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To: Leader & Members of the Executive

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Friday, 19th June 2020

Dear Councillor

EXECUTIVE

You are hereby summoned to attend a meeting of the Executive of the Bolsover District Council taking place as a Virtual Meeting on Monday, 29th June, 2020 at 10:00 hours. The meeting will be live streamed via the Council's website.

Members will be sent the details on how to access the Virtual Meeting by email.

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



Joint Head of Corporate Governance & Monitoring Officer



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

**If you require this agenda in large print
or another format please call us on 01246 217753**

If you require an adjustment to enable you to participate in or access the meeting please contact the Governance Team at least 72 hours before the meeting starts.

**EXECUTIVE
AGENDA**

Monday, 29th June, 2020 at 10:00 hours taking place as a Virtual Meeting

Item No.	<u>PART 1 – OPEN ITEMS</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 9 th March 2020.	4 - 7
	<u>MATTERS REFERRED FROM SCRUTINY</u> <i>None.</i>	
	<u>BUDGET & POLICY FRAMEWORK ITEMS</u> <i>None.</i>	
	<u>NON KEY DECISIONS</u>	
5.	Revocation of Two Air Quality Management Areas in Barlborough <i><u>Recommendation on page 12</u></i>	8 - 15
6.	Annual Status Report for Air Quality in 2019 <i><u>Recommendation on page 18</u></i>	16 - 85
7.	Environmental Health Service Update <i><u>Recommendation on page 94</u></i>	86 - 95

KEY DECISIONS

- | | | |
|-----------|--|-----------|
| 8. | Financial Outturn - 2019/20 | 96 - 119 |
| | <i><u>Recommendation on page 104</u></i> | |
| 9. | Minor Painting Works Service | 120 - 122 |
| | <i><u>Recommendation on page 121</u></i> | |

EXECUTIVE

Minutes of a meeting of the Executive of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Monday, 9 March 2020 at 10:00 hours.

PRESENT:-

Members:-

Councillor Steve Fritchley (Leader) in the Chair

Councillors Duncan McGregor (Deputy Leader), Clive Moesby, Sandra Peake, Liz Smyth and Deborah Watson.

Officers:- Karen Hanson (Joint Strategic Director - Place), Lee Hickin (Joint Strategic Director - People), Grant Galloway (Director of Development), Theresa Fletcher (Head of Finance and Resources & Section 151 Officer), Victoria Dawson (Solicitor - Team Manager (Contentious)), Kath Drury (Information, Engagement and Performance Manager) and Donna Cairns (Senior Governance Officer).

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Nick Clarke and Mary Dooley.

2 URGENT ITEMS OF BUSINESS

There was no urgent business to be considered at the meeting.

3 DECLARATIONS OF INTEREST

Members were requested to declare the existence and nature of any disclosable pecuniary interests and/or other interests, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time.

There were no declarations made at the meeting.

4 MINUTES

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake **RESOLVED** that the minutes of a meeting of Executive held on 24th February 2020 be approved as a true and correct record.

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MATTERS REFERRED FROM SCRUTINY

None.

BUDGET & POLICY FRAMEWORK ITEMS

None.

NON KEY DECISIONS

5 CORPORATE PLAN TARGETS PERFORMANCE UPDATE (Q3 - 2019/20)

Executive considered a report of the Portfolio Holder – Corporate Governance in relation to the quarter 3 outturns for the Corporate Plan 2019-2020 targets. The report set out progress on all key tasks and performance indicators that contributed directly to the priority within the Council's Corporate Plan.

Out of the 26 targets, 21 were on track (81%), 4 were on alert (15%) and 1 had been achieved (4%). Actions being taken to address the targets on alert were detailed in the report.

Moved by Councillor Duncan McGregor and seconded by Councillor Deborah Watson
RESOLVED - That progress against the Corporate Plan 2019-2020 targets be noted.

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.

OTHER OPTIONS CONSIDERED:

Not applicable to this report as it provided an overview of performance against agreed targets.

(Information, Engagement and Performance Manager)

6 RISK MANAGEMENT STRATEGY 2020

Executive considered the report of the Portfolio Holder – Finance and Resources which recommended approval of the Council's new approach to Risk Management and the adoption of the new Risk Management Strategy.

The proposed Risk Management Strategy included a revised approach to the following:

- The nature of risk both the threats and the opportunities
- The benefits of a robust risk management approach
- The Council's risk appetite
- Risk categorisation – *Operational, Governance, Strategic*
- Project and Partnership risk
- The Council's risk management approach and arrangements including a new 'Risk

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Management Group' which would be set up following approval of the strategy.

- Roles and responsibilities including *Senior Risk Officer* and *Senior Information Risk Officer* (SRO and SIRO)

Members praised the design of the strategy document and passed on their thanks to the Design Team.

Moved by Councillor Clive Moesby and seconded by Councillor Duncan McGregor

RESOLVED – That the Council's new approach to Risk Management be approved and the new Risk Management Strategy be adopted.

REASON FOR DECISION:

The Council was committed to maintaining, developing and actively monitoring the operation of a formal and systemic approach to Risk Management.

OTHER OPTIONS CONSIDERED:

Under relevant good practice and to facilitate the development of robust managerial arrangements, the Council was required to have in place a robust risk management framework. The alternative of not adopting the new strategy was not recommended.

(Joint Strategic Director – People)

KEY DECISIONS

None.

7 EXCLUSION OF THE PUBLIC

Moved by Councillor Duncan McGregor and seconded by Councillor Steve Fritchley

RESOLVED that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the stated Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed. [The category of exempt information is stated after each Minute].

PART 2 - EXEMPT ITEMS

NON KEY DECISIONS

8 LED LIGHTING UPGRADE TO THE ARC

Executive considered the report of the Portfolio Holder – Economic Development which sought approval for the installation of energy efficient LED (Light Emitting Diode) lighting at The Arc (Phase 1).

Details of the procurement process were set out in the report.

Moved by Councillor Liz Smyth and seconded by Councillor Steve Fritchley

RESOLVED – That The Arc LED lighting installation contract be awarded to PK Group via the Efficiency East Midlands Framework.

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REASON FOR DECISION:

The installation of efficient LED lighting was to offer a significant reduction in consumed energy when compared to the existing installation and to improve the building's overall energy efficiency rating while contributing towards the Council's pledge to reduce carbon.

OTHER OPTIONS CONSIDERED:

In terms of energy efficient measures, there was no alternative option that would have been more cost effective and/or carbon efficient.

Investing in alternative 'low carbon' technologies was considered, however as lighting represented a significant element of a building's consumed energy it was considered to be an essential area in which to introduce 'low carbon' technologies.

(Director of Development)
(Paragraph 3)

KEY DECISIONS

9 PROVISION OF FLAT ROOFING REPAIRS OR REPLACEMENT FOR BOLSOVER DISTRICT COUNCIL HOUSING REPAIRS SECTION

Executive considered the report of the Portfolio Holder – Housing and Community Safety which sought approval to appoint Balmoral Flat Roofing Ltd to provide Flat Roofing Repairs and Replacements for Bolsover District Council Housing Repairs section.

Details of the procurement process were set out in the report.

Moved by Councillor Sandra Peake and seconded by Councillor Clive Moesby

RESOLVED – That the contract for the provision of a flat roofing and replacement service for Bolsover District Council be awarded to Balmoral Flat Roofing Ltd.

REASON FOR DECISION:

The existing flat roofing contract had expired and, following a procurement exercise, the recommended tender was assessed as complete, compliant and value for money.

OTHER OPTIONS CONSIDERED:

Not applicable.

(Director of Development)
(Paragraph 3)

The meeting concluded at 10:10 hours.

Bolsover District Council

Executive

2th June 2020

Revocation of Two Air Quality Management Areas in Barlborough
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Report of the Portfolio Holder – Environmental Health & Licensing

This report is public

Purpose of the Report

- To seek Members approval to make an Order under the Environment Act 1995 to revoke two Air Quality Management Areas, namely The Barlborough No 1 Air Quality Management Area and the Barlborough No 2 Air Quality Management Area.

1 Report Details

- 1.1 The Council has a legal duty under the Environment Act 1995 to assess air quality for a number of key pollutants in its area. If it is found that any of the national air quality standards (called Air Quality Objectives) are being exceeded at a relevant location such as a dwelling or a number of dwellings, it is a statutory duty for the Council to declare an Air Quality Management Area (AQMA) and to formulate an Air Quality Action Plan to improve air quality and reduce pollutant concentrations to a level that is below the limit.
- 1.2 In August 2005 the Council identified an area in Barlborough as having an annual mean nitrogen dioxide concentration above the national Air Quality Objective and therefore declared an AQMA (The Barlborough No 1 Air Quality Management Area). The annual mean nitrogen dioxide concentration at the time of declaration was $43\mu\text{g}/\text{m}^3$ (micrograms per cubic metre). The annual mean Air Quality Objective for this pollutant is $40\mu\text{g}/\text{m}^3$.
- 1.3 This AQMA is comprised of a single dwelling, 14 Chesterfield Road, Barlborough. The extent of the Barlborough No1 Air Quality Management Area is shown highlighted in red on the plan at Appendix 1.
- 1.4 The Council has been monitoring nitrogen dioxide concentrations in the AQMA since that date and for the past 7 years the concentrations have fallen to a level well below the $40\mu\text{g}/\text{m}^3$ standard as shown in the Table 1 below:

	2013	2014	2015	2016	2017	2018	2019 (Part year) ¹
Annual Mean Nitrogen Dioxide concentration (µg/m³)	29.9	28.5	29.2	28.5	28.4	27.1	28.2

Table 1 Annual Mean Nitrogen Dioxide Concentration in the Barlborough No 1 Air Quality Management Area 2013 – 2019

- 1.5 In 2007 a further exceedance of the annual mean Air Quality Objective was identified in the Barlborough area and a further AQMA was declared (The Barlborough No2 Air Quality Management Area). The annual mean nitrogen dioxide concentration was also found to be 43µg/m³.
- 1.6 The Barlborough No2 AQMA comprises 5 dwellings namely 17-25 (odd numbers only), Orchard Close, Barlborough. The extent of the Barlborough No2 Air Quality Management Area is shown highlighted in red in the plan at Appendix 2.
- 1.7 Monitoring at this location has similarly confirmed that the concentrations over the past 7 years have been well below the 40 µg/m³ Air Quality Objective as detailed in Table 2 below.

	2013	2014	2015	2016	2017	2018	2019 (part year) ¹
Annual Mean Nitrogen Dioxide concentration (µg/m³)	32.7	29.4	30.2	30.8	29.8	28.7	25.3

Table 2 Annual Mean Nitrogen Dioxide Concentration in the Barlborough No 2 Air Quality Management Area 2013 – 2019

¹ Figures based on 11 months data (Jan-Nov 2019) and applied 2018 bias adjustment. Final audited data sets will be available by March 2020 for publication in the 2020 Annual Status Report in July 2020

- 1.8 Due to the prolonged period that the concentrations have been significantly below the Air Quality Objective in both the AQMAs, the service is confident that the reduction is permanent and not due to annual variations as a result of, for example, meteorological conditions.
- 1.9 The specific reasons for the reductions are likely to be a combination of factors, but the key reason will be the reduction in the number of old polluting vehicles and improvements in emission standards for newer vehicles.
- 1.10 The Council has commissioned external consultants to review the monitoring data to ensure that this decision is robust and the conclusion that the two AQMAs can be revoked has been approved by the Department for Environment Food and Rural Affairs (DEFRA) following submission of the Council's Annual Status Report for 2018.
- 1.11 The Council is required to undertake a statutory consultation process and as part of the revocation process. The following were consulted in early 2019 over the potential revocation of the AQMAs:

- Highways Agency
- Derbyshire County Council
- Director of Public Health
- Environment Agency
- Elected Members of Bolsover District Council (Barlborough Ward)
- Leader of the Council
- Secretary of State for the Environment
- Member of Parliament
- Barlborough Parish Council
- Amber Valley Borough Council
- Ashfield District Council
- Bassetlaw District Council
- Chesterfield Borough Council
- Mansfield District Council
- Rotherham Metropolitan Borough Council

- 1.12 The following Consultation responses have been received:

Barlborough Parish Council

Expressed concerns about major new developments in the area and expressed concern about cessation of monitoring especially at the two monitoring locations at the Treble Bob roundabout.

Environment Agency

No objections

Director of Public Health – Derbyshire County Council

Air quality is a significant determinant of health and any reduction in air pollution exposure can have a positive impact on population health. Given the air quality

management data presented I would be supportive of the proposal to revoke the AQMA in line with DEFRA guidance, on the proviso that air quality monitoring continues for a number of years following the revocation in the respective area(s).

Mansfield District Council

No Comments

Ashfield District Council

No objections

Highways Agency

No Comments

1.13 Comments on Consultation responses

Both Barlborough Parish council and the Director of Public Health have requested that monitoring is continued in the area after the AQMA is revoked (if approved). There was never any intention of stopping the monitoring in the area which has, and will continue to be undertaken for the foreseeable future. The monitoring in the Barlborough No2 AQMA has been reduced to enable additional monitoring in other locations in the area.

2 Conclusions and Reasons for Recommendation

- 2.1 The air quality in both the Barlborough No1 and Barlborough No2 Air Quality Management Areas has been well within the National Air Quality Objectives for at least the last five years and has shown a gradual reduction over that period. There is no indication or reason to believe that air quality in these areas will worsen in the foreseeable future.
- 2.2 The monitoring data has been evaluated by consultants and found to be robust. The consultants (Bureau Veritas) recommended that the two AQMAs should be revoked.
- 2.3 This was reported in the 2018 Annual Status Report on Air Quality. DEFRA has also agreed that the AQMAs should now be revoked.
- 2.4 It is therefore recommended that the Barlborough No1 Air Quality Management Area and the Barlborough No2 Air Quality Management be revoked and the Order (the Barlborough No1 Air Quality Management Area (Revocation Order)) and the Barlborough No2 Air Quality Management Area (Revocation Order)) be made in each case.

3 Consultation and Equality Impact

- 3.1 Extensive consultation has been undertaken as detailed in paragraphs 1.10 to 1.12 above.
- 3.2 There are no impacts on equality arising from revocation of the AQMAs.

4 Alternative Options and Reasons for Rejection

4.1 The only alternative would be to keep the AQMAs in place. There is no justification for this as the purpose of an AQMA is to enable actions to be prioritised by the local authority to tackle high levels of Nitrogen Dioxide exceeding the annual mean Air Quality Objective

5 Implications

5.1 Finance and Risk Implications

5.1.1 There are no financial disadvantages or risk arising from revoking the AQMAs. The reduced activity will enable the Council to focus resources and expertise on other areas of concern in the area, including the direction from Government to tackle air quality concerns at the A38 (the A38 direction).

5.1.2 The reduced activity to support the AQMA will enable the Joint Environmental Health Service to further support preventative activity and support for businesses and developers through the planning regime.

5.2 Legal Implications including Data Protection

5.2.1 There are no legal or data protection implications arising from revoking the AQMAs.

5.3 Human Resources Implications

5.3.1 There are no human resources implications arising from revoking the AQMAs. The activity in support of the AQMA's accounts for approximately 0.2 of a full time equivalent Environmental Protection Officer. There is a resourcing pressure within the Joint Environmental Health service presently and removal of these two AQMA's will assist the council to meet other statutory and planning support activities.

6 Recommendations

6.1 That the Executive approves the making of Orders revoking the Barlborough No1 Air Quality Management Area and the Barlborough No2 Air Quality Management Area.

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
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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	Barlborough
Links to Corporate Plan priorities or Policy Framework	All

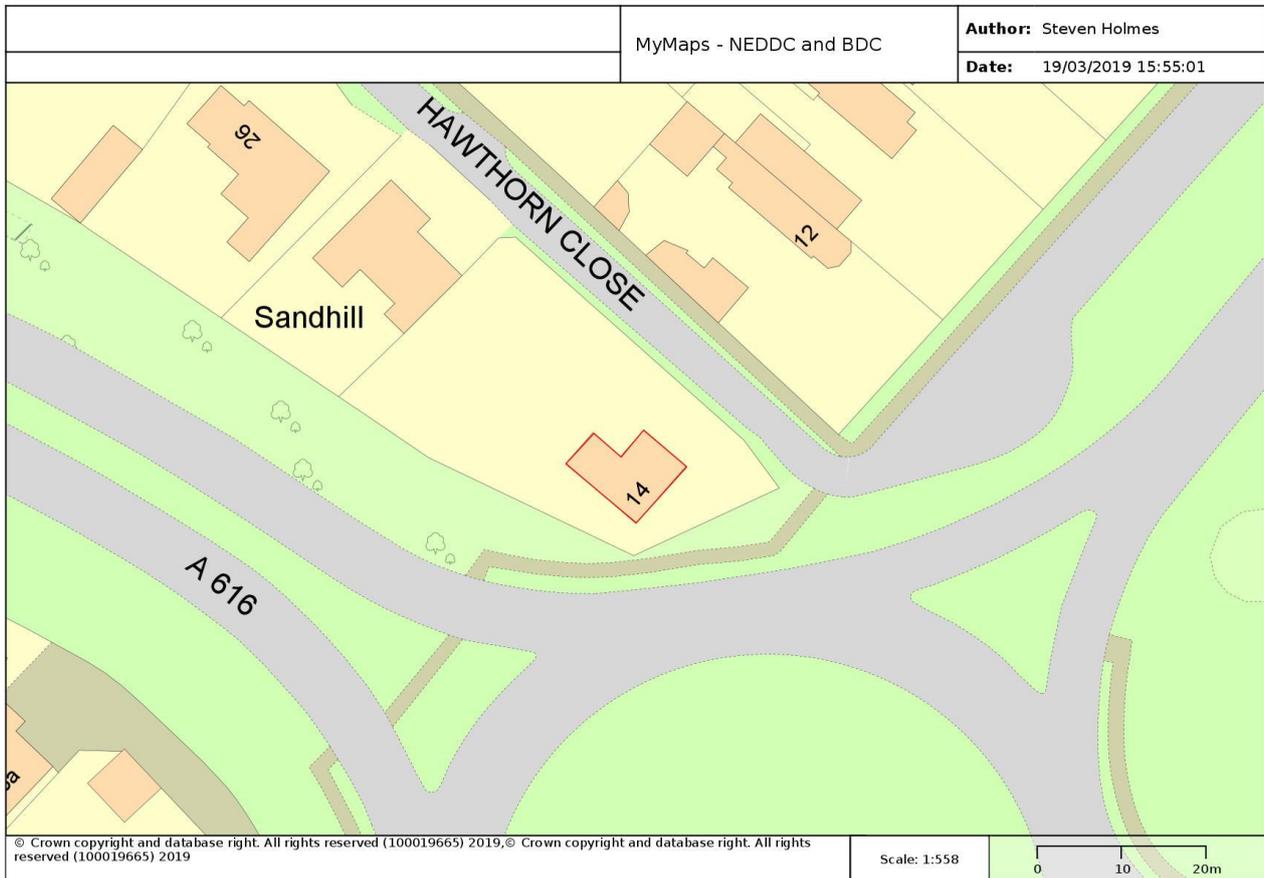
8 Document Information

Appendix No	Title
1	Plan Showing the Barlborough No1 Air Quality Management Area
2	Plan Showing the Barlborough No2 Air Quality Management Area
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
Elizabeth Sellers, Environmental Protection Officer Matt Finn, Environmental Health Manager Ken Eastwood, Head of Service	01246 217848

Appendix 1

Barlborough No 1 Air Quality Management Area

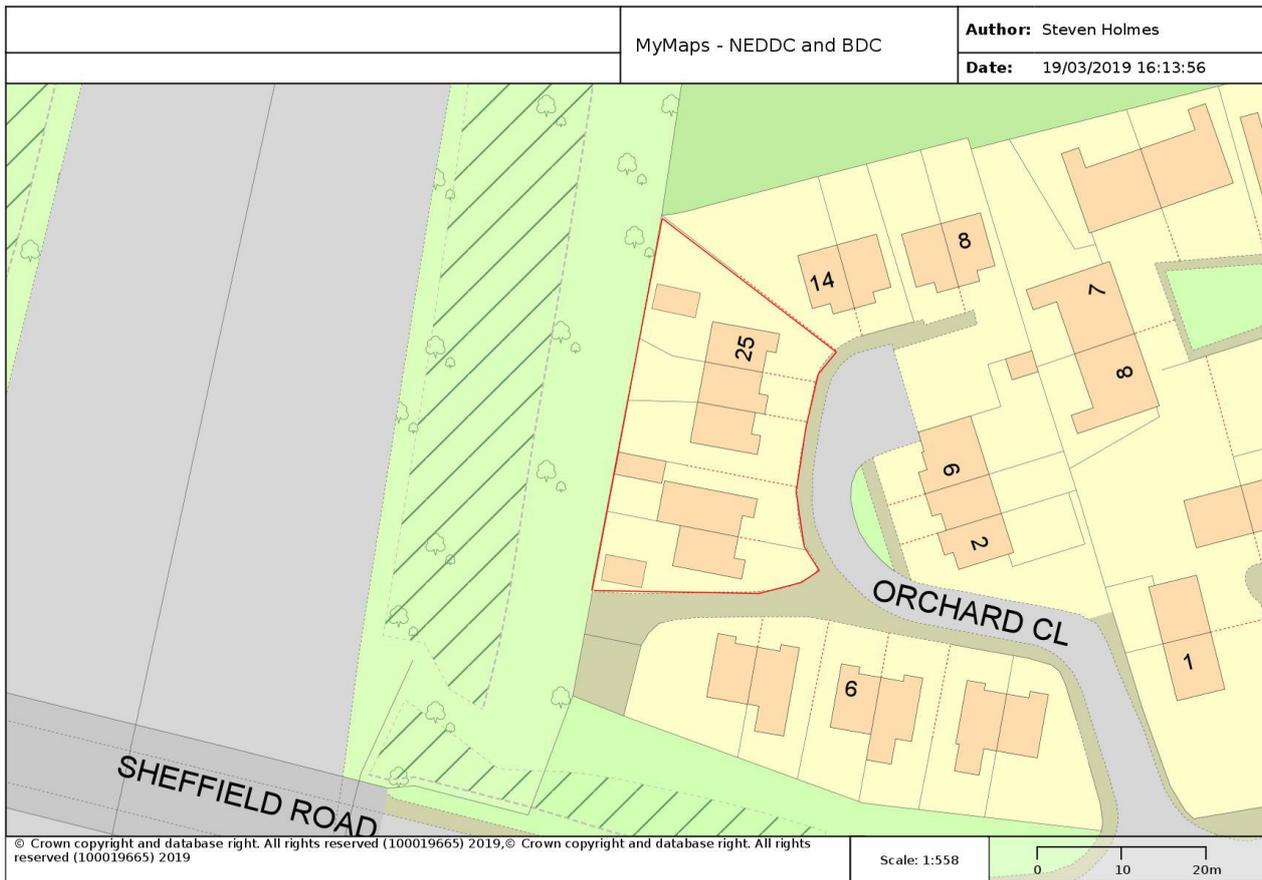
14 Chesterfield Rd, Barlborough (outlined in red)



Appendix 2

Barlborough No 2 Air Quality Management Area,

17-25 (odd numbers only) Orchard Close, Barlborough (Outlined in red)



Bolsover District Council

Executive

29th June 2020

Annual Status Report for Air Quality in 2019

Report of the Portfolio Holder – Environmental Health & Licensing

This report is public

Purpose of the Report

- To present the 2019 Annual Status Reports for Air Quality in the Bolsover district, which has been submitted to the Department for Environment, Food and Rural Affairs (DEFRA).

