

To: All Members

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Date: 18th September 2019

Dear Councillor

EXECUTIVE MEETING MONDAY, 16 SEPTEMBER 2019 – DECISION NOTICE

I have pleasure in enclosing herewith, for your attention, a copy of the Decision Notice of the Executive held on Monday, 16 September 2019.

Set out below is the procedure for calling in decisions of the Executive. **Only Key Decisions may be called in.** Request forms to call in a decision of the Executive may be obtained from the Governance Team.

Deadline date for calling in Key Decisions contained in the Decision Notice:

Wednesday 25th September 2019

Number of Members required to call in an item:

Three Scrutiny Members

Method by which items may be called in:

- By completion of the form available from the Governance Team

Recording of called in items:

The Governance Manager shall be responsible for keeping and maintaining a log of called in items. In practice this log will be kept by the Governance Officers who are themselves authorised to accept notifications from Members.

A log shall be maintained in chronological order according to when requests are received. This log will be open for inspection by any Member of the Council, upon request.

Yours sincerely,



Joint Head of Corporate Governance & Monitoring Officer

**DECISION NOTICE OF THE EXECUTIVE
MONDAY, 16 SEPTEMBER 2019**

NON KEY DECISIONS

AGENDA ITEM		DECISION
6	Reduction in debt charges through use of reserves	<p>RESOLVED – <i>That Executive recommends to Council:</i></p> <p>(i) <i>that £3.937m be invested to finance the Capital Programme as outlined in paragraph 1.11 of the report; and</i></p> <p>(ii) <i>that the Capital Programme be re-financed in line with paragraph 1.11 of the report.</i></p> <p>REASON FOR DECISION: To achieve favourable rates of return compared with other forms of investment, through a proposal with little or no financial risk.</p> <p>OTHER OPTIONS CONSIDERED: Using a smaller amount of the Transformation Reserve was rejected as this would have reduced the overall revenue saving that could be achieved. The option of pursuing alternative investment projects instead of re-financing the Capital Programme was rejected as such projects were likely to involve greater financial risk and a return below 7-17%.</p>
7	Budget Monitoring Report Quarter 1 - April to June 2019	<p>RESOLVED – <i>That Executive:</i></p> <p>(i) <i>notes the monitoring position of the General Fund at the end of the first quarter as detailed in Appendix 1 to the report (A net favourable variance of £0.365m against the profiled budget) and the key issues highlighted within the report; and</i></p> <p>(ii) <i>notes the position on the Housing Revenue Account (HRA), the Capital Programme and Treasury Management at the end of the first quarter (Appendices 2, 3 and 4 to the report).</i></p> <p>REASON FOR DECISION: The report informed Members of the financial position of the Council following the first quarter's budget monitoring exercise for the General Fund,</p>

		<p>the Housing Revenue Account, the Capital Programme and Treasury Management activity.</p> <p>OTHER OPTIONS CONSIDERED: The Budget Monitoring report was primarily a factual report which detailed progress against previously approved budgets. Accordingly there were no alternative options to consider.</p>
8	Strategic Risk Register and Partnership Arrangements	<p>RESOLVED – That Executive approves:</p> <ul style="list-style-type: none"> (i) the Strategic Risk Register as at 31st March 2019; and (ii) that the Joint Strategic Director – People undertake a comprehensive review of the Council’s Risk Management Framework. <p>REASON FOR DECISION: To enable the Executive to consider the risks identified within the Strategic Risk Register/Partnership Arrangements in order to assist in maintaining effective governance arrangements, service and financial performance.</p> <p>OTHER OPTIONS CONSIDERED: This report enabled Members to consider whether the Council had adopted an appropriate approach to its management of risk and partnerships. As this report was part of the approach to help ensure the effective management of risk / partnerships there was no alternative to the presentation of this report.</p>
9	Payment Card Industry Data Security Standards Compliance	<p>RESOLVED – That Executive:</p> <ul style="list-style-type: none"> (i) notes the contents of the report and acknowledges the potential cost implication outlined within the report; (ii) supports Option 1 as outlined in the report at paragraph 1.12 to replace the payment kiosks with like-for-like kiosks; and (iii) requests a further report on proposals for a future payment strategy. <p>REASON FOR DECISION: To provide a practical and economical solution to ensure Payment Card Industry Data Security Standards Compliance, whilst maintaining or enhancing the customer experience and trust in</p>

