Elections Officer
	Part B – Informal	• Review Work – Briefing from Partnerships Team (TBC)	Scrutiny & Elections Officer
20th November 2019	Part A – Formal	• Quarter 2 – Performance Update	Information, Engagement and Performance Manager
		• Work Programme 2019/20	Scrutiny & Elections Officer
	Part B – Informal	• Review Work – Interim Report/Recommendations (Provisional – 1 st option)	Scrutiny & Elections Officer
22nd January 2019 <i>To be approved</i>	Part A – Formal	• Review work – Approval of Final Report (Provisional – 1 st option)	Scrutiny & Elections Officer
	Part B – Informal	• Review Work – Interim Report/Recommendations (Provisional – 2 nd option)	Scrutiny & Elections Officer
26th February 2020 <i>To be approved</i>	Part A – Formal	• Growth Strategy Update Q1 & Q2 2019/20 and Growth Performance Indicators Q1 & Q2 2019/20	Information, Engagement and Performance Manager
		• Quarter 3 – Performance Update	Information, Engagement and Performance Manager
		• Review work – Approval of Final Report (Provisional – 2 nd option)	Scrutiny & Elections Officer
		• Work Programme 2019/20	Scrutiny & Elections Officer
	Part B – Informal	• Review Work – Interim Report/Recommendations (Provisional – 3 rd option)	Scrutiny & Elections Officer
18th March 2020	Part A – Formal	• Update on Sustainable Community Strategy 2006-20	Partnership Team
		• Post-Scrutiny Monitoring: Review of Income Generation – Final Report	Scrutiny & Elections Officer
		• Review work – Approval of Final Report (Provisional – 3 rd option)	Scrutiny & Elections Officer
		• Work Programme 2019/20	Scrutiny & Elections Officer
	Part B – Informal	• Review Work (TBC)	Scrutiny & Elections Officer

Date of Meeting	Items for Agenda		Lead Officer
13 th May 2020	Part A – Formal	<ul style="list-style-type: none"> Review work – Executive Response (Provisional) 	Chair/Scrutiny & Elections Officer
		<ul style="list-style-type: none"> Quarter 4 – Performance Update 	Information, Engagement and Performance Manager
		<ul style="list-style-type: none"> Work Programme 2019/20 	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> Review Work (TBC) 	Scrutiny & Elections Officer