1 Report Details

1.1 Background

1.2 The Council has, since the 1990s, a statutory Local Air Quality Management duty to assess air quality using screening methodology prescribed in statutory guidance for a range of pollutants. These are: -

- nitrogen dioxide
- sulphur dioxide
- small particles (called PM₁₀)
- lead
- 1,3-butadiene
- benzene
- carbon monoxide.

1.3 The pollutants of principal concern are nitrogen dioxide and small microscopic particles (PM₁₀), the main sources of which are emissions from road vehicles.

1.4 There are a number of standards (concentrations) against which the air quality is assessed, called Air Quality Objectives (AQO's) which are set in the UK Air Quality Strategy and Regulations.

1.5 Where the assessment identifies an exceedance the authority must declare an Air Quality Management Area (AQMA) and then develop an Air Quality Action Plan detailing measures to reduce pollutant levels to a concentration below the AQO. The assessment is undertaken at a sensitive property such as a dwelling.

- 1.6 The Council currently operates a programme of monitoring for nitrogen dioxide using passive diffusion tubes at more than 20 selected locations across the Bolsover district.
- 1.7 The Service then prepares an Annual Status Report (ASR) in consultation with Highways England and Derbyshire County Council's Transport and Public Health departments, and summarises partnership activity to tackle air quality as well as progress against the action plans in any AQMA's it has declared.
- 1.8 The ASR is forwarded by the Director of Public Health as a requirement of the national standard format for the ASR, and to ensure there is a senior level of public health awareness of the air quality matters in the County which could then influence policy and action plans.

2 Conclusions and Reasons for Recommendation

- 2.1 The Council has in the past identified three areas that were in exceedance of the annual mean Air Quality Objective for nitrogen dioxide at three locations. These are:
 - Carter Lane East, South Normanton (12 dwellings)
 - Chesterfield Road, Barlborough (1 dwelling)
 - Orchard Close, Barlborough (5 dwellings)
- 2.2 The Council declared Air Quality Management Areas for these three locations in 2004, 2005 and 2007 respectively. Since 2012 there have been no exceedances of the annual mean AQO for nitrogen dioxide in the Council's area. Following an external review of the monitoring data, it has been concluded that the two Barlborough AQMAs are now significantly below the Objective such that they should be revoked. A separate report has been prepared to consider these revocations.
- 2.3 The South Normanton AQMA is only marginally below the AQO and will be monitored closely over the next few years to establish whether the conversion of the M1 to a smart motorway has had an effect on air quality. Guidance from DEFRA recommends that AQMA's should be consistently and significantly below the AQO for 3 to 4 years before being considered for revocation, as levels can fluctuate. While the levels have been below the AQO for 5 years, there was a significant change in 2018 following the implementation of the smart motorway on the M1. Should this trend continue the AQMA may be suitable for revocation in 2021.
- 2.4 Separate to the Council's duties for Local Air Quality Management (LAQM), the Council has been directed by the Government to undertake a feasibility study to evaluate measures that would bring about compliance with the EU Air Quality Directive before 2021 for a short stretch of the A38 at South Normanton, between the M1 and the Ashfield district boundary. This was due to a successful challenge to the Governments approach to implementation of the EU Directive.
- 2.5 The Council was awarded a sum of money from central Government to undertake this work, which is currently undergoing the final phase of data analysis prior to a final development of an action plan in partnership with Derbyshire County Council.

2.6 Publication of the ASR is a statutory duty and the format of the document is prescribed. The ASR contains action plans developed as part of other work programmes which have Cabinet Member, and where applicable, Executive and Council oversight.

3 Consultation and Equality Impact

3.1 Derbyshire County Council have been consulted on the ASR's and Legal Services have been consulted and have contributed to this report. The Cabinet Member for Street scene and Environmental Health has also been consulted on the ASR.

4 Alternative Options and Reasons for Rejection

4.1 The ASR could be referred to the Senior Alliance Management Team for consideration. There is no executive decision being made in publishing the ASR as it is a statutory return. However, referring the item to Executive demonstrates a commitment to air quality and raises awareness of the Council's actions.

5 Implications

5.1 Finance and Risk Implications

5.1.1 There are no financial implications associated with the publication of these reports.

5.2 Legal Implications including Data Protection

5.2.1 The Council has a statutory duty to publish the ASR, in the prescribed format. There are not data protection concerns with this report.

5.3 Human Resources Implications

5.3.1 There are no human resource implications for these recommendation.

6 Recommendations

6.1 That the content of the Annual Status Report for Bolsover District Council is noted.

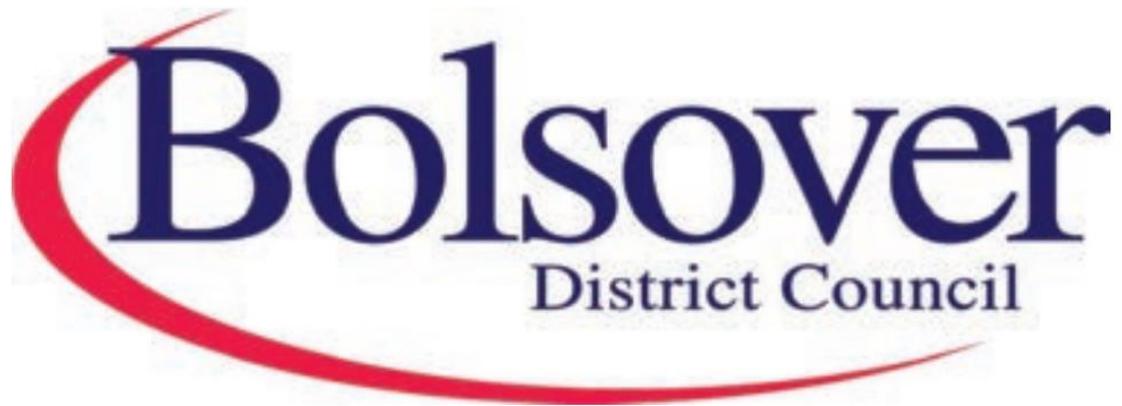
7 Decision Information

<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <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></p>	No
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Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
Has the relevant Portfolio Holder been informed	Yes
District Wards Affected	All
Links to Corporate Plan priorities or Policy Framework	

8 Document Information

Appendix No	Title
1	Annual Status Report - Bolsover District Council
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)	
Annual Status Report Information Tables available on request from Environmental Health.	
Report Author	Contact Number
Matt Finn, Environmental Health Manager Ken Eastwood, Head of Service	01246 217848 01246 217851



2019 Air Quality Annual Status Report (ASR)

In fulfilment of Part IV of the
Environment Act 1995
Local Air Quality Management

November 2019

Local Authority Officer	Elizabeth Sellers Environmental Protection Officer
Department	Joint Environmental Health Service
Address	North East Derbyshire and Bolsover District Councils District Council Offices 2013 Mill Lane Wingerworth Chesterfield S42 6NG
Telephone	01246 217836
E-mail	elizabeth.sellers@ne-derbyshire.gov.uk
Date	November 2019

Derbyshire County Council; Endorsement from Director of Public Health

Air pollution has a significant effect on public health, and poor air quality is the largest environmental risk to public health in the UK. Long-term exposure to air pollution has been shown to reduce life expectancy, due to its impact on cardiovascular and respiratory diseases and lung cancer. Many everyday activities such as transport, industrial processes, farming, energy generation and domestic heating can have a detrimental effect on air quality.

The annual status report is fundamental to ensuring the monitoring of trends and identification of areas of local air pollution exposure. The cumulative effect of a range of interventions has the greatest potential to reduce local air pollution and improve population health, as such the annual status report and associated action plans provide an opportunity to engage a range of partners.

Public health will continue work with partners to advocate for improvements in Air Quality and provide expertise and evidence to inform policy.

A handwritten signature in black ink, appearing to read 'Dean Wallace', with a long, sweeping horizontal stroke at the end.

Dean Wallace, Director of Public Health, Derbyshire County Council

May 2019

Executive Summary: Air Quality in Our Area

Bolsover District Council is the authority responsible for monitoring and assessing air quality in its area. However, the implementation of many of the measures that will bring about improvements in air quality are controlled by other organisations such as the Highways Agency and Derbyshire County Council. The County Council now also has responsibilities relating to public health in the county. Collaborative working is therefore essential in order to address local air quality. In preparing this report Bolsover District Council has consulted with the County Council's Senior Public Health Manager with responsibilities for air quality, who has direct links with relevant County Council functions.

This document reports the results of air pollution monitoring undertaken by the Council and details new and ongoing initiatives that contribute to improving air quality for 2018.

The Council currently has three Air Quality Management Areas (AQMAs) which were declared in between 12 and 15 years ago where the air quality has previously been determined as exceeding the concentration for annual mean nitrogen dioxide Air Quality Objective.

The AQMAs relate to road traffic emissions from the M1 motorway, slip roads and access roads. The motorway runs in a north – south direction through the district at around Junctions 28 and 30. The data shows that for the year covered by this report there were **no exceedances** of this Objective. From the Council's monitoring, there has been no exceedance of the annual mean Air Quality Objective in any of the AQMAs since 2012. In the 2017 ASR it was recommended that the Council commences the procedure for revoking the AQMAs by undertaking a detailed assessment at the earliest opportunity. The detailed assessment was delayed until 2018 for two reasons, firstly to ensure that the apparent reduction was not just because of year on year variations due to meteorological factors and, secondly, that it was not because of the motorway alterations which had, for at least 18 months prior to April 2016, been subjected to extensive road works involving 50mph speed limits and lane closures as it has been converted to a 4-lane smart motorway. It was therefore recommended that this decision was delayed until there was at least one full year's data since the opening of the smart motorway to ensure that the road

works and reduced speed limits have not artificially reduced the nitrogen dioxide concentration over that period. This did not appear to be the case.

The detailed assessment, which comprised a review of past monitoring data and recent and proposed developments, was undertaken on the Council's behalf by Bureau Veritas. **It was concluded that the two Barlborough AQMAs should be revoked but that the South Normanton AQMA should, for the time being at least, remain in force as the nitrogen dioxide concentration in 2017 was marginally below the 40 µg/m³ annual mean Air Quality Objective limit (39.8 µg/m).**

Bolsover District Council are now in the process of revoking the two Barlborough AQMAs. Monitoring in the South Normanton AQMA continues, however as the 2018 nitrogen dioxide annual mean concentration fell to 34.8 µg/m, revoking this AQMA may be considered should this level continue to fall.

The monitoring locations were reviewed at the end of 2015, and a new site at the junction of Barlborough Rd / Creswell Rd / Rotherham Road and North Road, Clowne was established. This is a traffic light controlled junction and is known to have frequent queues of traffic at busy periods. There are also dwellings in very close proximity to the carriageway. The annual mean nitrogen dioxide concentration for 2016 at the newly created site (Tube Ref 30) was found to be 39.2µg/m³, which is extremely close to the 40µg/m³ Air Quality Objective. It was recommended that additional monitoring locations should be set up at other dwellings around the junction to determine whether any further action was required. This was undertaken from July 2017 and monitoring has found that the annual mean (annualised) Air Quality Objective is below the Air Quality Objective at all these monitoring locations.

Section 2 of the report sets out the actions the Council and partner organisations have taken or are taking to improve air quality in the area.

The Annual Status Report includes a section on the effects that very small particles called PM_{2.5} have on public health (Section 2.3). These particles can be suspended in the air for long periods of time and can travel great distances. These particles can lodge deep in the lungs and pass into the bloodstream and have been attributed to causing premature mortality, allergic reactions and cardiovascular disease.

It is important that air quality is not just considered as a local problem as it transcends the Council boundaries. Officers of the Environmental Protection team of the Joint Environmental Health Service (a shared service of both Bolsover and Bolsover District Councils) have been actively participating in and contributing to the Derbyshire County and City Air Quality Working Group which comprises officers from a number of relevant disciplines at County Council, District Councils and the voluntary sector whose policies, decisions and actions can bring about improvements in air quality. The Group, led by the Public Health Directorate of Derbyshire County Council links to the Derbyshire Chief Regulators Group, The East Midlands Air Quality Group and Public Health England (PHE) and is a sub group of the Health and Wellbeing Board.

Air Quality in Bolsover

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with equalities issues, because areas with poor air quality are also often the less affluent areas^{1,2}.

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion³.

The Bolsover District has a long industrial history centred principally around mineral extraction such as coal mining (deep mines and opencast) and limestone extraction. These core industries had extensive supporting industries such as engineering and coal carbonisation / chemical works. These have been in decline for a number of decades leaving a legacy of environmental issues such as land contamination, which is now being remediated and redeveloped.

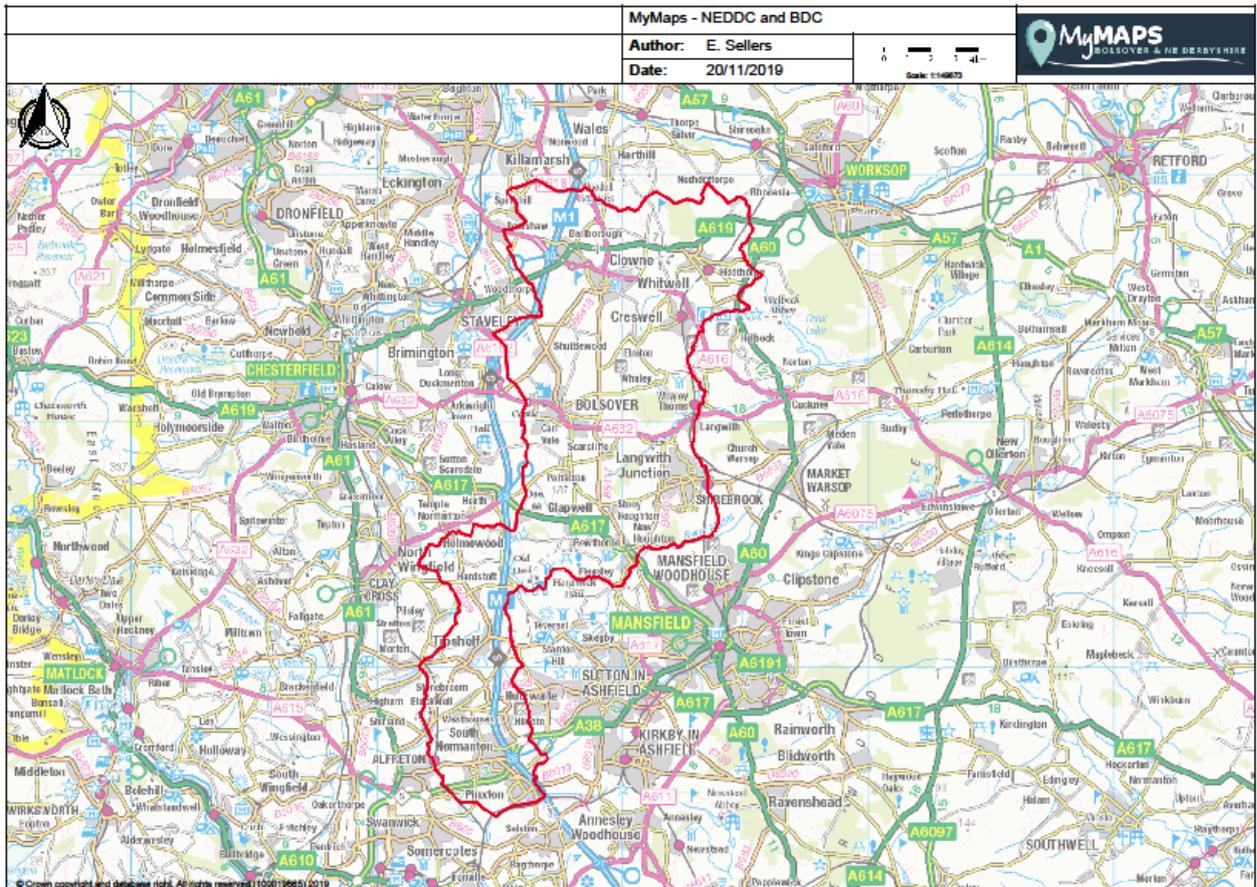
A map of the area showing the main villages and transport infrastructure is shown at Figure 1.1.

¹ Environmental equity, air quality, socioeconomic status and respiratory health, 2010

² Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

³ Defra. Abatement cost guidance for valuing changes in air quality, May 2013

Figure 1.1 Map of the Bolsover District Council area



The M1 motorway runs through the length of the district in a north – south direction with the junctions 28 and 30 being in the Council’s area. These junctions were the focus for air quality management in the district which resulted in the declaration of three air Quality Management Areas (AQMAs), one in South Normanton around Junction 28 and two in Barlborough close to Junction 30. However, the two AQMAs in Barlborough are currently in the process of being revoked due to improvements in the level of nitrogen dioxide in these locations.

Details of these can be found at <http://uk-air.defra.gov.uk/aqma/list>

The extent of the Air Quality Management Area is shown in Figures 1.2 to 1.4.