		<p>the Council when it comes to personal and sensitive data.</p> <p>OTHER OPTIONS CONSIDERED: The options to replace the payment kiosks with card only payments and to move to cashless operation at all Contact Centres were rejected. A further report was to be provided to present the implications and progress of driving down demand for kiosk usage and future Cardholder Not Present solutions.</p>
10	Animal Welfare Policy	<p>RESOLVED – That Executive approves and adopts the Animal Welfare Policy.</p> <p>REASON FOR DECISION: It was considered to be good practice to have a policy setting out how the Council inspects and licences establishments under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.</p> <p>OTHER OPTIONS CONSIDERED: The policy was considered necessary so that members of the public are aware of the standards and how the Council operates, and so that animal licensed premises are aware of what is expected of them.</p>
11	Customer Service Standards / Compliments, Comments and Complaints Report 2018/19	<p>RESOLVED – That Executive</p> <p>(i) notes the overall performance on Customer Service Standards and Compliments, Comments and Complaints; and</p> <p>(ii) passes its thanks to all Council staff for their hard work in achieving high levels of customer service standards.</p> <p>REASON FOR DECISION: To inform elected Members of the volumes and trends regarding Compliments, Comments and Complaints and to remain compliant with the Customer Service Excellence standard.</p> <p>OTHER OPTIONS CONSIDERED: Not applicable as this report was for information only.</p>
12	Annual Letter from the Local Government & Social Care Ombudsman 2018/19	<p>RESOLVED – That Executive receives the report and the Annual Letter from the Local Government and Social Care Ombudsman 2018/19.</p>

		<p>REASON FOR DECISION: The report was to keep elected Members informed of the volumes and trends regarding Local Government and Social Care Ombudsman and Housing Ombudsman complaints.</p> <p>OTHER OPTIONS CONSIDERED: Not applicable as this report was for information only.</p>
13	<p>Corporate Plan Targets Performance Update - April to June 2019 (Q1 - 2019/20)</p>	<p>RESOLVED – That:</p> <p>(i) progress against the Corporate Plan 2019-20 targets be noted.</p> <p>(ii) target C14 be amended to 98% from 99% to reflect a more realistic target for the service to achieve.</p> <p>REASON FOR DECISION: This was an information report to keep Members informed of progress against the corporate plan targets, noting achievements and any areas of concern.</p> <p>OTHER OPTIONS CONSIDERED: Not applicable as this report was for information only, providing an overview of performance.</p>

KEY DECISIONS

14	<p>Skip Service For Bolsover District Council Housing Repairs Section</p>	<p>RESOLVED – That</p> <p>(i) the contract for the provision of a skip service for Bolsover District Council be awarded to Donald Ward T/A Ward Recycling.</p> <p>(ii) the contract be awarded initially for two years, and based on satisfactory performance, be extended for up to two additional periods, each of one year.</p> <p>REASON FOR DECISION: Following a procurement exercise, taking into account both cost and quality criteria, Donald Ward T/A Ward Recycling was assessed as being the most economically advantageous bidder.</p> <p>OTHER OPTIONS CONSIDERED: The option to continue with the current contract</p>
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		was rejected due to increased costs and the appointed contractor was the most suitable following a procurement exercise.
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EXEMPT – NON KEY DECISIONS

16	Joint ICT Structure Review	<p>RESOLVED – That, subject to no significant issues occurring from the formal consultation with staff and subject to Joint ICT Service partners also approving the recommendations, Executive:</p> <p>(i) supports the Joint ICT Committee recommendations at paragraph 2.5 of the report; and</p> <p>(ii) approves the payment of Bolsover District Council's share of the one-off restructuring costs and the increase in the revenue budget staffing costs as outlined at paragraph 5.1.1 of the report.</p> <p>REASON FOR DECISION: To address the management overcapacity identified and reinvest in providing additional capacity to support and deliver the partners' digital transformation aims.</p> <p>OTHER OPTIONS CONSIDERED: The option to retain the existing structures, roles and responsibilities was rejected as this would not have addressed the identified issues in the report. The option not to create an additional post was also rejected as this would not have delivered the additional capacity required to deliver the transformation programmes.</p>
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EXEMPT – KEY DECISIONS

17	Proposed Addition to Management Capacity	<p>RESOLVED – That:</p> <p>(i) <i>for the reasons set out within the body of the report, to add capacity to the establishment, Members recommend to Council the addition of the posts of Director of Development and Assistant Director of Development.</i></p> <p>(ii) Members approve the recruitment process</p>
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		<p>and implementation plan as set out within the body of the report.</p> <p>(iii) Members approve plans to review the senior management structure of the Council as set out in section 3.3 of the report.</p> <p>REASON FOR DECISION: In order for the Authority to withstand the pressures of an uncertain world, the Council needed to be 'masters of our own destiny'. The Council must first, however, invest in its own staff. Increasing the capacity of the Council and dedicating the new posts to developing an income will increase the Council's chances of balancing its budgets in the long term.</p> <p>OTHER OPTIONS CONSIDERED: The option to continue with the current arrangements was rejected for the reasons set out in the report.</p>
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Only Key Decisions may be called in. All other decisions will be actioned immediately with the exception of those referred to Council (shown in italics).