Figure 1.2 South Normanton Air Quality Management Area

Carter Lane East, South Normanton

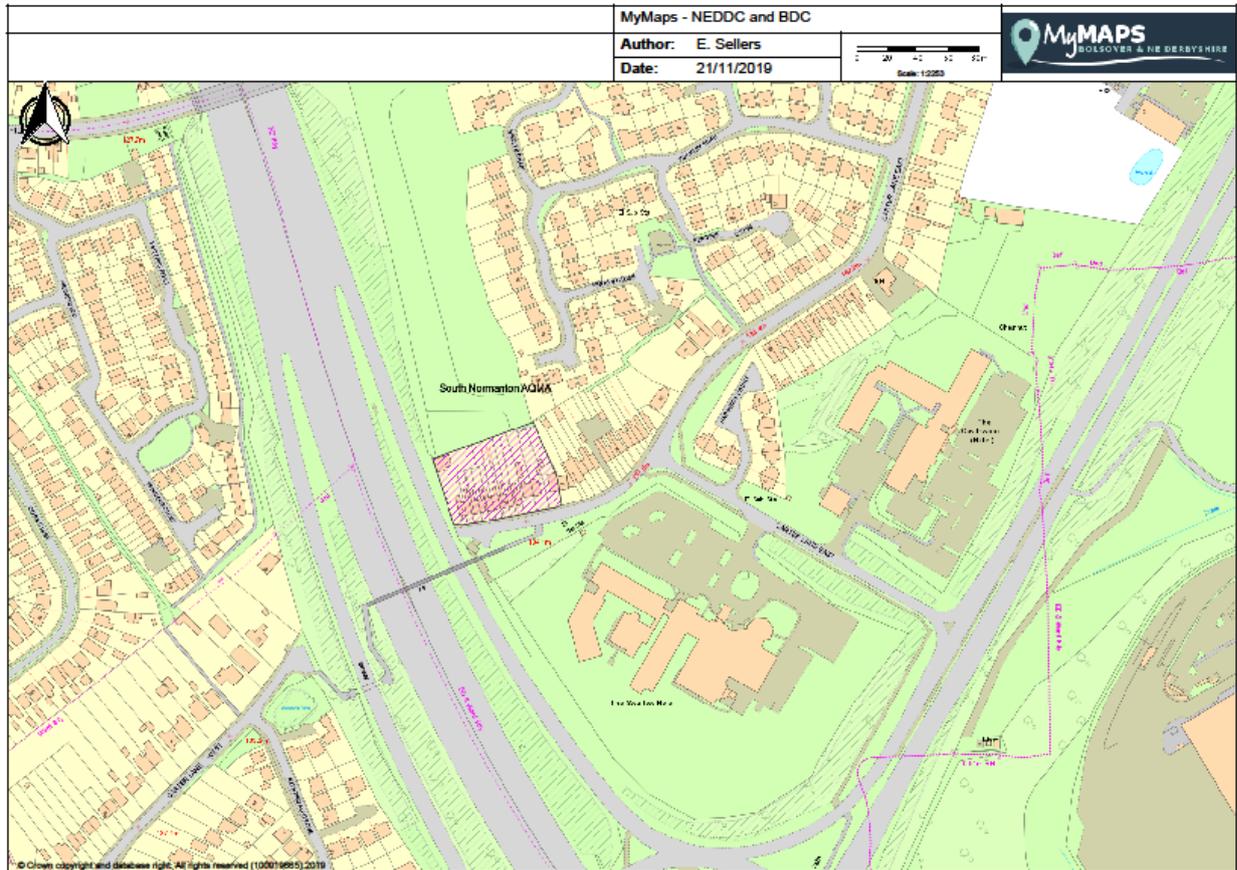


Figure 1.3 Barlborough No1 Air Quality Management Area

14 Chesterfield Road, Barlborough

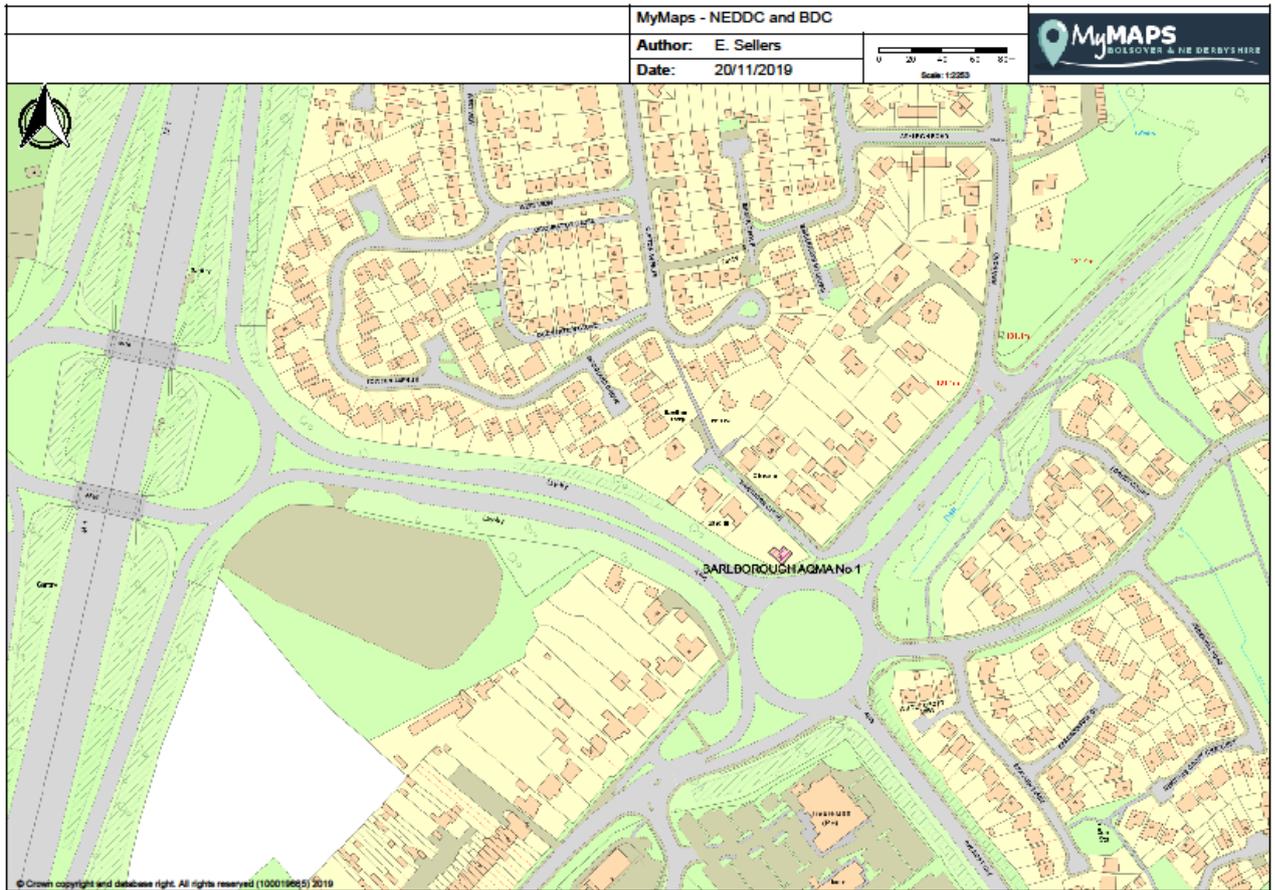
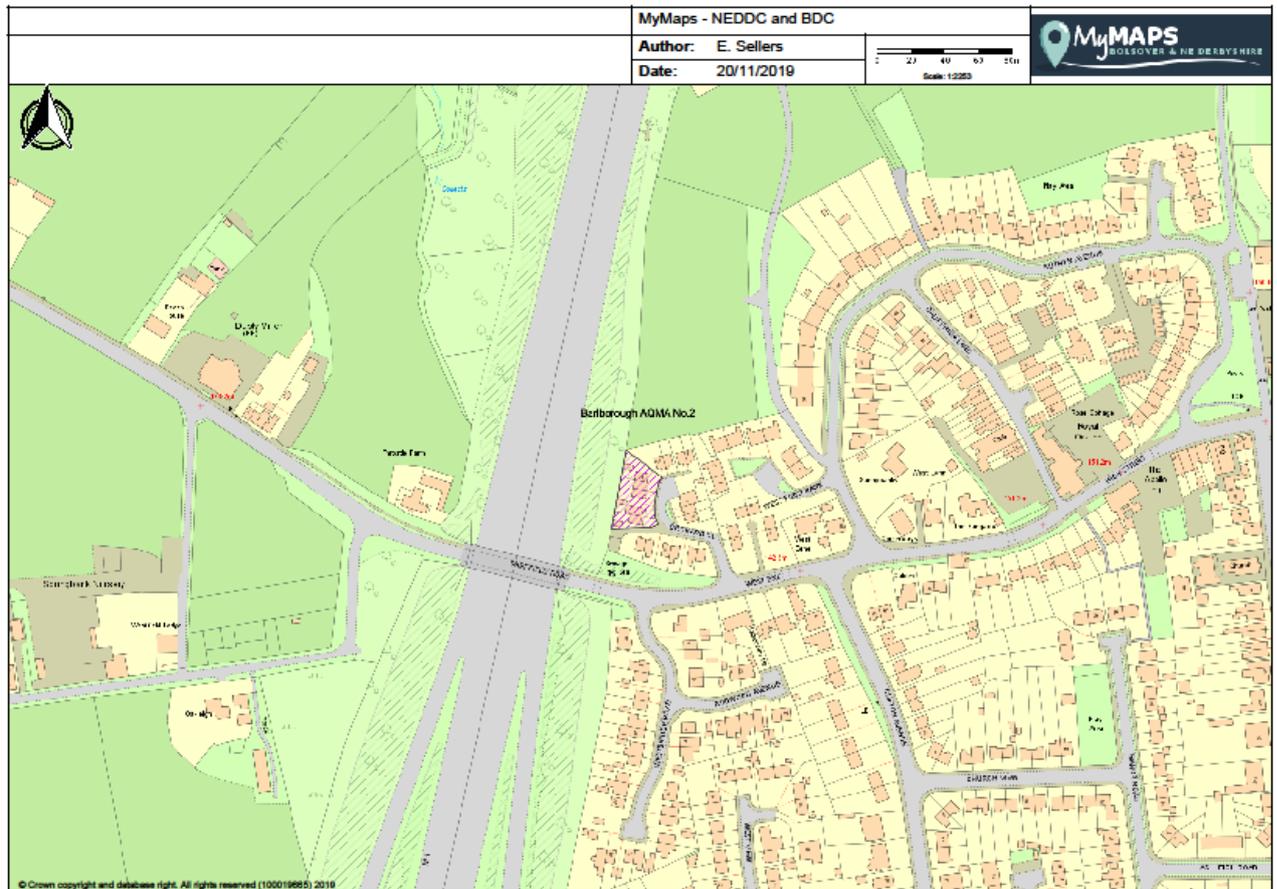


Figure 1.4 Barlborough No 2 Air Quality Management Area

Orchard Close, Barlborough



The area has a heavy industrial past, particularly minerals extraction (coal mining and limestone quarrying) which historically saw high proportions of coal being used in domestic heating exacerbated by the miners’ concessionary fuel allowances. Due to the impact of extensive coal burning on air quality, the District Council (after being granted a 10 year derogation on complying with the then EU Air Quality limits for smoke and sulphur dioxide) completed 100% coverage with Smoke Control Areas in the 1990s. The Council is aware that there have been new housing developments in the district since that time and also in recent years the popularity of domestic biomass heating (wood burners) and the potential effects of this are kept under review through the Air Quality screening process and, for biomass fuel use on a larger scale, through the development control regime.

Between 2015 and 2016 the M1 motorway was converted into a 4-lane smart motorway. After noting a significant reduction in annual mean nitrogen dioxide concentrations at all three AQMAs since 2012, the Council delayed acting on this in order that there was some certainty that it is a genuine reduction and not due to annual variations or the lane closures and reduced speed limit to 50mph throughout the period of the extensive road works over almost 2 years.

Having undertaken monitoring since the opening of the smart motorway we are confident that the annual mean nitrogen dioxide concentrations have fallen to a level significantly below the $40\mu\text{g}/\text{m}^3$ Objective in the two Barlborough Air Quality Management Areas. The reduction is more modest in the South Normanton AQMA which at one of the monitoring locations was just marginally below the $40\mu\text{g}/\text{m}^3$ Objective in 2017 (Site ref 15; $39.8\mu\text{g}/\text{m}^3$ in 2017) but has since decreased further in 2018 ($34.8\mu\text{g}/\text{m}^3$).

Since 2017, which was the first full year since the opening of the smart motorway, the annual mean nitrogen dioxide concentration for the worst affected (nearest) property to the motorway in each of the three AQMAs was as follows:

South Normanton AQMA - 2017 - $39.8\mu\text{g}/\text{m}^3$ 2018 - $34.8\mu\text{g}/\text{m}^3$

Barlborough No1 AQMA - 2017 - $29.8\mu\text{g}/\text{m}^3$ 2018 – $28.7\mu\text{g}/\text{m}^3$

Barlborough No2 AQMA - 2017 - $28.4\mu\text{g}/\text{m}^3$ 2018 - $27.1\mu\text{g}/\text{m}^3$ (mean of triplicate tubes)

In 2017 a Detailed Assessment was commissioned which concluded that the two Barlborough AQMAs should be revoked. The Council has now implemented the procedure for revoking the two Barlborough AQMAs.

Although the South Normanton AQMA reported as being below the air quality objective, in 2017 it was so close to it at $39.8\mu\text{g}/\text{m}^3$ that the AQMA is being retained for the time being at least.

Although there have been no specific problem areas identified locally, nationally there is currently great interest in the extent that very small particles called $\text{PM}_{2.5}$ impact on public health. In line with national guidance the Council is giving consideration to this pollutant and actions that can be taken to minimise its impact.

The Council continues to work with partner organisations including the Highways Agency and their consultants and the Director of Public Health in respect of air quality in the District.

Actions to Improve Air Quality

As stated above, plans to revoke the two Barlborough Air Quality Management Areas are underway. The Council will continue to closely monitor the South Normanton AQMA. A list of specific measures that the Council and its partner organisations are involved with that will help to improve air quality in the area is shown at Table 2.2 later in this report.

Bolsover District Council continues to work with other partners to deal with Air Quality concerns including neighbouring local authorities, Derbyshire County Council in their role as the Highways Authority, the Director of Public Health at Derbyshire County Council and Public Health England, and where appropriate will participate in projects to improve Air Quality.

The Council is responsible for the regulation of a number of Part A2 and Part B industrial installations that are of significance in terms of air quality. Each process / installation is regulated under the Environmental Permitting (England and Wales) Regulations 2016 and regularly inspected by the Joint Environmental Health Service (in line with national guidance which sees greater regulatory input at the premises posing the greatest risk) to ensure they are controlling their emissions to atmosphere in accordance with national guidance.

The Council's LCV\LGV vehicle fleet meets the current Euro6 standard and all its refuse collection vehicles operate on low sulphur 80/20 bio-diesel. We have reviewed waste collection, grounds maintenance and street cleansing operations and established measured cyclical maintenance programs across the Council which has enabled us to review our vehicle fleet requirements to achieve optimised utilisation.

The Council is committed to working with partners from across the county to proactively engage with end users that are at high risk of fuel poverty. The Council works with all internal departments, Derbyshire County Council, local installers and agencies to deliver a number of energy cost reduction measures. Such schemes involve the installation of funded modern condensing boilers, insulation and heating controls that allow vulnerable residents to take control of their heating. The Council

is also committed to assisting vulnerable people through the fuel switching process in order to ensure that they are getting the most competitive fuel supply.

The Council is also committed to reducing the fuel cost and carbon footprints to its own housing and commercial stock. Together with our Strategic Partner and neighbouring authority, North East Derbyshire District Council, we have received approximately £129,600 funding from Caden Affordable Warmth Solutions to replace multiple gas connections (of which 108 where in Bolsover District) with new individual condensing boilers from very old inefficient communal boilers and old coal back boilers with new gas connections and ultimately modern gas boilers via the funding below.

We have secured £393.360 of funding from the Warm Homes Fund and ECO Fund in order to achieve 138 heating upgrades across both districts.

Where gas cannot be connected to properties at reasonable cost, the Council has invested in air source heat pumps. Innovative hydrogen fuel cell technology has also been installed in a sheltered scheme to supplement the electricity supply and heat the flats very efficiently. In Bolsover, the Council is committed to building new stock that meets the highest standards for the BRE Code for Sustainable Homes and this is including solar electricity.

Regarding its own commercial stock, the council has invested in fitting solar panels to its town hall at The Arc, Clowne. This will generate around £600,000 of income over its lifetime in Feed-in-Tariffs and savings. This is looking to be rolled out across it Riverside Depot in Doe Lea and also the Pleasley Mills industrial area. Innovative infrared heating technology has also been installed in the Pleasley Mills site and this made a major difference to the workers that used to be cold during the winter months.

Areas where there has been programmed regeneration activities and significant new development continue to be actively considered by the Council for their impact on air quality.

Recent Government guidance on tackling air quality has seen the Council form stronger links specifically in respect of air quality with key partners such as the County Director of Public Health and County Council Highway Planners. Officers of

the Council have been instrumental in setting up and participating in the Derbyshire County and City Air Quality Working Group.

Conclusions and Priorities

The 2019 ASR has confirmed that the two Barlborough Air Quality Management Areas (AQMAs) are in the process of being revoked and that the South Normanton AQMA, although being below the Air Quality Objective for the annual mean nitrogen dioxide concentration should remain in force for the time being. Across the Council's area as a whole the annual mean nitrogen dioxide concentration has been steadily falling over the past few years.

It was reported in the 2017 ASR that we had concerns about the nitrogen dioxide concentration at dwellings around a busy traffic light controlled crossroads in Clowne (North Road, Creswell Road, Rotherham Road, Barlborough Rd) and that we planned to extend the diffusion tube monitoring around the crossroads to better understand the situation. The monitoring was increased to seven tubes to give a good coverage on all roads around the junction. The annualised data has revealed that the nitrogen dioxide concentrations are below the air quality objective. There are however several large residential developments planned in the Clowne area (currently in the planning process). These have been subject of an air quality assessment as part of the planning process, however it has been decided to retain the monitoring sites for the current year to confirm the annual mean concentration and it is likely that a selection of the tubes will be retained in the medium term to measure the impact on air quality over the coming years in the event of these developments proceeding.

In addition to the extensive potential development in the Clowne area there are several other major residential and commercial developments either in the planning process or with planning approval. The air quality impact has been considered as part of the planning process although the cumulative impact of these developments remains to be seen.

The strategic alliance between Bolsover and North East Derbyshire District Councils enables each to benefit from broader experience and expertise in challenging the causes of poor air quality.

Local Engagement and How to get involved

The Council engages with the public on matters relating to air quality through, for example, a number of site specific community liaison groups and, in the future, public information initiatives through the Derbyshire County and City Air Quality Working Group, of which we are a key participant (See Appendix F for Terms of Reference).

Further engagement takes place through normal communication channels with parish councils and by dialogue with local interest groups, elected members and interested individuals. It was the results of such interaction which informed the decision to undertake additional monitoring in the review of diffusion tube monitoring locations for the 2017 monitoring programme.

Air Quality is not “someone else’s problem”. All members of the community can play a part in improving air quality. .

Simple steps that we can all take include making short journeys on foot or by bicycle rather than by car or using public transport. Derbyshire County Council operates a number of schemes relating to travel plans and reducing journeys by cars.

As it is often traffic congestion that exacerbates poor air quality, avoiding using vehicles as busy times can be beneficial. Car sharing for journeys to work or for the school run can reduce the number of vehicles using busy roads and junctions.

Other measures that can be taken include

- Purchasing low emission vehicles and or hybrid vehicles as individuals.
- Fleet vehicles and transport companies could play a major role in the use of low emission vehicles.
- Upgrading boilers to the newest and most efficient gas condensing boilers with the lowers nitrogen dioxide and carbon dioxide emissions
- Installing renewable options such as solar panels or wind turbines (in appropriate locations).

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1 Local Air Quality Management

This report provides an overview of air quality in Bolsover during 2018. It fulfils the requirements of Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995) and the relevant Policy and Technical Guidance documents.

The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives. This Annual Status Report (ASR) is an annual requirement showing the strategies employed by Bolsover District Council to improve air quality and any progress that has been made.

The statutory air quality objectives applicable to LAQM in England can be found in Appendix F.

2 Actions to Improve Air Quality

2.1 Air Quality Management Areas

Air Quality Management Areas (AQMAs) are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority must prepare an Air Quality Action Plan (AQAP) within 12-18 months setting out measures it intends to put in place in pursuit of compliance with the objectives.

A summary of AQMAs declared by Bolsover District Council can be found in Table 2.1.

Further information related to declared or revoked AQMAs are available online at https://uk-air.defra.gov.uk/aqma/local-authorities?la_id=23 . See full list at <https://uk-air.defra.gov.uk/aqma/list>

Alternatively, see Appendix D: Map(s) of Monitoring Locations and AQMAs, which provides for a map of air quality monitoring locations in relation to the AQMA(s).

We have started the process to revoke Barlborough AQMA No 1 and Barlborough AQMA No 2.

Table 2.1 – Declared Air Quality Management Areas

AQMA Name	Date of Declaration	Pollutants and Air Quality Objectives	City / Town	One Line Description	Is Air Quality in the AQMA Influenced by roads controlled by Highways England	Level if Exceedances (maximum monitored/modelled concentration at a location of relevant exposure)		Action Plan		
						At Declaration	Now	Name	Date Of Publication	Link
South Normanton AQMA	02-Jul-04	NO2 Annual Mean	South Normanton	The AQMA encompasses twelve properties and their gardens, 1-23 odd Carter Lane East, South Normanton on the east side of the M1 Motorway. The area extends 100m east of the main carriageway not the sliproad.	YES	49 µg/m ³	34.8 µg/m ³	AIR QUALITY ACTION PLAN FOR THE DISTRICT OF BOLSOVER AIR QUALITY MANAGEMENT AREA	2004	Available on request
Barlborough AQMA No 1	22-Aug-05	NO2 Annual Mean	Barlborough	A single property adjacent to the A619/616 roundabout in Barlborough	NO	43 µg/m ³	28.7 µg/m ³	AIR QUALITY ACTION PLAN FOR THE DISTRICT OF BOLSOVER AIR QUALITY MANAGEMENT AREA	N/A	Available on request
Barlborough AQMA No 2	19-Oct-07	NO2 Annual Mean	Barlborough	An area encompassing 5 residential dwellings on Orchard Close, Barlborough where the western property boundaries border the M1	YES	43 µg/m ³	27.1 µg/m ³	An area encompassing 5 residential dwellings on Orchard Close, Barlborough where the western property boundaries border the M1	N/A	Available on request

Bolsover District Council confirm the information on UK-Air regarding their AQMA(s) is up to date.

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2.2 Progress and Impact of Measures to address Air Quality in Bolsover District Council

Defra's appraisal of last year's ASR concluded that the next steps was for the Council to submit the 2019 Annual Status Report. The commentary attached to the DEFRA appraisal raised 6 issues as detailed below.

1. *It is unclear if annualisation corrections have been applied to sites with low capture rate. In future reports please provide discussion and example calculations of all corrections. For further guidance please refer to LAQM Technical Guidance 2016 (TG16).*

With regard to the Appraisers first point, this will be taken on board for future reports, however, there were no sites this year with a low capture rates so annualisation corrections were not applicable.

2. *The Councils decision to revoke Barlborough 1 & 2 AQMA is supported. The Council should follow the procedures set out in TG16, aiming to revoke these sites as soon as possible. For further guidance please refer to TG16.*

The Council has now started the process to revoke Barlborough 1 & 2 AQMAs.

3. *While the AQAP contains many measures there is little discussion as to their progress or barriers to implementation. In future reports the Council should use this report to reflect on progress, as it is meant to act as a progress log. From this charting progress will be easier. As such it is not immediately clear when the AQAP was last reviewed or updated.*

The Progress of Measures (Table 2.2) has been reviewed and updated and a full review of the remaining Air Quality Management Area's Action Plan for South Normanton is set for review next year.

4. *Further to the above there are a lack of objective KPIs, pollution reduction targets and dates for each measure. The Council should aim to include information within these brackets. Similarly this would help them determine the success of each measure and whether or not each measure is still fit for purpose.*

Please refer to the response above in relation to the Appraisers fourth comment.

- 5. A number of sites that are monitored passively have reported historically low concentrations. Although the Council expanded their network to include 6 additional sites in 2017 further review of the monitoring strategy is encouraged. Ideally these resources can be used to establish air quality levels in previously unmonitored location, with the aim of identifying hotspots and areas of concern.*

Although there were no changes in monitoring sites during 2018, the Council keeps this under review and there have been several changes to monitoring sites in 2019, of which the results will be communicated in next year's ASR.

- 6. The report lacks adequate discussion of PM_{2.5} emissions within the District. Future reports should have more reflection on local issues, especially relative to the Public Health Outcomes Framework.*

The Appraisers comments have been noted and more information has been included in relation to PM_{2.5} emissions in this report.

Bolsover District Council has taken forward a number of direct measures during the current reporting year of 2018 in pursuit of improving local air quality. Details of all measures completed, in progress or planned are set out in Table 2.2.

In July 2017 the Government published a plan for reducing roadside nitrogen dioxide concentrations. The Plan sets out a number of national and local measures that need to be taken. The report identified 33 local authorities that had in their area an exceedance of the EU Ambient Air Quality Directive for nitrogen dioxide along a specific stretch of carriageway. Whilst technically this does not form part of the Council's duties under the Local Air Quality Management regime under the provisions of Part IV of the Environment Act 1995, it is nevertheless an air quality issue. It is predicted that the affected area would be compliant during 2020.

However, following a legal challenge of the Government's approach in the High Court, the Council was issued a Ministerial Direction that required it to undertake a feasibility study before 31st July 2018 to assess a range of possible initiatives to reduce the nitrogen dioxide concentration to below the 40 µg/m³ limit in the shortest possible time. The production and implementation of a Local NO₂ Plan in accordance with the Ministerial Direction is currently ongoing.

Bolsover District Council expects the following measures to be completed over the course of the next reporting year:

- Completion of the revocation of the two Barlborough AQMAs
- Completion of the Local Plan in compliance with the Ministerial Direction.

Bolsover District Council's priorities for the coming year are to complete revocation of the two Barlborough AQMAs and to complete the Local Plan.

The principal challenges and barriers to implementation that Bolsover District Council anticipates facing are having to divert resources from our "normal" air quality function to deal with the Ministerial Direction which is required to be delivered within a very tight timescale. The Ministerial Direction has, however, had the effect of having raised the profile of local air quality management both within the Council (particularly at a political and senior officer level) and with our partner organisations.

Bolsover District Council anticipates that the measures stated above and in Table 2.2 will achieve compliance in the South Normanton Air Quality Management Area as it is already below the Air Quality Objective.

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Table 2.2 – Progress on Measures to Improve Air Quality

Measure No.	Measure	EU Category	EU Classification	Organisations involved and Funding Source	Planning Phase	Implementation Phase	Key Performance Indicator	Reduction in Pollutant / Emission from Measure	Progress to Date	Estimated / Actual Completion Date	Comment / Barriers to implementation
1	Local Transport Plan Three	Transport Planning and Infrastructure	Other	Derbyshire County Council	Completed	Ongoing	Air Quality Objective	Reduced Vehicle Emissions	Ongoing	2026	Project plan for replacement Local Transport Plan 4 in place. This will set investment priorities for a period at least up to 2032.
2	The Councils LGV Refuse Fleet meet Euro 6 Standards	Promoting Low Emission Transport	Public Vehicle Procurement -Prioritising uptake of low emission vehicles	Bolsover District Council. Derbyshire County Council. Derby City Council.	Completed	Completed	Air Quality Objective	Reduced Vehicle Emissions	All Council LGV Refuse Fleet meet Euro 6 Standard	Completed	Forms part of the County's Low Emission Vehicle Infrastructure Strategy
3	'Smarter Travel' Initiatives - 'Miles Better'/Alternatives to travel/Grey fleet mileage/Core fleet/Cheaper and sustainable transport at work	Promoting Travel Alternatives	Workplace Travel Planning	Derbyshire County Council	Completed	Completed	Air Quality Objective	Reduced vehicle emissions	Ongoing	Ongoing	DCC staff travelling from/to Bolsover can take advantage of the Miles Better Staff Travel Campaign (Cycle2Work, discounted public transport tickets/care share etc. 11 new e-vehicles to be introduced to DCC pool fleet by March 2020 (8 Nissan Leafs and 3 e-bikes)
4	Sustainable Modes of Travel Strategy	Promoting Travel Alternatives	School Travel Plans	Derbyshire County Council	Completed	Completed	Air Quality Objective	Reduced Vehicle Emissions	Ongoing	Ongoing	All Derbyshire schools are able to take advantage of the Modeshift Stars programme. This encourages children and parents/staff to travel in a more active manner and includes and accreditation system (Bronze/Silver/Gold depending on the level of activity at individual schools).

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5	Smart Rider Cyclist Training	Promoting Travel Alternatives	Promotion of cycling	Derbyshire County Council	Completed	Completed	Air Quality Objective	Reduced Vehicle Emissions	Ongoing	Ongoing	DCC Road Safety Team deliver the Smart Rider Programmes to specific areas/schools
6	The Derbyshire Cycling Plan	Promoting Travel Alternatives	Promotion of cycling	Derbyshire County Council	Completed	Completed	Air Quality Objective	Reduced Vehicle Emissions	Ongoing	2030	The County's Key Cycle Network (an integral component of the DCP) due to go to cabinet in December 2020.
7	Use of Low Emission Vehicles	Promoting Low Emission Transport	Other	Derbyshire County Council	Ongoing	LEV Infrastructure Strategy due to approved by Cabinet in November 2019.	Air Quality Objective	Reduced Vehicle Emissions	Implementation Ongoing	Ongoing	Low Emission Vehicle Infrastructure Strategy due to be approved by Cabinet in November 2019. Implementation of action plan can then commence.
8	Go Ultra Low - Electric Vehicle Charging Network	Transport Planning and Infrastructure	Other	D2N2 - Derbyshire County Council / Nottinghamshire County Council	Ongoing	Ongoing	Air Quality Objective	Reduced Vehicle Emissions	11 x rapid units and 38 x destination (or fast) units committed for installation by March 2020 across a number of Derbyshire market towns. Includes one rapid unit in Bolsover	2020	
9	Working with owner/occupiers to switch to funded high efficiency gas condensing boilers	Promoting Low Emission Plant	Shift to installations using low emission fuels for stationary and mobile sources	BDC/DCC/ECO	Ongoing	Ongoing	Air Quality Objective	Reduction in nitrogen dioxide, sulphur dioxide and particulates	61 Units installed in BDC	Ongoing	
10	Identifying vulnerable households (all tenures) and encouraging funded/part funded energy efficiency measures	Promoting Low Emission Plant	Shift to installations using low emission fuels for stationary and mobile sources	BDC	Ongoing	Ongoing	Air Quality Objective	Reduction in nitrogen dioxide, sulphur dioxide and particulates	103 CW/Loft and heating control upgrade installations in BDC	Ongoing	

11	Proactively engaging with all of community to educate / encourage people to use heating system most effectively	Public Information	Via other mechanisms	BDC/DCC	Ongoing	Ongoing	Air Quality Objective	Reduction in nitrogen dioxide, sulphur dioxide and particulates	280 face to face Bolsover	Ongoing	
12	East Midlands Air Quality Network - (Derbyshire Air Quality Working Group)	Policy Guidance and Development Control	Regional Groups Co-ordinating programmes to develop Area wide Strategies to reduce emissions and improve air quality	BDC / Derbyshire County Council / Public Health England / Derby City Council	Completed	Completed	N/A	Reduction in a range of pollutants	Work Plans / Action Plans Developed	Ongoing	Air Quality Working Group involves key players at senior level in public sector and voluntary sectors
13	Supporting / encouraging Homeworking	Promoting Travel Alternatives	Encourage / Facilitate home-working	BDC/Derbyshire County Council	Ongoing	Ongoing	Air Quality Objective	Reduced vehicle emissions	Ongoing	Ongoing	Reduction in vehicles in use, especially at busy times of the day
14	Publication Draft Local Plan (as submitted August 2018) Policy SC12: Air Quality	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	BDC	Examination	Ongoing	Air Quality Objective	N/A	Implementation on-going	Implementation on-going	Consideration of impact of new development on Air Quality
15	Publication Draft Local Plan (as submitted August 2018) Policy SC12: Air Quality	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	BDC	Examination	Ongoing	Air Quality Objective	Reduced vehicle emissions	Implementation on-going	Implementation on-going	Promotion of alternative / sustainable transport to improve air quality
16	Development of Supplementary planning guidance re Air Quality via East Midlands Air Quality Network - (Derbyshire Air Quality Working Group)	Policy Guidance and Development Control	Regional Groups Co-ordinating programmes to develop Area wide Strategies to reduce emissions and improve air quality	BDC / Derbyshire County Council / Public Health England / Derby City Council	Ongoing	Ongoing	N/A	Reduction in a range of pollutants	Implementation on-going	Implementation on-going	To be taken to the Planning and Health Group on completion for discussion and local adoption and implementation

17	East Midlands Air Quality Network (Derbyshire Air Quality Working Group) working with planning to ensure inclusion of air quality in the DCC Strategic Planning Framework as well as in NED Local Plan.	Policy Guidance and Development Control	Regional Groups Co-ordinating programmes to develop Area wide Strategies to reduce emissions and improve air quality	NEDDC / Derbyshire County Council / Public Health England / Derby City Council	Ongoing	Ongoing	N/A	Reduction in a range of pollutants	Implementation on-going	Implementation on-going	To be taken to the Planning and Health Group on completion for discussion and local adoption and implementation
18	East Midlands Air Quality Network (Derbyshire Air Quality Working Group) also developing guidance for neighbourhoods to support inclusion of air quality mitigation within neighbourhood plans.	Policy Guidance and Development Control	Regional Groups Co-ordinating programmes to develop Area wide Strategies to reduce emissions and improve air quality	NEDDC / Derbyshire County Council / Public Health England / Derby City Council	Ongoing	Ongoing	N/A	Reduction in a range of pollutants	Implementation on-going	Implementation on-going	To be taken to the Planning and Health Group on completion for discussion and local adoption and implementation
19	Travel Plans required as planning conditions for larger developments. Supported by Publication Draft Local Plan (as submitted August 2018) Policies SC12: Air Quality & ITCR10: Supporting Sustainable Transport Patterns.	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	BDC	Ongoing	Ongoing	N/A	Reduced vehicle emissions	6 Travel Plans in 2018	Implementation on-going	Travel plans required as part of planning controls for larger developments

20	Urban design and development control Promotion of Walking. Supported by Publication Draft Local Plan (as submitted August 2018) Policy ITCR10: Supporting Sustainable Transport Patterns.	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	BDC	Ongoing	Supplementary Planning document - Guide to Sustainable Housing Layout and Design for Bassetlaw DC, Bolsover DC, NEDDC and Chesterfield BC (2013)	Air Quality Objective	Reduced vehicle emissions, improved connectivity between developments and sustainable, integrated developments	Implementation on-going. SPD to be updated to reflect NPPF and recent changes and ensure consistency with new National Design Guidance 2019	Implementation on-going	Lack of central government policy support at present. Local Highways Authority policy to adoption and maintenance.
21	Corporate Aim H 15 Reduction of energy use in sheltered housing scheme	Promoting Low Emission Plant	Low Emission Fuels for stationary and mobile sources in Public Procurement	BDC	2016	2016-2019	Air Quality Objective	Reduction in particulates, sulphur dioxide and nitrogen dioxide	Nearly almost all Commercial District Heating Systems Replaced with Modern Individual Combi Boilers	2019	
22	Corporate Aim H 16 Replace each year 200 gas fired back boilers in Council houses with more efficient "A" rated combi-boilers	Promoting Low Emission Plant	Public Procurement of stationary combustion sources	BDC	2016	2016-2019	Air Quality Objective	Reduction in nitrogen dioxide and other products of combustion	end of 2016 - 234 boilers fitted	2019	
23	New Bolsover Model Village Transformation	Promoting Low Emission Plant	Public Procurement of stationary combustion sources	BDC	2016	2016-2019	Air Quality Objective	Reduction in nitrogen dioxide and other products of combustion	133 Boilers Replaced	Completed	
24	New Bolsover Model Village Transformation	Other	Other	BDC	2016	2016-2019	N/A	N/A	138 BDC Properties and 2 Private Dwellings Insulated	Completed	
25	Large funded multiple gas connection and modern high efficiency boiler schemes to old communally heated local authority housing stock	Promoting Low Emission Plant	Shift to installations using low emission fuels for stationary and mobile sources	BDC	Ongoing	Ongoing	Air Quality Objective	Reduction in nitrogen dioxide, sulphur dioxide and particulates	131 funded BDC connections	Ongoing	

26	Regulation of low emission fuels 100% coverage of Smoke Control Areas	Promoting Low Emission Plant	Regulations for fuel quality for low emission fuels for stationary and mobile sources	BDC	Completed	Completed	Air Quality Objective	Smoke and sulphur dioxide emissions reduced through Clean Air Act Regulations	Implemented and Enforcement as necessary	Implementation completed and education/enforcement ongoing	Smoke Control Areas in former mining area with high use of solid fuels
27	Making reports on Air Quality available to public	Public Information	Via the Internet	BDC	Ongoing	Ongoing	Air Quality Objective	Reduction in a range of pollutants	Implementation on-going	Ongoing	Raise awareness on actions individuals can take
28	Data and resource provided to support Chief Regulators to provide trend monitoring to Health Protection Board (sub group of Health and Wellbeing Board)	Public Information	Via other mechanisms	NEDDC	Ongoing	Ongoing	Public Information	N/A	Annual Reports	Ongoing	Raise awareness

-  Measures Recently Completed
-  Measure Data

2.3 PM_{2.5} – Local Authority Approach to Reducing Emissions and/or Concentrations

As detailed in Policy Guidance LAQM.PG16 (Chapter 7), local authorities are expected to work towards reducing emissions and/or concentrations of PM_{2.5} (particulate matter with an aerodynamic diameter of 2.5µm or less). There is clear evidence that PM_{2.5} has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

Bolsover District Council is taking measures as detailed in Table 2.2 above, most of which will contribute to address the PM_{2.5} issues, especially those which reduce the emissions from products of combustion and the designation of Smoke Control Areas.

Bolsover District Council has also partnered with other Councils across Derbyshire and Public Health England and formed the Derbyshire County and City Air Quality Working Group. The group will focus on particulates and nitrogen oxides and to make air quality a priority for Local Health and Wellbeing Boards.

The Public Health Outcomes Framework (PHOF) is a Department of Health tool which uses indicators to assess improvements to health. The PHOF has an indicator which relates to fine particulate matter (PM_{2.5}).

Based on the latest figures available Bolsover District Council can be compared to the rest of England. The data is summarised in Table 2.3 below.

England Average	England Lowest	England Highest	East Midlands Average	Derbyshire Average	Bolsover Average
5.1	2.9	7	5.1	4.5	4.6

Information accessed September 2019

Available from <https://fingertips.phe.org.uk/profile/public-health-outcomes-framework>

3 Air Quality Monitoring Data and Comparison with Air Quality Objectives and National Compliance

3.1 Summary of Monitoring Undertaken

3.1.1 Automatic Monitoring Sites

Bolsover District Council no longer operates an automatic (continuous) monitoring site and now relies solely on a network of passive diffusion tubes for monitoring nitrogen dioxide pollution.

3.1.2 Non-Automatic Monitoring Sites

Bolsover District Council undertook non- automatic (passive) monitoring of NO₂ at 34 sites during 2018. Two of these sites have triplicate tube exposure as part of the quality procedure to demonstrate reproducibility of monitoring data. Appendix A shows the details of the sites.

Maps showing the location of the monitoring sites are provided in Appendix D. Further details on Quality Assurance/Quality Control (QA/QC) for the diffusion tubes, including bias adjustments and any other adjustments applied (e.g. “annualisation” and/or distance correction), are included in Appendix C.

3.2 Individual Pollutants

The air quality monitoring results presented in this section are, where relevant, adjusted for bias, “annualisation” and distance correction. Further details on adjustments are provided in Appendix C.

3.2.1 Nitrogen Dioxide (NO₂)

Table A. in Appendix A compares the ratified and adjusted monitored NO₂ annual mean concentrations for the past 5 years with the air quality objective of 40µg/m³.

The full 2018 dataset of monthly mean values is provided in Appendix B at Table B.1

It has been shown that where the annual mean nitrogen dioxide concentration is less than 60µg/m³ it is **most unlikely** that the air quality objective for the hourly mean concentration (200µg/m³, not to be exceeded more than 18 times per year) will be exceeded.

It is seen from the diffusion tube monitoring that there are no annual mean nitrogen dioxide concentrations close to $60\mu\text{g}/\text{m}^3$.

Table A.2 at Appendix A shows the trend in annual mean nitrogen dioxide concentration for all diffusion tube monitoring sites over the 5-year period 2014 to 2018. This shows that there have been no exceedances of the annual mean air quality objective for nitrogen dioxide at any of the monitoring locations since 2014.

Previous ASRs have commented on the potential effects of the conversion of the M1 motorway to a 4 lane smart motorway on the Air Quality Management Areas. It was looking as if it may have been appropriate to revoke all three AQMAs due to a decline of the annual mean nitrogen dioxide concentrations. The decision was not taken, however, until we had evaluated the effect of the conversion of the principal emission source (The M1 motorway) to a smart motorway and to ensure the reductions in pollutant concentration was due to speed limit restrictions and lane closures throughout the carriageway improvements. The Council commissioned Bureau Veritas to undertake a review of monitoring data and make recommendations on the revocation of the AQMAs. This work was completed after the full 2017 data set was available i.e. a full calendar year following the opening of the smart motorway. The Bureau Veritas report is shown at Appendix E.

It was concluded that the annual mean nitrogen dioxide concentration in the two Barlborough AQMAs remained sufficiently below the Air Quality Objective such that they should be revoked. However, there had been a slight increase in the annual mean nitrogen dioxide concentration in the South Normanton AQMA in 2017 that, whilst it was still marginally below the Air Quality Objective at $39.8\mu\text{g}/\text{m}^3$, we could not be confident that it would remain as such. Although the nitrogen dioxide concentration decreased in 2018 to $34.8\mu\text{g}/\text{m}^3$, the South Normanton AQMA is still in place for the time being until such time that we are confident that it can be safely revoked.

There had been a steady reduction each year in the Barlborough AQMAs and the Council was reasonably confident that the reduction was not due to temporary lane closures and speed limits on the Motorway, therefore the procedure for revoking the existing AQMAs has commenced.

As part of the review of the monitoring locations at the end of 2015, a new site was established at the junction of Barlborough Rd / Creswell Rd / Rotherham Road and

North Street, Clowne. This is a traffic light controlled junction and is known to have frequent queues of traffic at busy periods. There are also dwellings in very close proximity to the carriageway. The annual mean nitrogen dioxide concentration for 2016 at the newly created site (Tube Ref 30) was found to be $39.2\mu\text{g}/\text{m}^3$, which is extremely close to the $40\mu\text{g}/\text{m}^3$ Air Quality Objective. Therefore, additional monitoring locations were set up at other dwellings around the junction to determine whether any further action was required. It has been found that all seven locations had annual mean nitrogen dioxide concentrations below the Air Quality Objective. The tube location which had previously had a concentration of $39.2\mu\text{g}/\text{m}^3$ had fallen to $35.6\mu\text{g}/\text{m}^3$ in 2017, but has since increased to $37.9\mu\text{g}/\text{m}^3$ in 2018. As there are a number of proposed housing developments in the Clowne area it has been decided to retain these monitoring locations to assess the impact on air quality at this busy junction.

Appendix A: Monitoring Results

Table A.1 – Details of Non Automatic Monitoring Sites

Site ID	Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to Kerb of Nearest Road (m) ⁽²⁾	Tube collocated with a Continuous Analyser?	Height (m)
1	11 Town End, Bolsover	Roadside	447502	370445	NO2	NO	N/A	4	NO	2.5
2	25 Orchard Close, Barlborough	Suburban	447174	377246	NO2	YES	0	34.3	NO	2.5
3	Thomas College House, Bolsover	Urban Background	447515	370818	NO2	NO	12	36	NO	2.5
4	27 West Street, Doe Lea	Urban Background	445777	366254	NO2	NO	7.9	123	NO	2.5
5	1 Carter Lane East, South Normanton	Roadside	445241	356541	NO2	YES	0	12.8	NO	2.5
26	1 Carter Lane East, South Normanton	Roadside	445241	356536	NO2	YES	0	12.8	NO	2.5
27	1 Carter Lane East, South Normanton	Roadside	445241	356536	NO2	YES	0	12.8	NO	2.5
6	29 Brookhill Lane, Pinxton	Roadside	445828	355805	NO2	NO	12	1.5	NO	2.5
8	2 Paddocks Close, Pinxton	Urban Background	445394	356045	NO2	NO	0	42.8	NO	2.5
9	Queens Close, Hodthorpe	Urban Background	454017	376464	NO2	NO	15.2	48.1	NO	2.5
10	57 Carter Lane West, South Normanton	Roadside	445140	356458	NO2	NO	22.1	22.7	NO	2.5
11	16 Chesterfield Rd, Barlborough	Suburban	447380	376706	NO2	NO	0	18.3	NO	2.5
12	2A Westbridge Rd, Barlborough	Suburban	447174	377157	NO2	NO	0	13.2	NO	2.5
14	14 Chesterfield Rd, Barlborough	Roadside	447427	376756	NO2	YES	0	8.7	NO	2.5
23	14 Chesterfield Rd, Barlborough	Roadside	447427	376756	NO2	YES	0	8.7	NO	2.5
24	14 Chesterfield Rd, Barlborough	Roadside	447427	376756	NO2	YES	0	8.7	NO	2.5

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15	3 Carter Lane East South Normanton	Roadside	445245	356539	NO2	YES	0	17.4	NO	2.5
16	Woodland Grove, Barlborough	Suburban	447323	376847	NO2	NO	4	45.5	NO	2.5
17	36 Bowdon Avenue, Barlborough	Suburban	447133	376900	NO2	NO	0	38.3	NO	2.5
18	Sheffield Road, Barlborough	Suburban	447022	377227	NO2	NO	16.4	1.5	NO	2.5
19	California Lane, Barlborough	Suburban	447344	377343	NO2	NO	3	18.5	NO	2.5
20	o/s 17 Carter Lane East, South Normanton	Roadside	445278	356540	NO2	YES	7	46.2	NO	2.5
21	31 Carter Lane East, South Normanton	Suburban	445321	356567	NO2	NO	0	87.6	NO	2.5
22	37 Berristow Place, South Normanton	Suburban	446245	357257	NO2	NO	0	10.35	NO	2.5
25	o/s Travellers Site, Blackwell	Suburban	444935	358793	NO2	NO	26.7	3	NO	2.5
28	2 The Hill Glapwell	Roadside	446753	366127	NO2	NO	0	4	NO	2.5
29	198 The Hill, Glapwell	Roadside	447848	366083	NO2	NO	0	5.6	NO	2.5
30	4A Barlborough Rd, Clowne	Roadside	449133	376061	NO2	NO	0	1	NO	2.5
31	9 Barlborough Rd, Clowne	Roadside	449120	376040	NO2	NO	0	3.3	NO	2.5
32	28 Barlborough Rd, Clowne	Roadside	449093	376087	NO2	NO	0	1.3	NO	2.5
33	97 North Rd Clowne	Roadside	449187	375957	NO2	NO	0	2.3	NO	2.5
34	128 North Rd Clowne	Roadside	449185	376012	NO2	NO	0	2.3	NO	2.5
35	5 Rotherham Rd Clowne	Roadside	449121	376107	NO2	NO	0	3.4	NO	2.5
36	Junction of Rotherham Rd/Creswell Rd, Clowne	Roadside	449166	376056	NO2	NO	0	3.4	NO	2.5

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Notes:

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on the façade of a residential property).

(2) N/A if not applicable.

Table A.2 – Annual Mean NO₂ Monitoring Results

Site ID	Site Type	Monitoring Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2018 (%) ⁽²⁾	NO ₂ Annual Mean Concentration (µg/m ³) ⁽³⁾				
					2014	2015	2016	2017	2018
1	Roadside	Diffusion Tube		100.0					27.0
1	Roadside	Diffusion Tube		100.0	31.6	25	31.7	28.7	Discontinued
2	Suburban	Diffusion Tube		100.0	29.4	30.2	30.8	29.8	28.7
3	Urban Background	Diffusion Tube		100.0	14.1	12.8	13.1	13.1	13.3
4	Urban Background	Diffusion Tube		91.7	19.3	17.7	18.6	17.9	18.1
5	Roadside	Diffusion Tube		100.0	37	37.6	35.8	37.1	33.2
26	Roadside	Diffusion Tube		100.0	37.9	36.7	36.0	37.5	33.7
27	Roadside	Diffusion Tube		100.0	37.9	36.8	36.3	37.2	34.7
6	Roadside	Diffusion Tube		100.0	33	27.6	30.9	28.5	32.8
8	Urban Background	Diffusion Tube		100.0	29	25.8	29.7	24.3	26.9
9	Urban Background	Diffusion Tube		83.3	14.3	12.5	13.6	12.9	14.4
10	Roadside	Diffusion Tube		100.0	30.6	25.9	29.1	24.2	27.6
11	Suburban	Diffusion Tube		100.0	25.5	26.1	25.9	24.1	25.5
12	Suburban	Diffusion Tube		100.0	29.5	28.6	30.5	28.1	27.8
14	Roadside	Diffusion Tube		100.0	28	28.2	28.0	27.1	26.6
23	Roadside	Diffusion Tube		100.0	28.2	29.3	28.9	29.1	27.1
24	Roadside	Diffusion Tube		100.0	29.3	30.1	28.6	29.1	27.5
15	Roadside	Diffusion Tube		100.0	36.9	37.6	36.0	39.8	34.8
16	Suburban	Diffusion Tube		100.0	26.1	26.2	26.9	25.9	25.3

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17	Suburban	Diffusion Tube		100.0	27.8	28.1	27.8	27.7	26.9
18	Suburban	Diffusion Tube		83.3	26.2	22.1	24.7	22.1	23.2
19	Suburban	Diffusion Tube		100.0	20.9	20.6	21.9	19.9	20.3
20	Roadside	Diffusion Tube		100.0	36.2	36	35.5	36.0	33.8
21	Suburban	Diffusion Tube		91.7	29.8	26.2	28.3	27.5	26.6
22	Suburban	Diffusion Tube		83.3	28	26.3	26.4	26.0	27.4
25	Suburban	Diffusion Tube		100.0	30.6	29.8	32.3	29.9	29.4
28	Roadside	Diffusion Tube		100.0			26.7	20.5	19.3
29	Roadside	Diffusion Tube		100.0			20.1	19.9	20.5
30	Roadside	Diffusion Tube		100.0			39.2	35.6	37.9
31	Roadside	Diffusion Tube		100.0				32.0	26.9
32	Roadside	Diffusion Tube		91.7				31.6	31.7
33	Roadside	Diffusion Tube		91.7				31.1	31.2
34	Roadside	Diffusion Tube		100.0				31.5	29.3
35	Roadside	Diffusion Tube		91.7				21.0	18.4
36	Roadside	Diffusion Tube		100.0				31.2	29.2

Diffusion tube data has been bias corrected

Annualisation has been conducted where data capture is <75%

Notes:

Exceedances of the NO₂ annual mean objective of 40µg/m³ are shown in **bold**.

NO₂ annual means exceeding 60µg/m³, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per Boxes 7.9 and 7.10 in LAQM.TG16 if valid data capture for the full calendar year is less than 75%. See Appendix C for details..

Appendix B: Full Monthly Diffusion Tube Results for 2018

Table B.1 – NO₂ Monthly Diffusion Tube Results – 2018

Site ID	NO ₂ Mean Concentrations (µg/m ³)												Annual Mean		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Raw Data	Bias Adjusted (0.92) and Annualised ⁽¹⁾	Distance Corrected to Nearest Exposure ⁽²⁾
1	37.79	26.80	35.77	26.28	24.60	21.21	24.69	26.26	28.72	29.96	33.31	36.46	29.32	26.97	
2	36.13	29.61	30.03	27.68	27.92	23.72	27.61	35.48	38.23	37.34	25.30	35.37	31.20	28.71	
3	18.50	17.31	15.64	12.19	11.31	9.07	10.10	11.48	12.18	14.72	21.44	20.13	14.51	13.35	
4	24.96	20.41	16.71	17.74		13.37	15.87	17.74	20.87	22.28	24.23	22.83	19.73	18.15	
5	39.63	33.91	40.33	35.78	29.33	25.86	32.38	43.11	40.96	36.17	33.55	41.87	36.07	33.19	
26	36.99	33.17	41.12	37.40	29.23	25.18	38.25	40.06	37.07	40.36	39.61	41.30	36.64	33.71	
27	41.42	34.88	44.46	37.43	29.80	27.60	36.23	43.74	38.11	41.53	37.81	39.53	37.71	34.70	
6	33.46	37.57	38.59	34.39	44.32	42.00	31.56	29.92	26.43	37.60	35.55	36.11	35.62	32.77	
8	28.71	32.14	35.68	27.05	32.32	34.01	25.40	24.83	24.51	28.89	29.65	28.26	29.29	26.94	
9	20.25	14.81	16.52	13.07			11.67	8.32	14.51	17.31	22.23	18.14	15.68	14.43	
10	31.18	33.55	30.16	27.97	39.68	35.17	25.23	20.98	21.50	27.36	38.80	28.35	29.99	27.59	
11	32.21	28.12	32.34	21.77	30.32	24.63	25.03	23.40	25.35	26.75	30.16	33.09	27.76	25.54	
12	33.16	29.47	34.68	25.80	26.72	20.95	27.59	30.46	31.17	35.80	31.76	35.03	30.22	27.80	

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14	31.23	26.57	34.13	27.04	25.03	21.04	27.86	28.75	29.75	30.13	34.67	30.53	28.89	26.58	
23	31.94	27.94	32.53	28.41	25.45	21.00	25.89	29.06	28.99	34.70	33.89	34.29	29.51	27.15	
24	33.04	28.12	33.65	25.94	24.63	21.76	29.82	30.03	32.49	32.72	31.14	35.47	29.90	27.51	
15	45.94	33.67	37.27	39.45	30.99	27.05	39.28	42.61	38.05	39.38	41.34	38.98	37.83	34.81	
16	33.66	28.71	29.01	26.58	22.53	19.44	22.43	24.59	29.08	29.98	32.65	31.51	27.51	25.31	
17	36.10	27.49	33.05	26.47	22.98	18.77	25.85	30.10	31.09	33.07	31.66	34.76	29.28	26.94	
18	30.10	30.74	31.44	13.22		18.55	21.07	19.48		26.91	34.05	26.72	25.23	23.21	
19	28.00	19.82	27.87	19.53	17.07	13.89	16.07	19.74	21.73	27.37	24.32	29.31	22.06	20.30	
20	40.26	34.76	35.41	33.76	25.81	28.63	39.24	39.88	41.78	42.96	38.75	40.26	36.79	33.85	
21	28.42	29.34	32.95		24.15	20.96	25.91	31.05	26.34	32.64	31.47	34.77	28.91	26.60	
22	35.30	27.19	31.05	26.22		20.92	28.35	31.24	31.11		32.18	33.75	29.73	27.35	
25	35.49	31.03	32.80	27.35	28.06	24.18	30.36	32.13	32.20	36.32	34.28	39.12	31.94	29.39	
28	25.16	21.75	16.70	21.52	19.85	18.06	18.96	18.10	19.54	23.49	23.59	24.91	20.97	19.29	
29	29.72	21.53	27.29	22.70	17.59	13.80	21.17	19.34	20.85	21.72	23.06	29.24	22.33	20.55	
30	41.47	39.17	49.19	44.83	35.80	41.92	39.61	35.10	37.45	43.27	43.17	43.41	41.20	37.90	
31	30.04	29.14	36.53	30.05	29.67	26.56	29.78	26.60	24.72	29.03	30.10	28.77	29.25	26.91	
32		34.57	39.71	32.54	41.56	37.06	32.49	27.18	26.97	34.53	36.74	36.02	34.49	31.73	
33	32.34	34.16	35.08	37.75	33.28	23.96	33.25	35.42	32.96	36.69	38.29		33.93	31.21	
34	22.40	35.34	37.82	34.75	37.01	33.62	31.46	24.96	24.94	28.99	38.54	31.76	31.80	29.25	
35		22.51	24.64	19.98	16.69	13.75	16.01	16.85	18.52	21.80	23.00	25.90	19.97	18.37	
36	27.08	30.02	37.64	34.11	39.91	32.14	27.30	26.55	27.43	31.31	34.09	32.84	31.70	29.16	

- Local bias adjustment factor used
- National bias adjustment factor used
- Annualisation has been conducted where data capture is <75%
- Where applicable, data has been distance corrected for relevant exposure

Notes: Exceedances of the NO₂ annual mean objective of 40µg/m³ are shown in **bold**.

NO₂ annual means exceeding 60µg/m³, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

(1) See Appendix C for details on bias adjustment and annualisation. (2) Distance corrected to nearest relevant public exposure. *(No distance corrections are required in accordance with the Statutory Guidance as the only annual mean concentrations above 36µg/m³ (Tube 30) is located at a relevant exposure).*

Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC

Diffusion Tube Monitoring

Diffusion tubes are used to provide a relatively simple and cost effective method of monitoring for nitrogen dioxide at several locations where nitrogen dioxide levels are likely to be high identified in previous reviews and assessments, due to the proximity of significant sources (normally traffic).

The tube is a small plastic device, approximately 6 centimetres long, open at one end, with a disc at the other end that reacts to nitrogen dioxide. They are located at sites, typically on lamp posts or other street furniture or on the facades of properties and exposed for a 4–5 week period, in line with the UK national survey.

The tubes contain a mesh which is doped with 50% v/v triethanolamine (TEA) in Acetone are fitted with a cap before and after exposure which is undertaken according to the national monthly schedule.

QA/QC Details of the Nitrogen Dioxide Diffusion Tube Survey

Although the Council does not carry out any collocation studies alongside an automatic monitor, it does expose tubes in triplicate at one of the locations (Sites ref 5, 26 and 27 and 14, 23 and 24) to demonstrate the reproducibility/reliability of the data. For 2018 the data shows good reproducibility, the annual mean concentrations being 33.2, 33.7 and 34.7 $\mu\text{g}/\text{m}^3$ for tubes 5, 26 and 27 respectively and 26.6, 27.1 and 27.5 $\mu\text{g}/\text{m}^3$ for tubes 14, 23 and 24 respectively.

AIR PT Scheme

The diffusion tubes are supplied and analysed by Gradko International, which participates in the Air PT laboratory inter-comparison scheme for the analysis the diffusion tubes.

AIR is an independent analytical proficiency-testing (PT) scheme, operated by LGC Standards and supported by the Health and Safety Laboratory (HSL). AIR PT is a new scheme, started in April 2014, which combines two long running PT schemes: LGC Standards STACKS PT scheme and HSL WASP PT scheme.

The laboratory has consistently scored 100% for the period covered by this report apart from AR030 which scored 75%.

The AIR PT Scores for the relevant period is shown in Table C.1

Table C.1 Laboratory summary performance for AIR NO2 PT rounds AR019 to AR030

The following table lists those UK laboratories undertaking LAQM activities that have participated in recent AIR NO2 PT rounds and the percentage (%) of results submitted which were subsequently determined to be satisfactory based upon a z-score of $\leq \pm 2$ as defined above

AIR PT Round	AIR PT AR019	AIR PT AR021	AIR PT AR022	AIR PT AR024	AIR PT AR025	AIR PT AR027	AIR PT AR028	AIR PT AR030
Round conducted in the period	April – May 2017	July – August 2017	September – October 2017	January – February 2018	April – May 2018	July – August 2018	September – October 2018	January – February 2019
Gradko International [1]	100 %	100 %	100 %	100 %	100%	100%	100%	75%

[1] Participant subscribed to two sets of test samples (2 x 4 test samples) in each AIR PT round.

Source <https://laqm.defra.gov.uk/assets/laqmno2performancedatauptofebruary2019v1.pdf>

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Bias Adjustment Factor

It is known that there are systematic differences in the performance of different laboratories and preparation methods of diffusion tubes. Table C.2 shows the studies that have been used to compare results from diffusion tubes (analysed by Gradko International) to results of co-located automatic chemiluminescence monitors, where data has been collected for 9 months or more.

From these studies it can be seen that the bias adjustment factor (A) of 0.92 has therefore to be applied (multiplied) to the diffusion tube results for 2018 data.

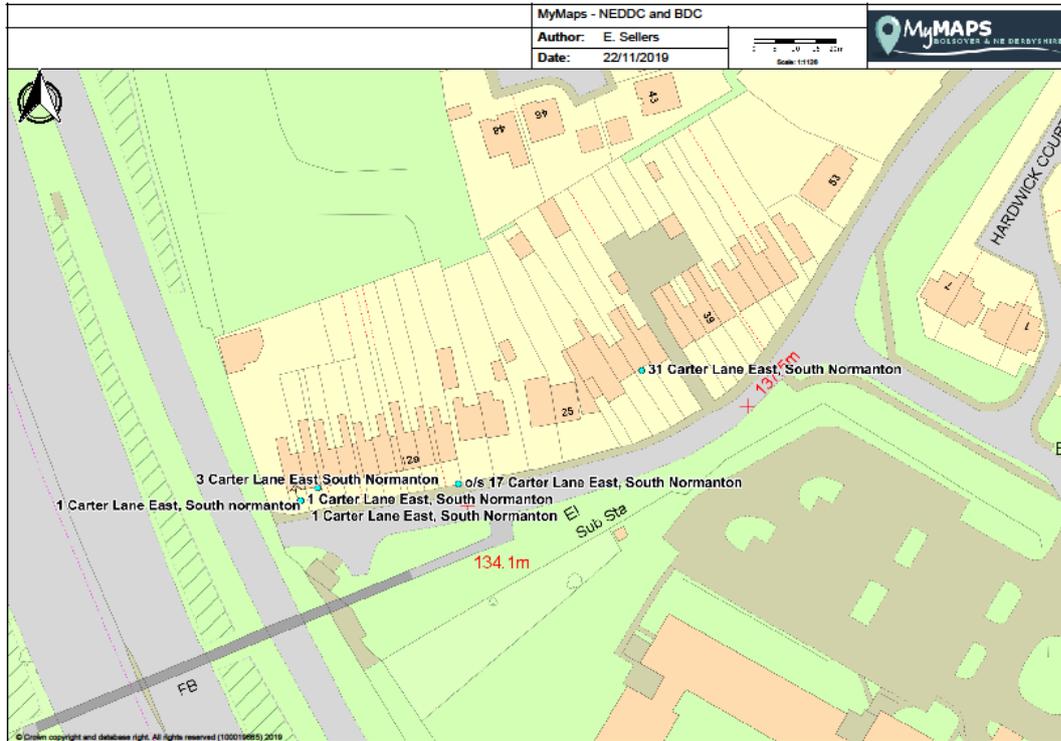
Table C.2 Bias Adjustment Factors for Gradko 2018

National Diffusion Tube Bias Adjustment Factor Spreadsheet							Spreadsheet Version Number: 03/19			
Follow the steps below <u>in the correct order</u> to show the results of <u>relevant</u> co-location studies							This spreadsheet will be updated at the end of June 2019 LAQM Helpdesk Website			
Data only apply to tubes exposed monthly and are not suitable for correcting individual short-term monitoring periods										
Whenever presenting adjusted data, you should state the adjustment factor used and the version of the spreadsheet										
This spreadsheet will be updated every few months; the factors may therefore be subject to change. This should not discourage their immediate use.										
The LAQM Helpdesk is operated on behalf of Defra and the Devolved Administrations by Bureau Veritas, in conjunction with contract partners AECOM and the National Physical Laboratory.							Spreadsheet maintained by the National Physical Laboratory. Original compiled by Air Quality Consultants Ltd.			
Step 1:	Step 2:	Step 3:	Step 4:							
Select the Laboratory that Analyses Your Tubes from the Drop-Down List	Select a Preparation Method from the Drop-Down List	Select a Year from the Drop-Down List	Where there is only one study for a chosen combination, you should use the adjustment factor shown with caution. Where there is more than one study, use the overall factor ³ shown in blue at the foot of the final column.							
If a laboratory is not chosen, we have no data for this laboratory.	If a preparation method is not chosen, we have no data for this method at this laboratory.	If a year is not chosen, we have no data.	If you have your own co-location study then see footnote ⁴ . If uncertain what to do then contact the Local Air Quality Management Helpdesk at LAQMhelpdesk@uk.bureauveritas.com or 0800 0327953							
Analysed By ¹	Method ²	Year ³	Site Type	Local Authority	Length of Study (months)	Diffusion Tube Mean Conc. (Dm) (µg/m ³)	Automatic Monitor Mean Conc. (Cm) (µg/m ³)	Bias (B)	Tube Precision ⁵	Bias Adjustment Factor (A) (Cm/Dm)
Gradko	50% TEA in acetone	2018	R	City of London	12	84	94	-10.7%	G	1.12
Gradko	50% TEA in acetone	2018	B	City of London	10	38	32	20.3%	G	0.83
Gradko	50% TEA in acetone	2018	R	RBWM	12	39	36	7.8%	G	0.93
Gradko	50% TEA in acetone	2018	R	RBWM	12	35	34	2.2%	G	0.98
Gradko	50% TEA in acetone	2018	SU	Redcar and Cleveland Borough Council	9	18	10	83.3%	G	0.55
Gradko	50% TEA in acetone	2018	R	West Berkshire	10	40	37	10.5%	G	0.91
Gradko	50% TEA in acetone	2018	KS	Marleybone Road Intercomparison	11	91	85	6.5%	G	0.94
Gradko	50% TEA in acetone	2018	UB	Reading Borough Council	12	20	26	-22.6%	G	1.29
Gradko	50% TEA in acetone	2018	Overall Factor³ (8 studies)						Use	0.92

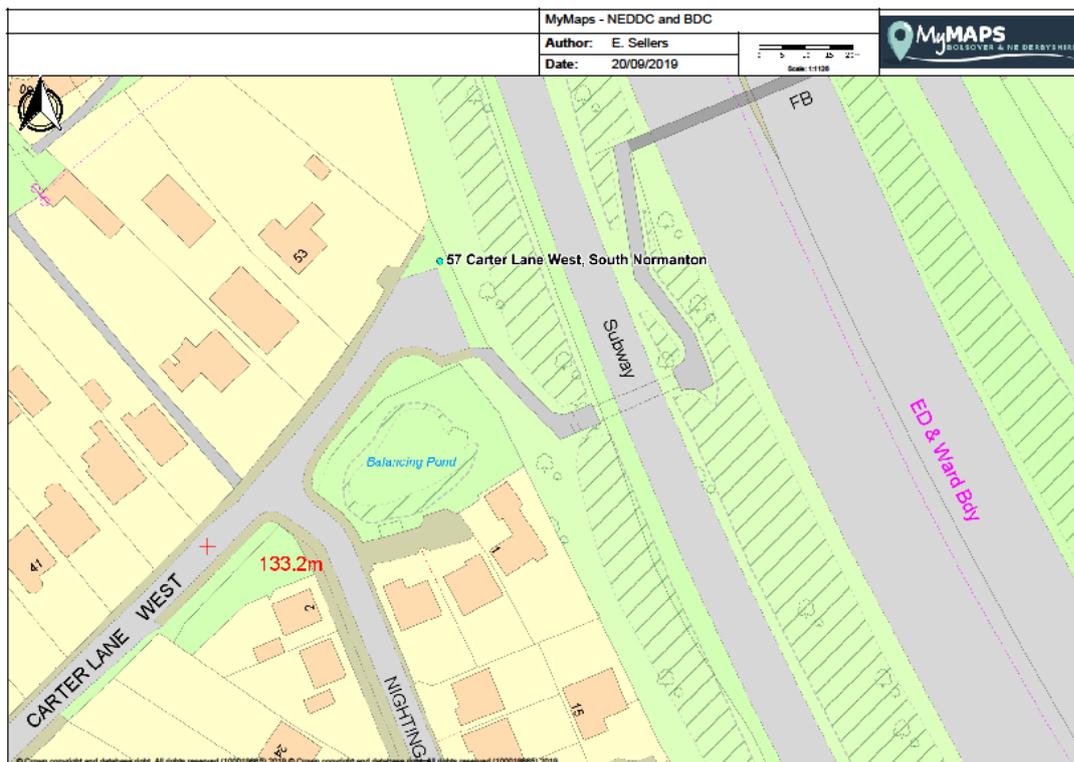
The diffusion tube bias adjustment factor for Gradko for 2018 is 0.92, being based on 8 studies. All diffusion tube data in this report for 2018 has been corrected for laboratory bias using this correction factor.

Appendix D: Map(s) of Monitoring Locations and AQMAs

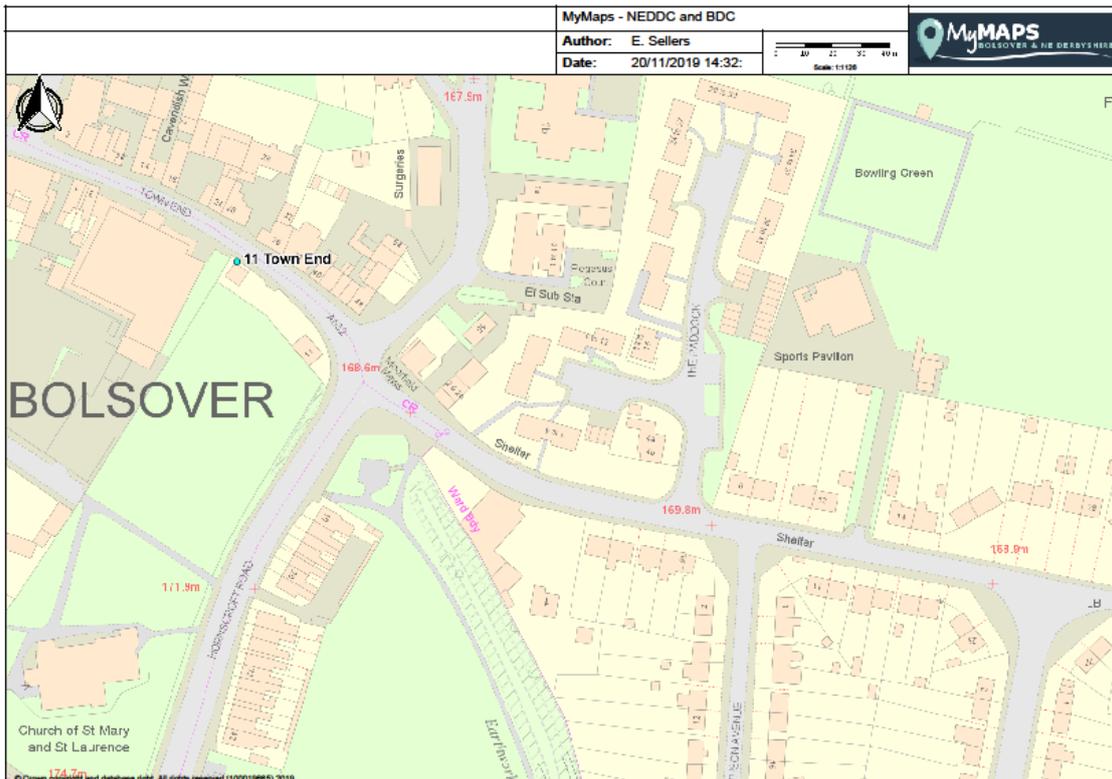
Diffusion Tube Monitoring Locations



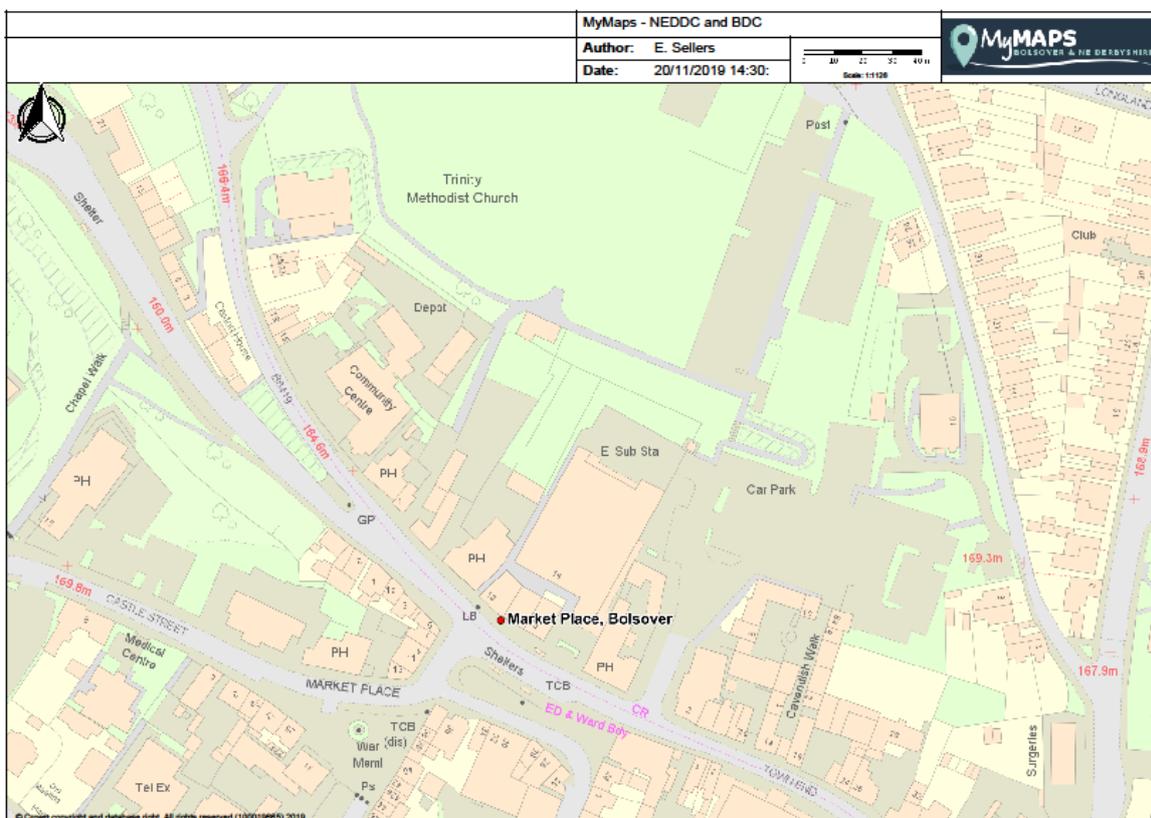
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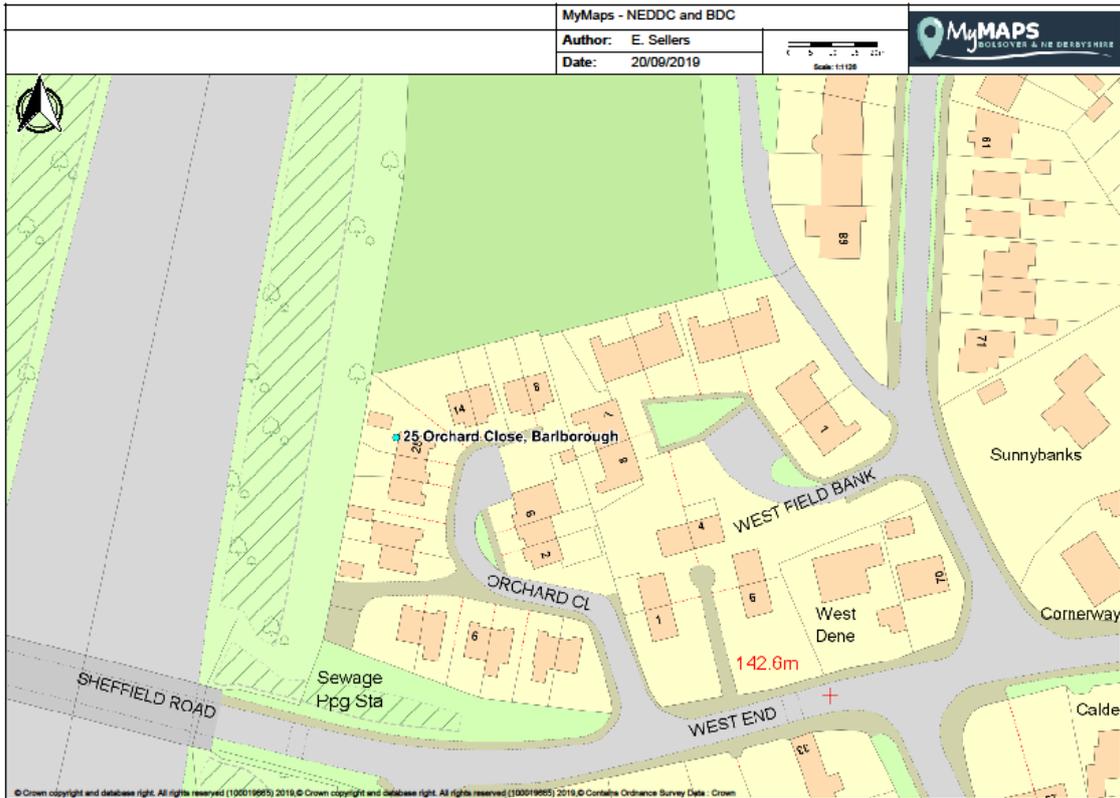
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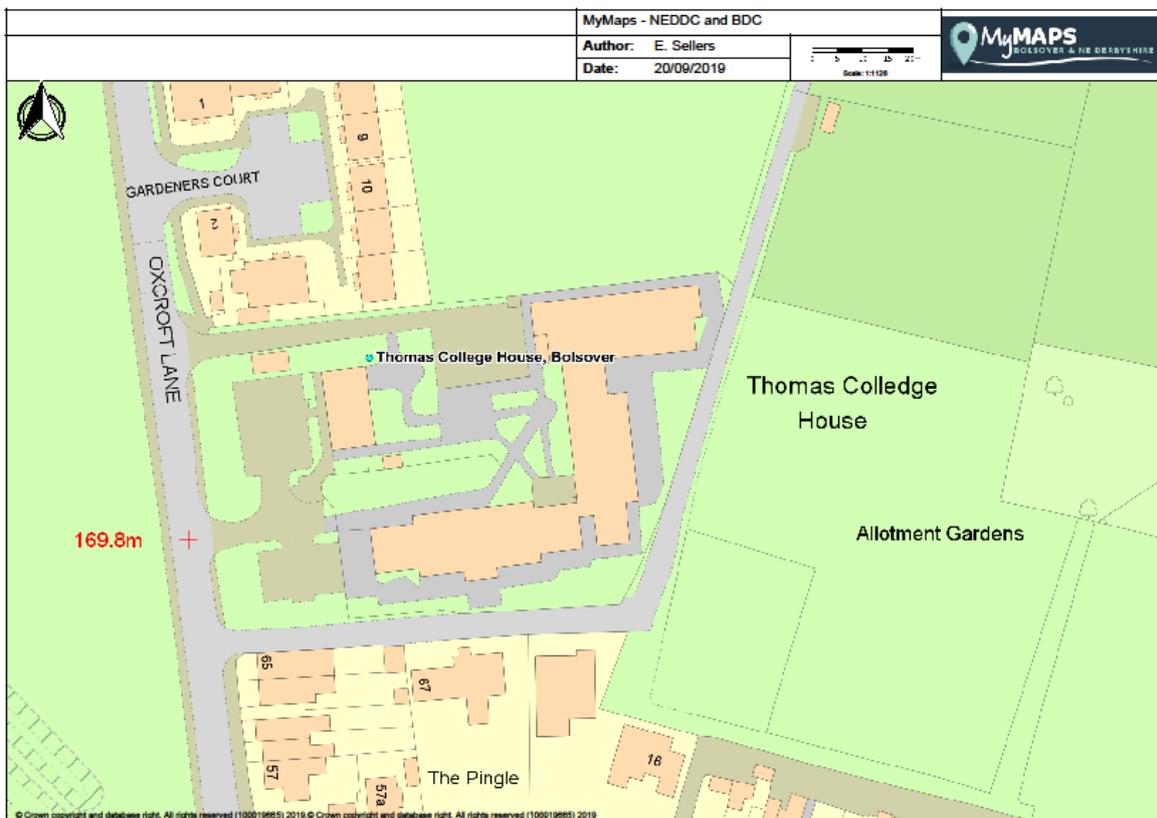
Tube Ref No 1 (11 Town End, Bolsover)



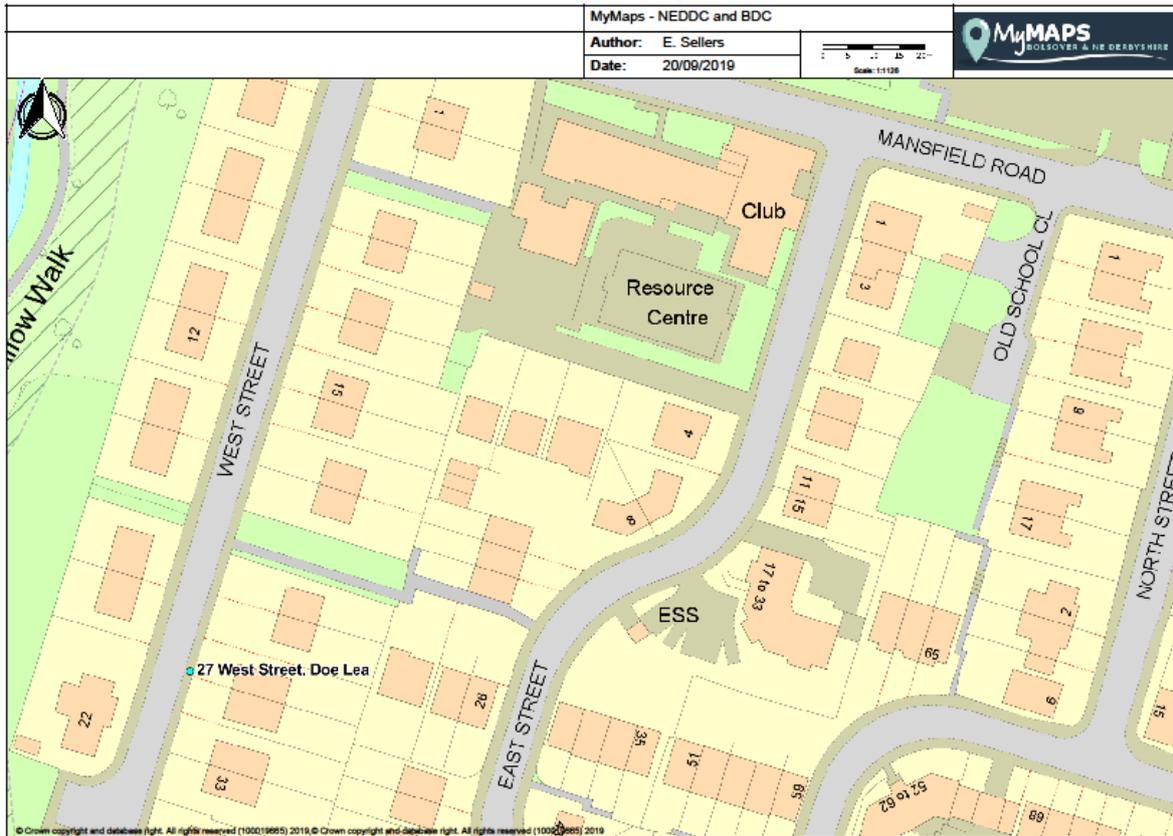
Tube Ref No 1 (Market Place, Bolsover) - DISCONTINUED



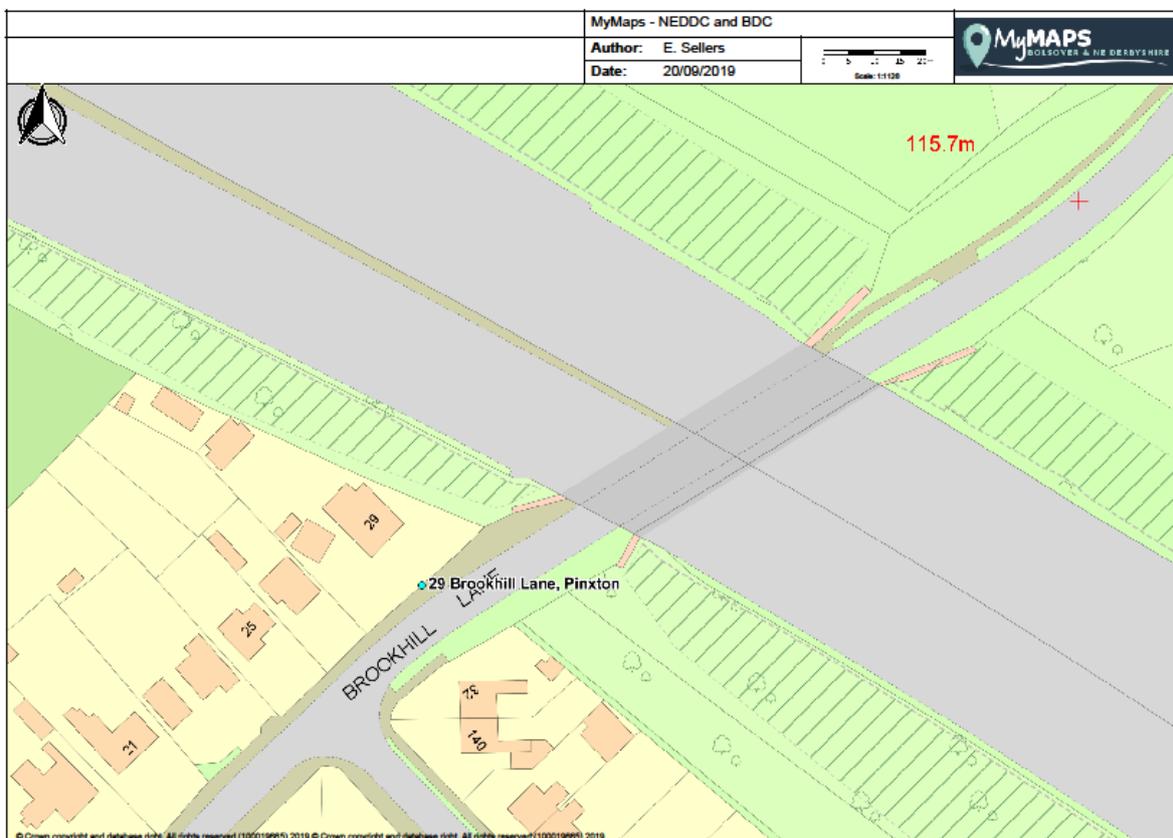
Tube Ref No 2 (25 Orchard Close, Barlborough)



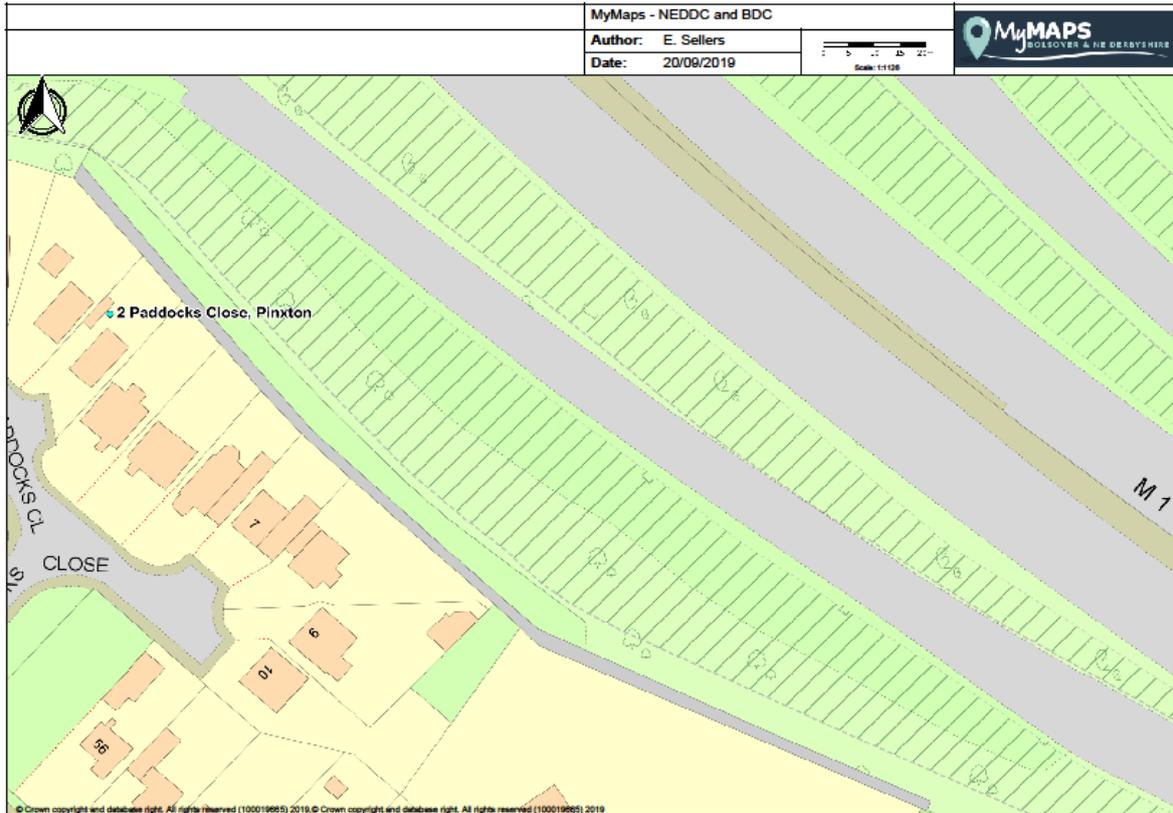
Tube Ref No 3 (25 Orchard Close, Barlborough)



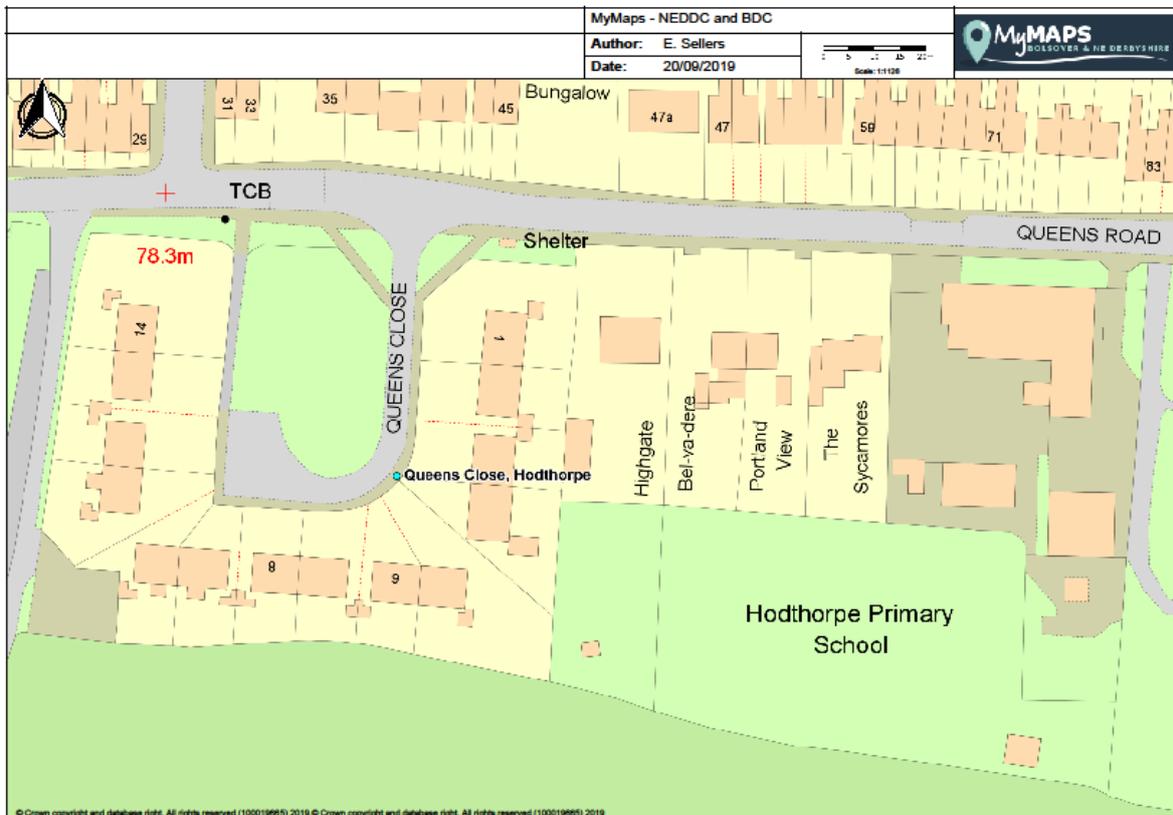
Tube Ref No 4 (27 West Street, Doe Lea)



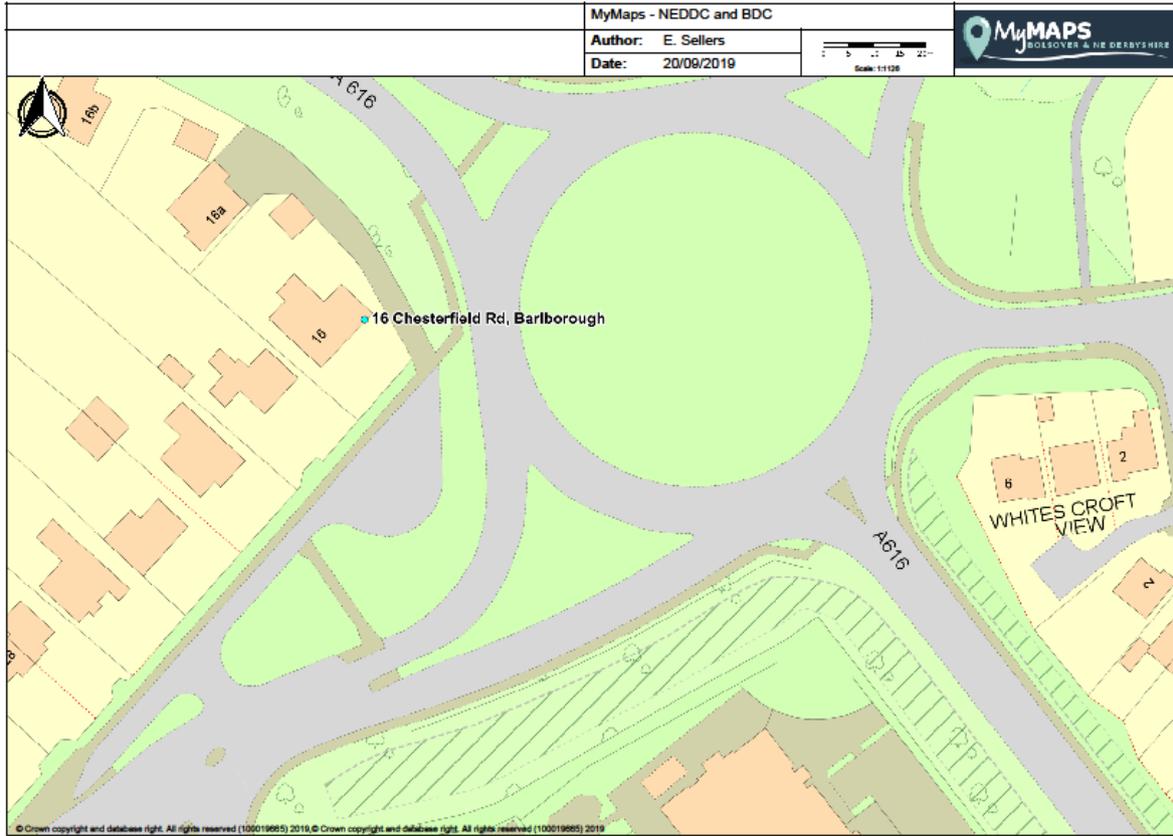
Tube Ref No 6 (29 Brookhill Lane, Pinxton)



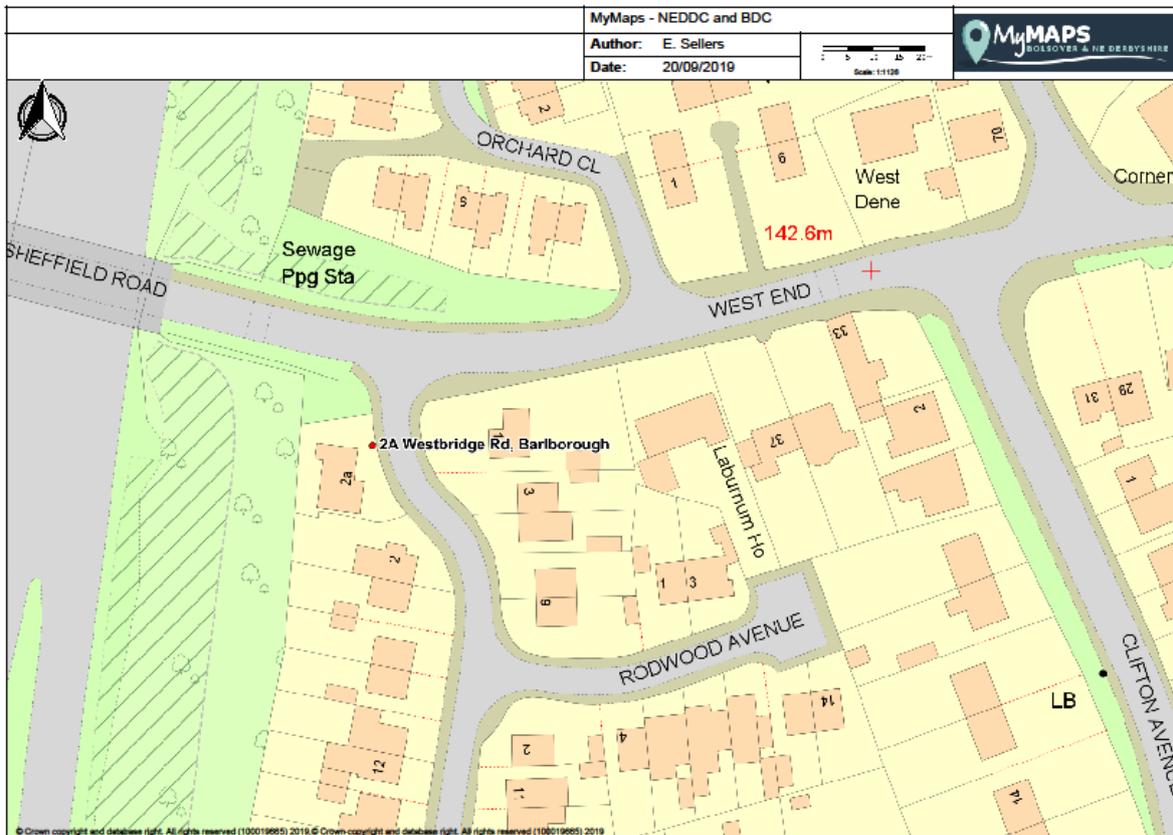
Tube Ref No 8 (2 Paddocks Close, Pinxton)



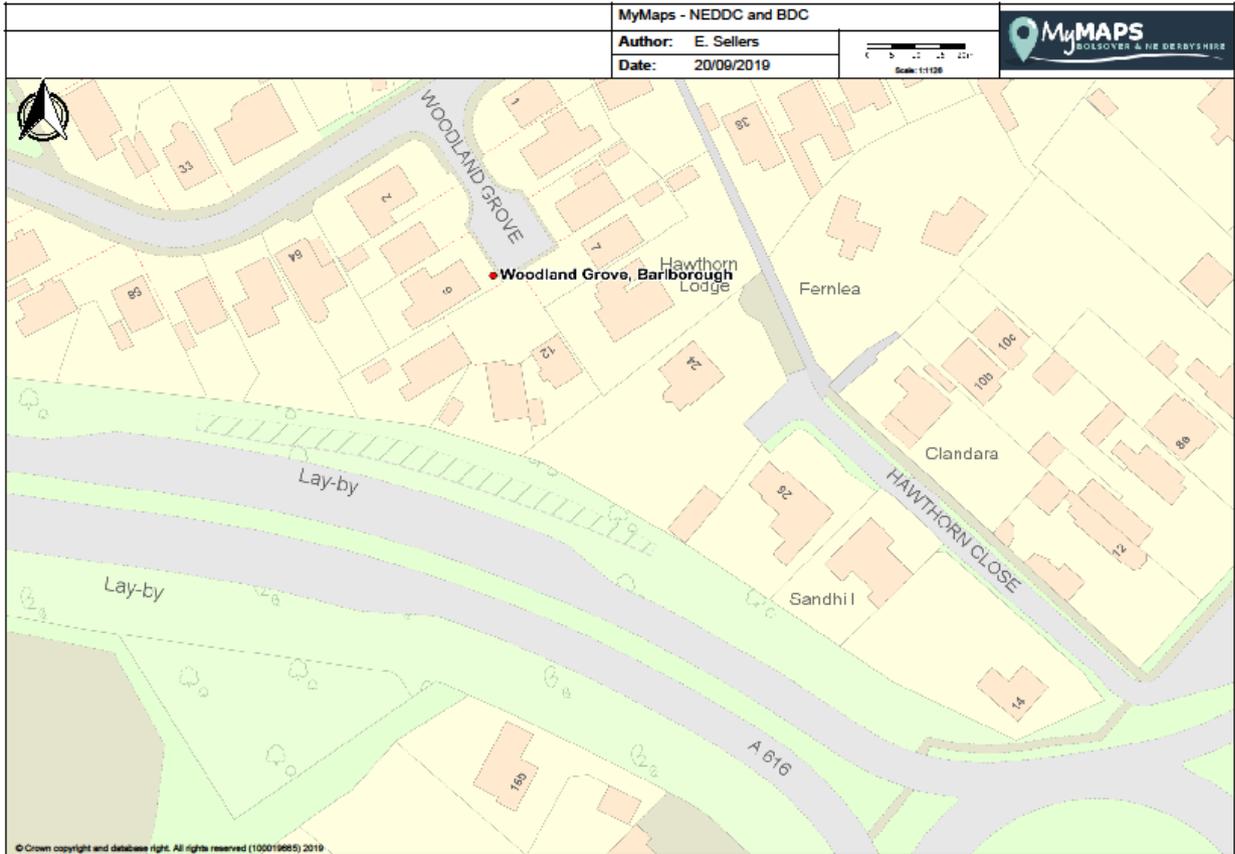
Tube Ref No 9 (Queens Close, Hodthorpe)



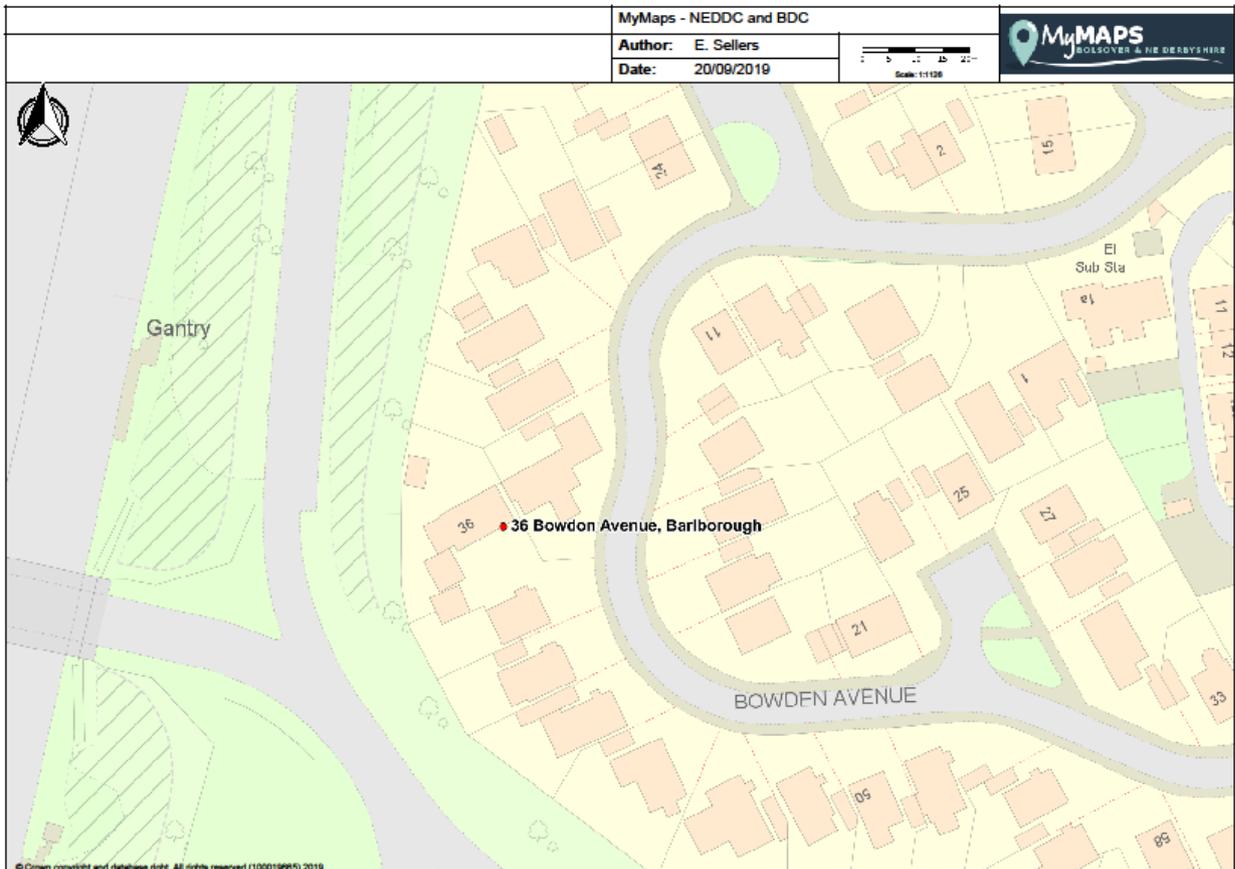
Tube Ref No 11 (16 Chesterfield Road, Barlborough)



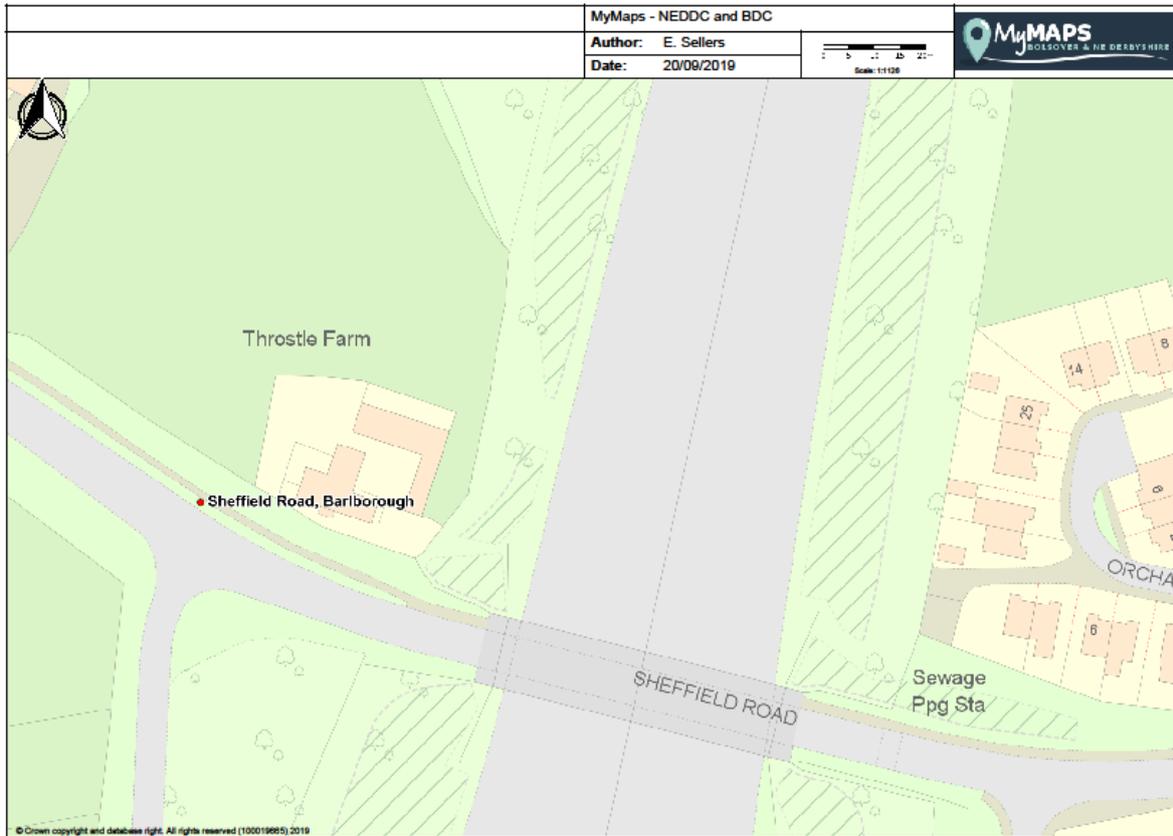
Tube Ref No 12 (2a Westbridge Road, Barlborough)



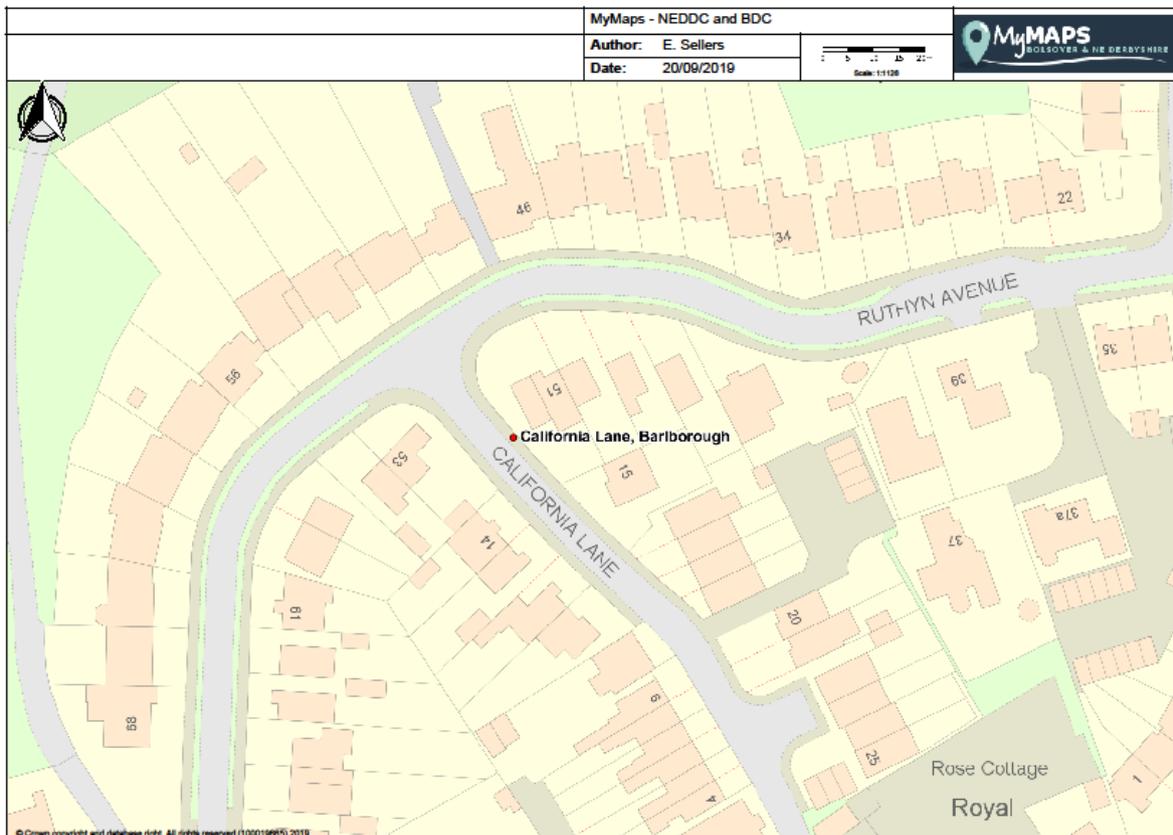
Tube Ref No 16 (Sunningdale, Woodland Grove, Barlborough)



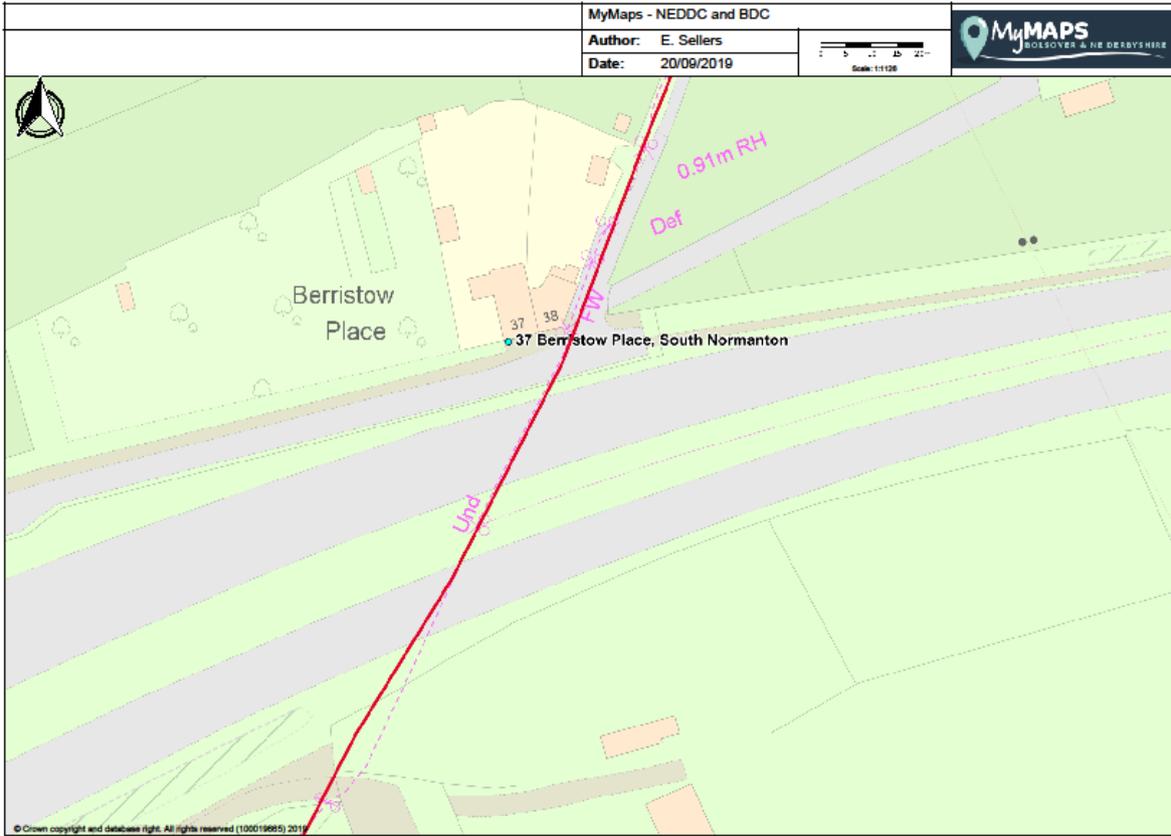
Tube Ref No 17 (36 Bowden Avenue, Barlborough)



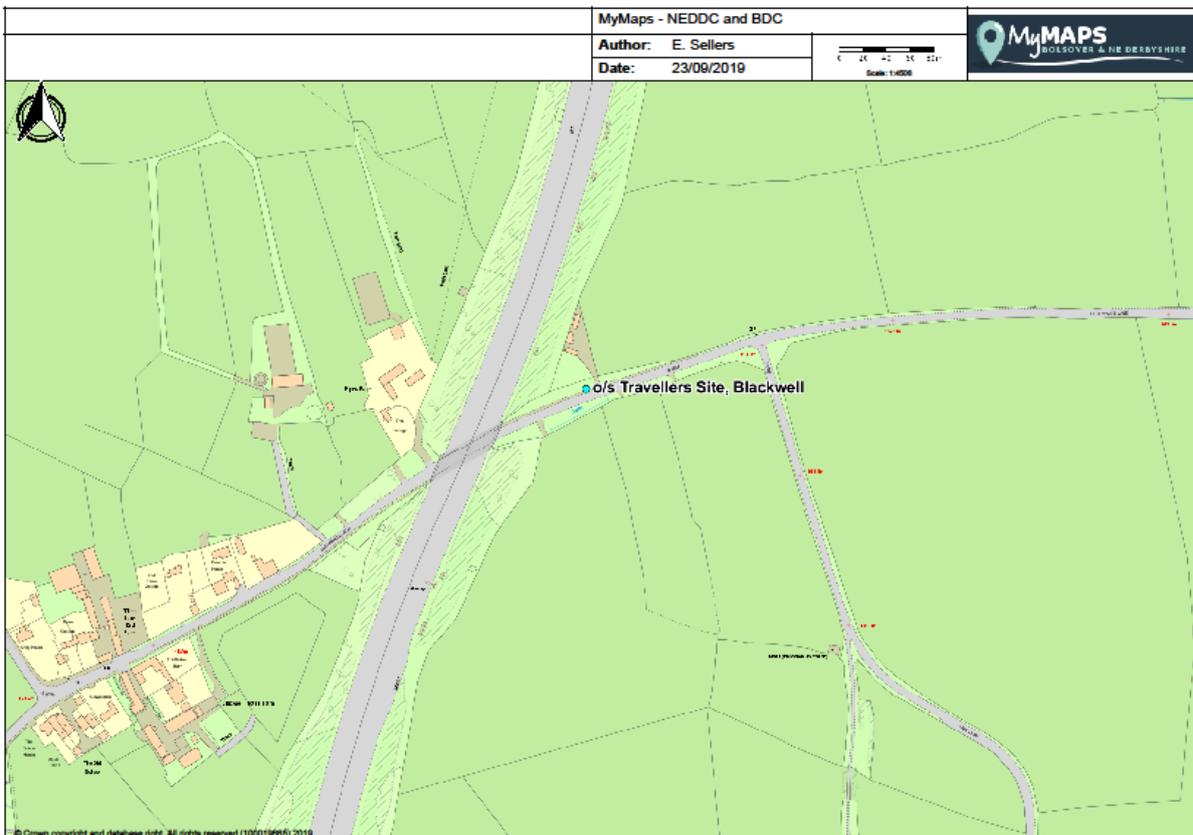
Tube Ref No 18 (Throstle Farm, Sheffield Road, Barlborough)



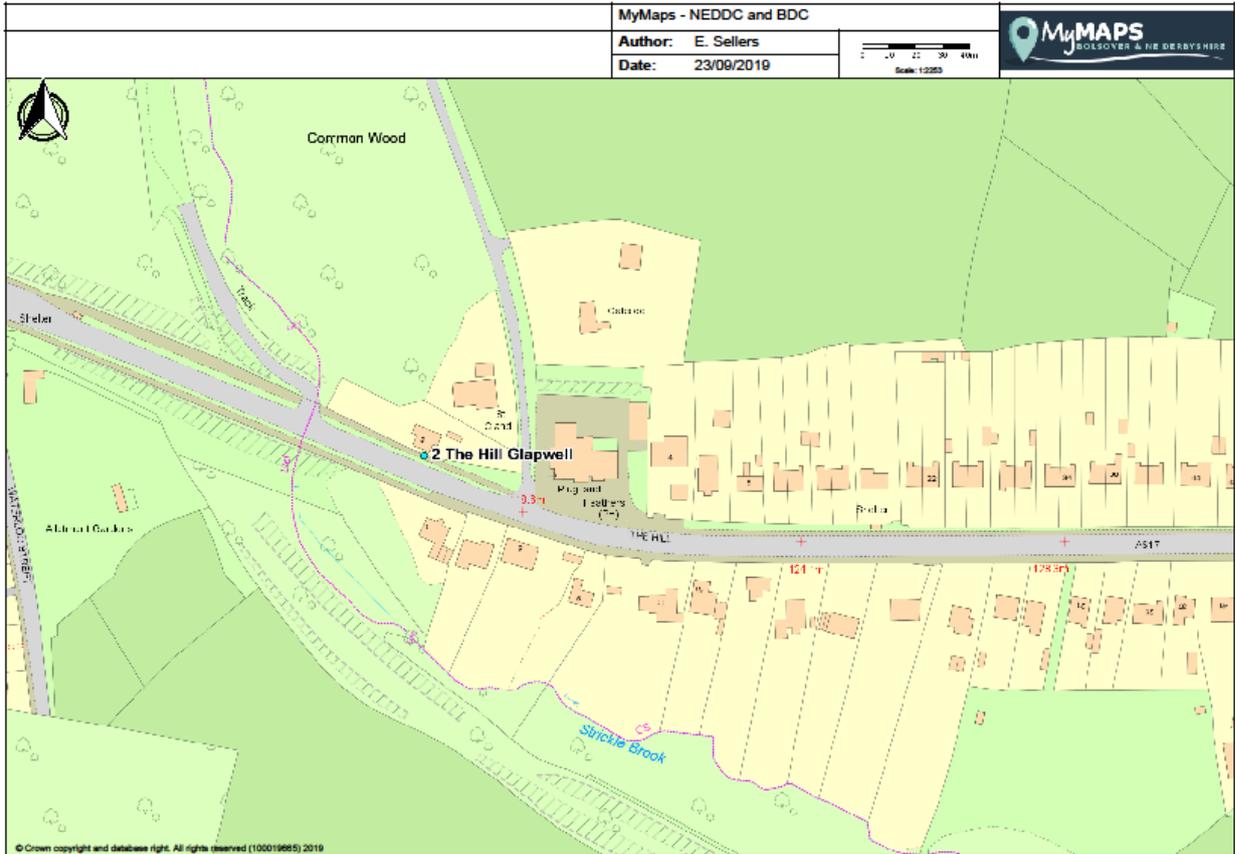
Tube Ref No 19 (California Lane, Barlborough)



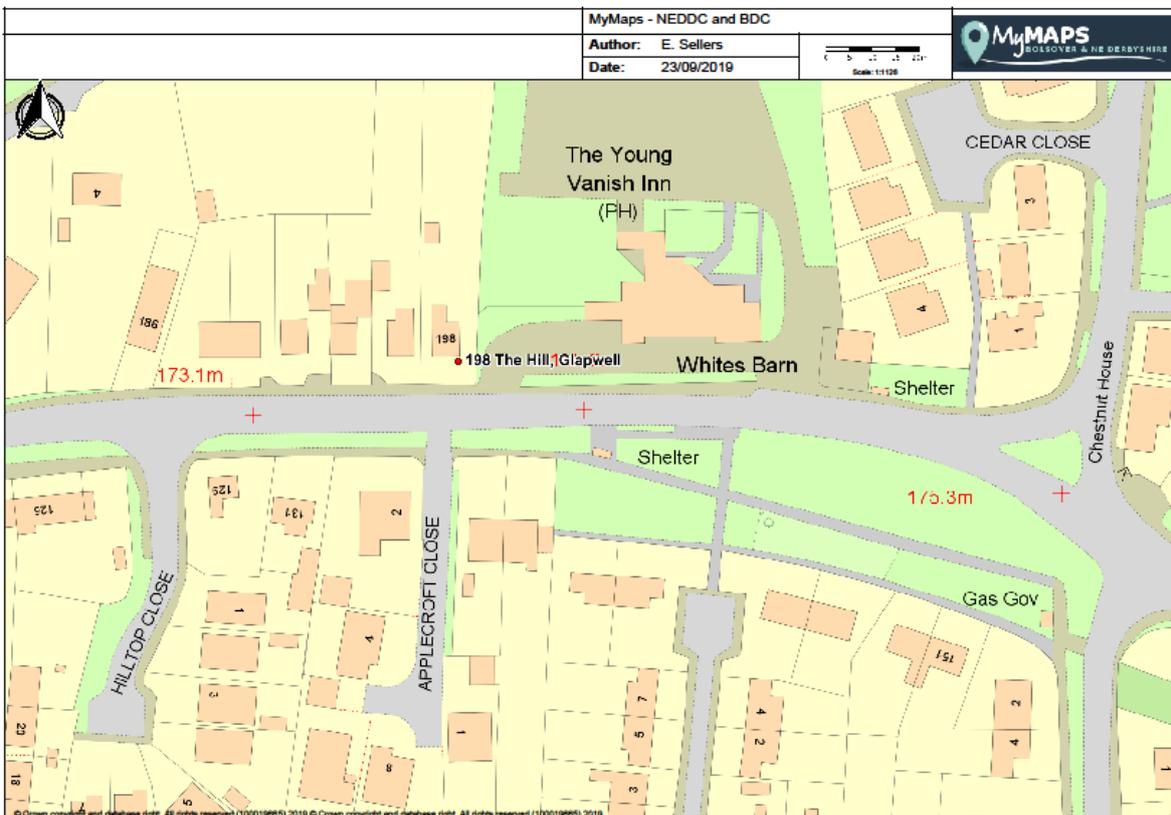
Ref No 22 (37 Berristow Place, South Normanton)



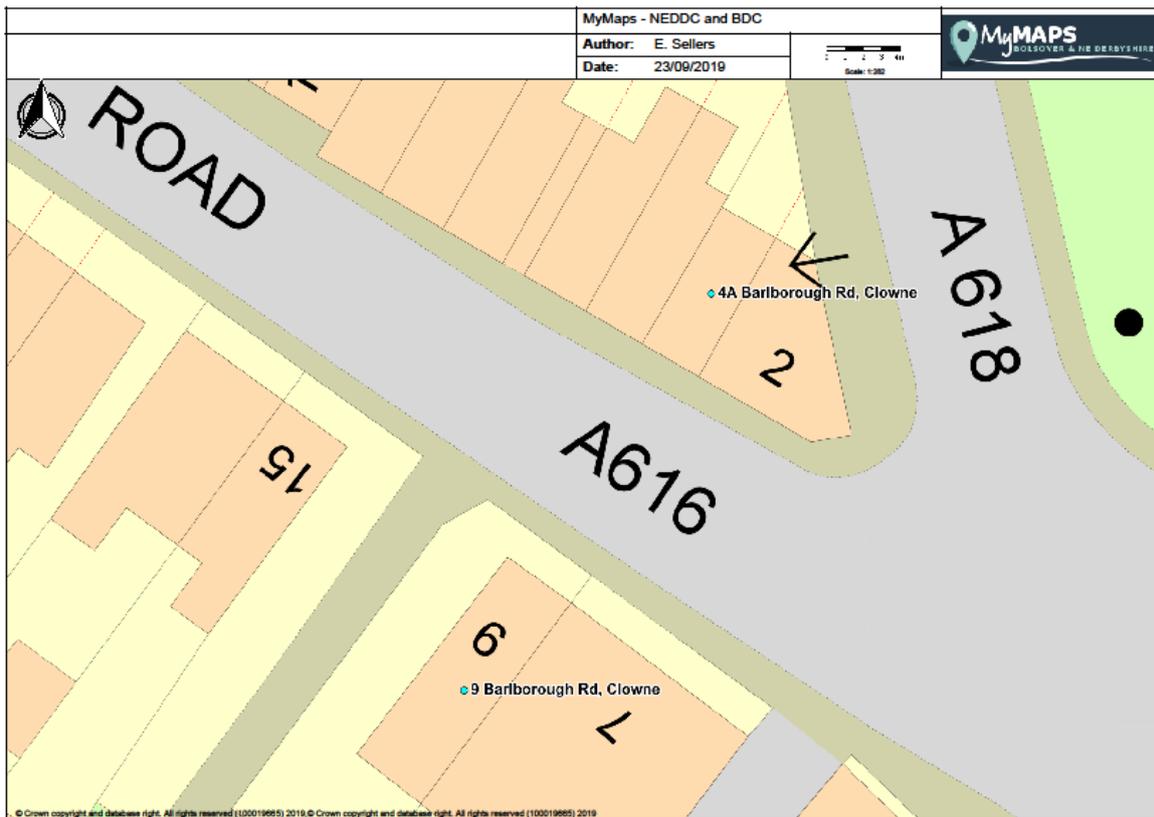
Ref No 25 (Outside Travellers Site, Blackwell)



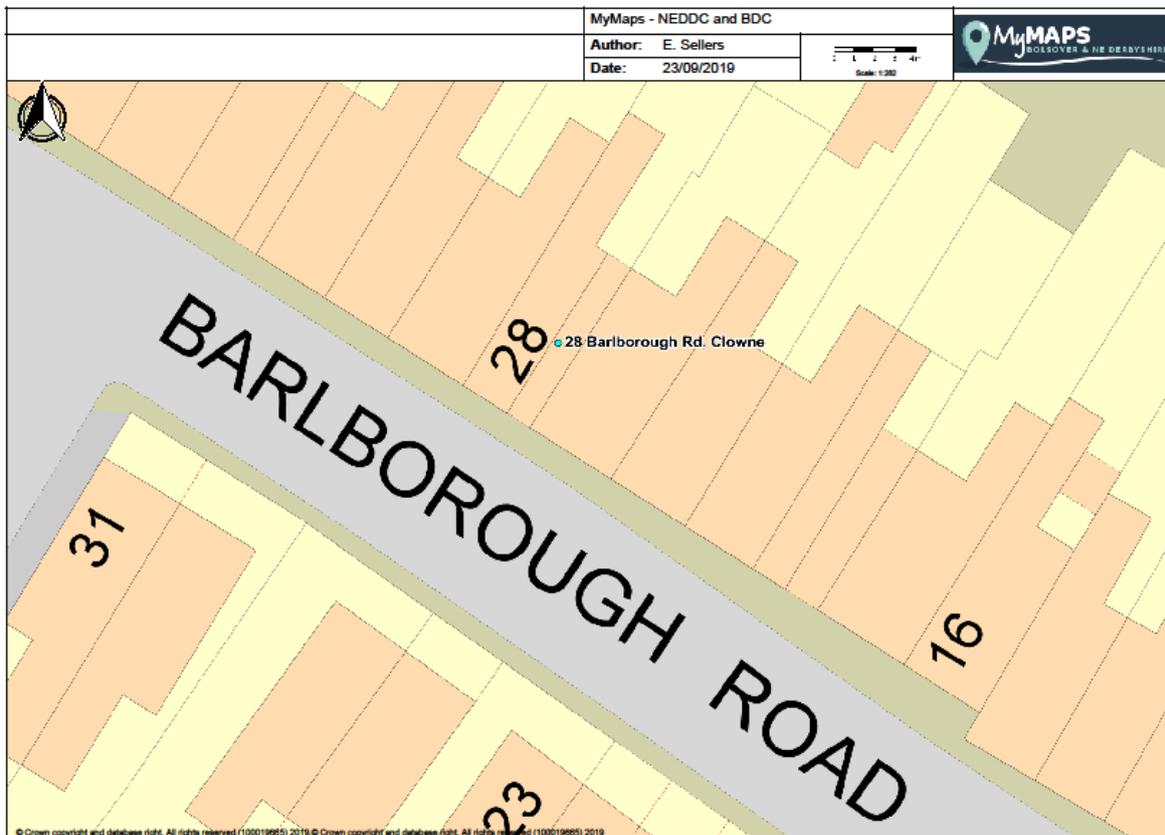
Tube Ref No 28 (2 The Hill, Glapwell)



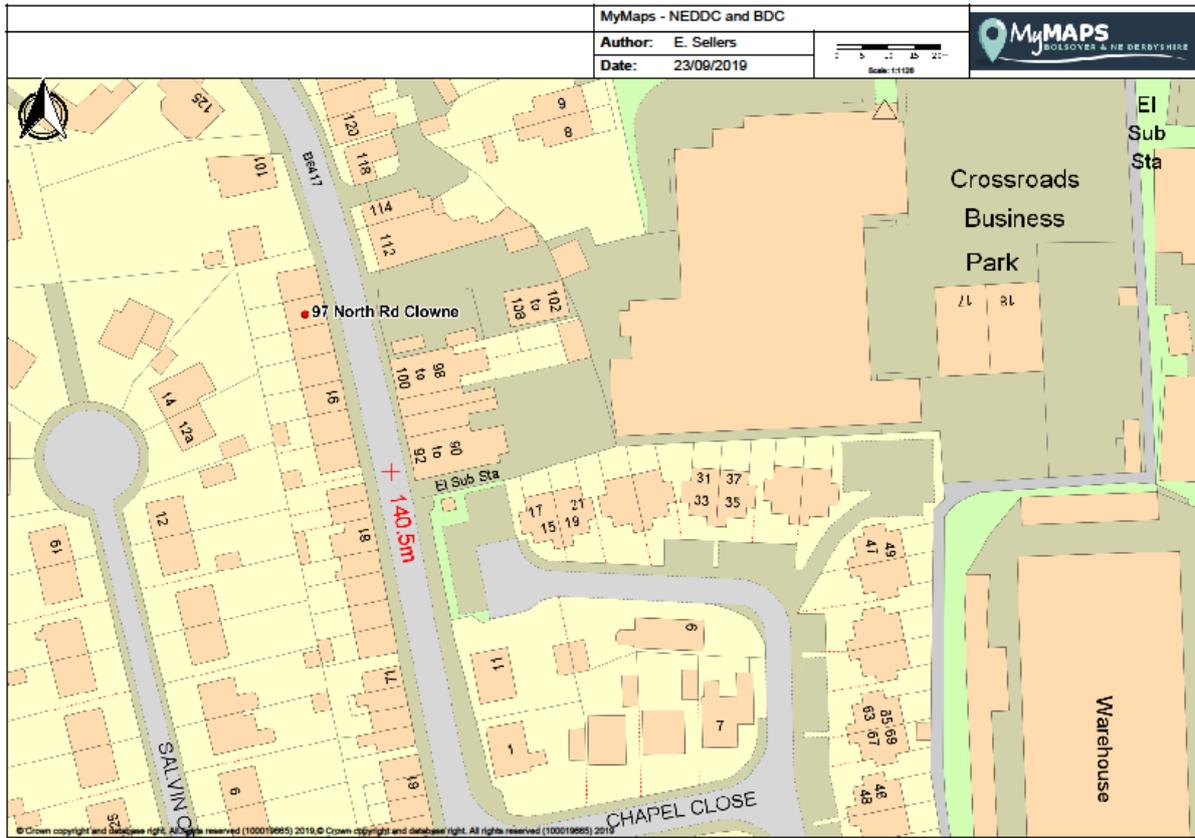
Tube Ref No 29 (198 The Hill, Glapwell)



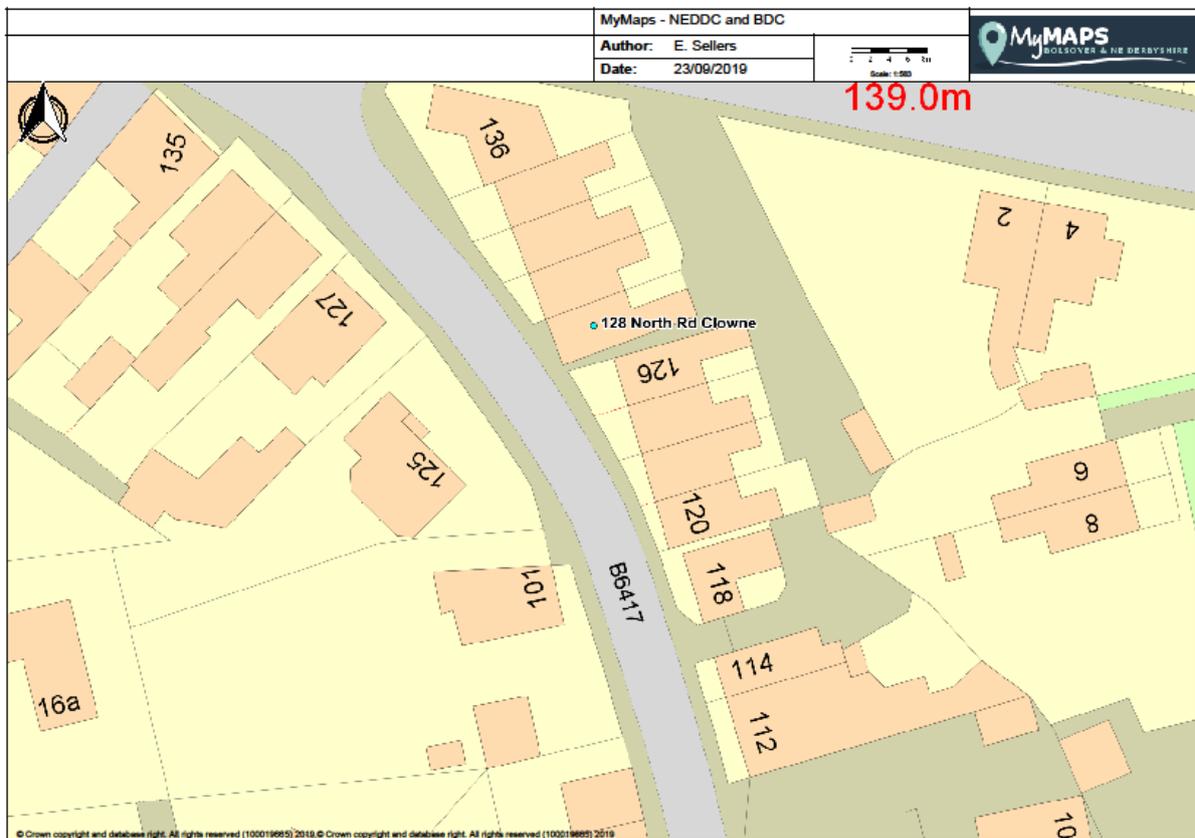
Tube Ref No 30 and 31 (4a and 9 Barlborough Road, Clowne)



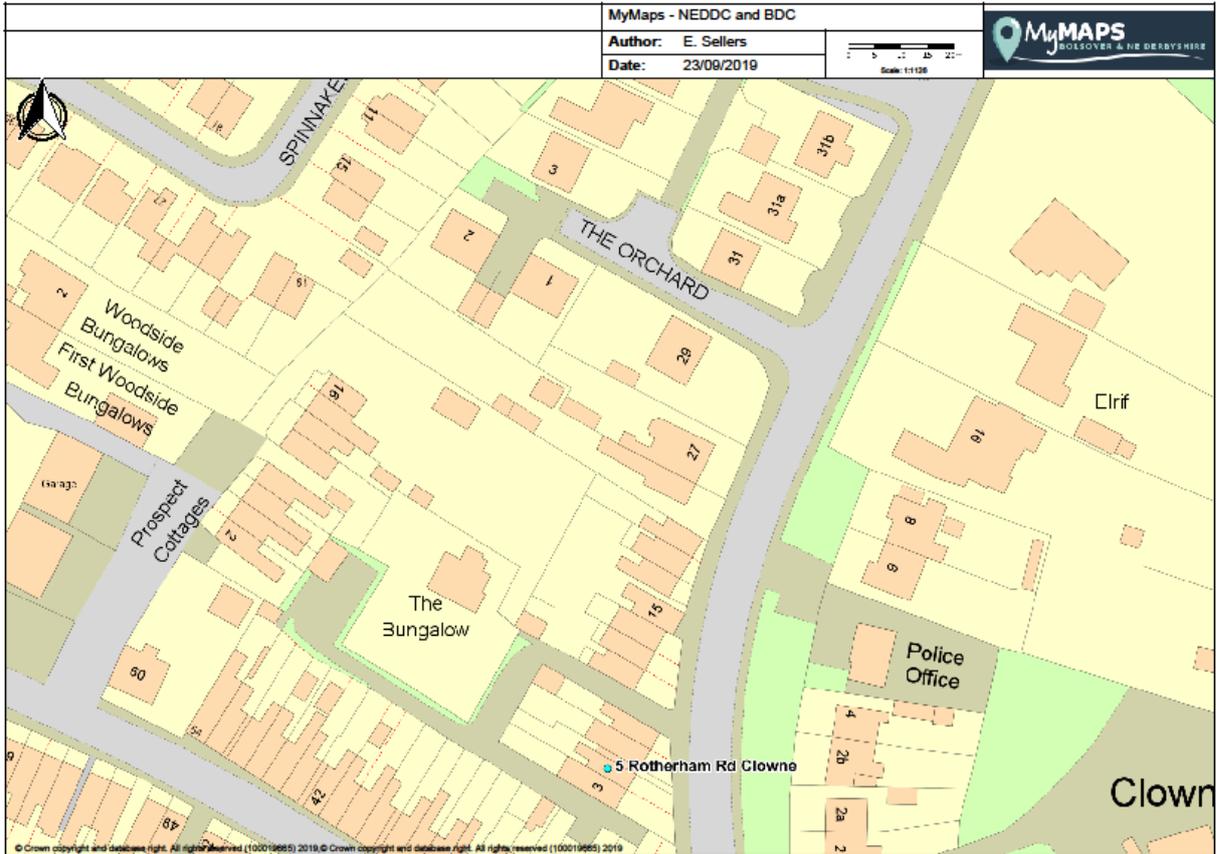
Tube Ref No 32 (28 Barlborough Road, Clowne)



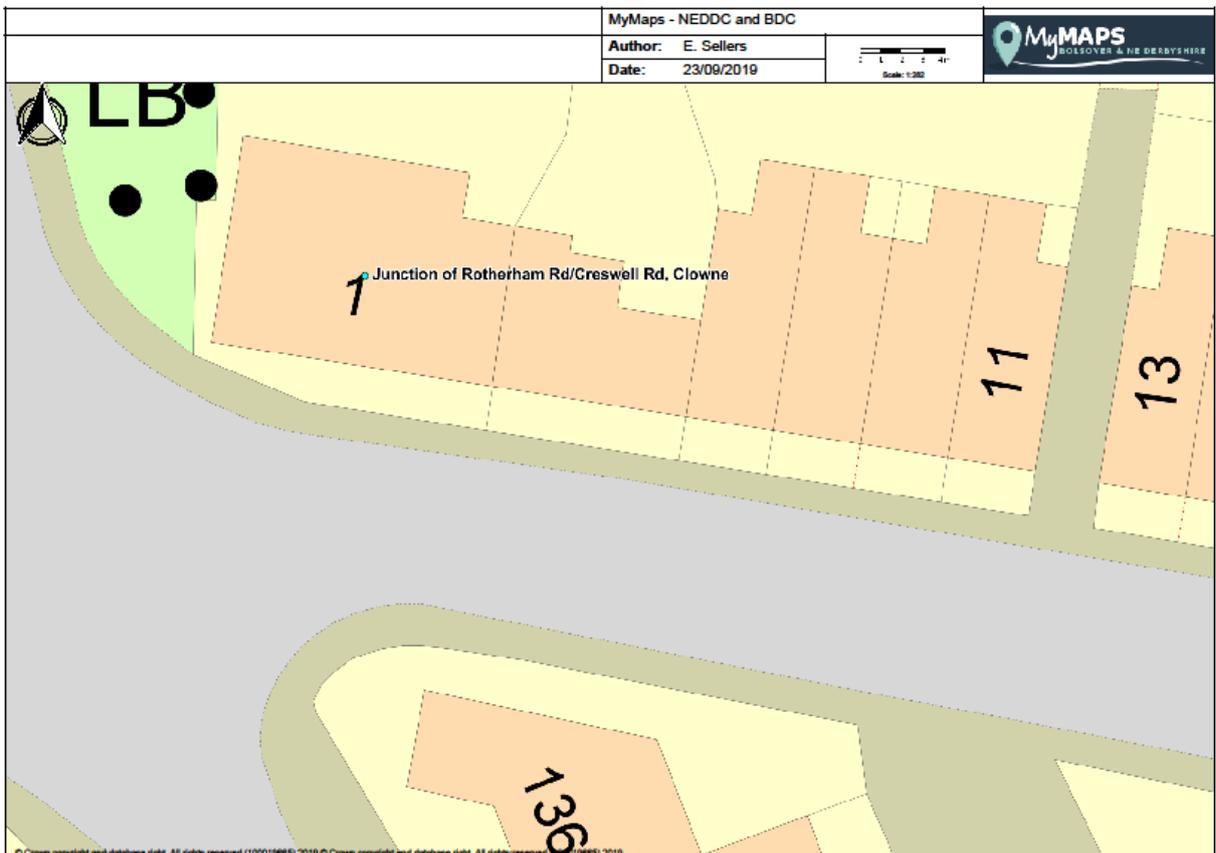
Tube Ref No 33 (97 North Road, Clowne)



Tube ref No 34 (128 North Road, Clowne)



Tube ref No 35 (5 Rotherham Road, Clowne)



Tube ref No 36 (Junction of Rotherham Road and Creswell Road, Clowne)

Appendix E: Terms of Reference of the Derbyshire County and City Air Quality Working Group -

Derbyshire County and City Air Quality Working Group

Terms of Reference 2016/17

Purpose of the Air Quality Working Group

To provide assurance to the Health Protection and Health and Wellbeing Boards of Derbyshire County and Derby City Councils around the strategic priorities to address air quality, including the management, monitoring, planning and response required to address air quality across the geographical area and protect the public's health.

A working group for agreeing strategic priorities and ensuring collaborative action around air quality through the facilitation of relationships between stakeholders, sharing best practice, ensuring collaborative working in applications for resources, collating common evidence base and monitoring progress on action.

Scope

To provide strategic oversight of work to address air quality across the geographical area. This will include priorities and initiatives across a range of stakeholders including;

- Borough and District Councils; Planning, Transport, Environmental Health
- Derbyshire County and City Council; Planning and Transport
- Derbyshire County and Derby City Public Health
- Clinical Commissioning Groups
- NHS providers

Objectives

To provide strategic oversight of work to reduce the impact of air quality on health across Derbyshire County and Derby city.

Discharging Functions

The group will discharge functions through local task and finish groups as required or associated groups as required including Planning and Health and Chief Regulators Group. Members will be expected to ensure arrangements for reporting as required within their respective organisation.

Membership

Core membership shall comprise key stakeholders from the following list. The group may agree to co-opt to its core membership to other individuals, to reflect particular needs or work areas including Voluntary groups, Environment Agency, Highways Agency, Neighbourhood Groups. Members will be expected to represent both their professional work area and organisation.

Chair; Director of Public Health for Derby City Council
Deputy Chair; Consultant in Public Health for Derby City

Members;

Director of Public Health for Derbyshire County
Derbyshire County Council Planning
Senior Public Health Manager Derby City and Derbyshire County Council
Public Health Communications Lead

Public Health England Air Quality Leads
Clinical Commissioning Group representation
Group Manager, Traffic and Transportation, Derby City
Senior Project Officer, Sustainable Travel Team, Derbyshire County Council
Transport Strategy Manager, Derbyshire County Council
Head of Planning Services, Derbyshire County Council
Senior Planning Officer, Derby City
Environmental Health Manager, Southern Derbyshire District Council
Environmental Health Manager, Southern Derbyshire District Council
Environmental Health Officer, North East Derbyshire and Bolsover District Council
Senior Environmental Health Officer, Derby City Council
Principle Development Manager, Sustrans

Membership must ensure representation from a range of professional groups including Planning, Health, Public Health, Environmental Health, Transport.

Each organisation will ensure senior representation on the Board.

Accountability and Reporting

The group will report and be accountable to the Derbyshire Health Protection Board and respective Health and Wellbeing Boards. A summary report will be provided to the Health Protection Board under the standing agenda item Environmental Health.

Working Arrangements

The Chairperson of the group will be the Director of Public Health for Derby City Council and will deputise to the Consultant in Public Health for Derby City as required.

All meeting papers will be circulated at least seven days in advance of the meeting date.

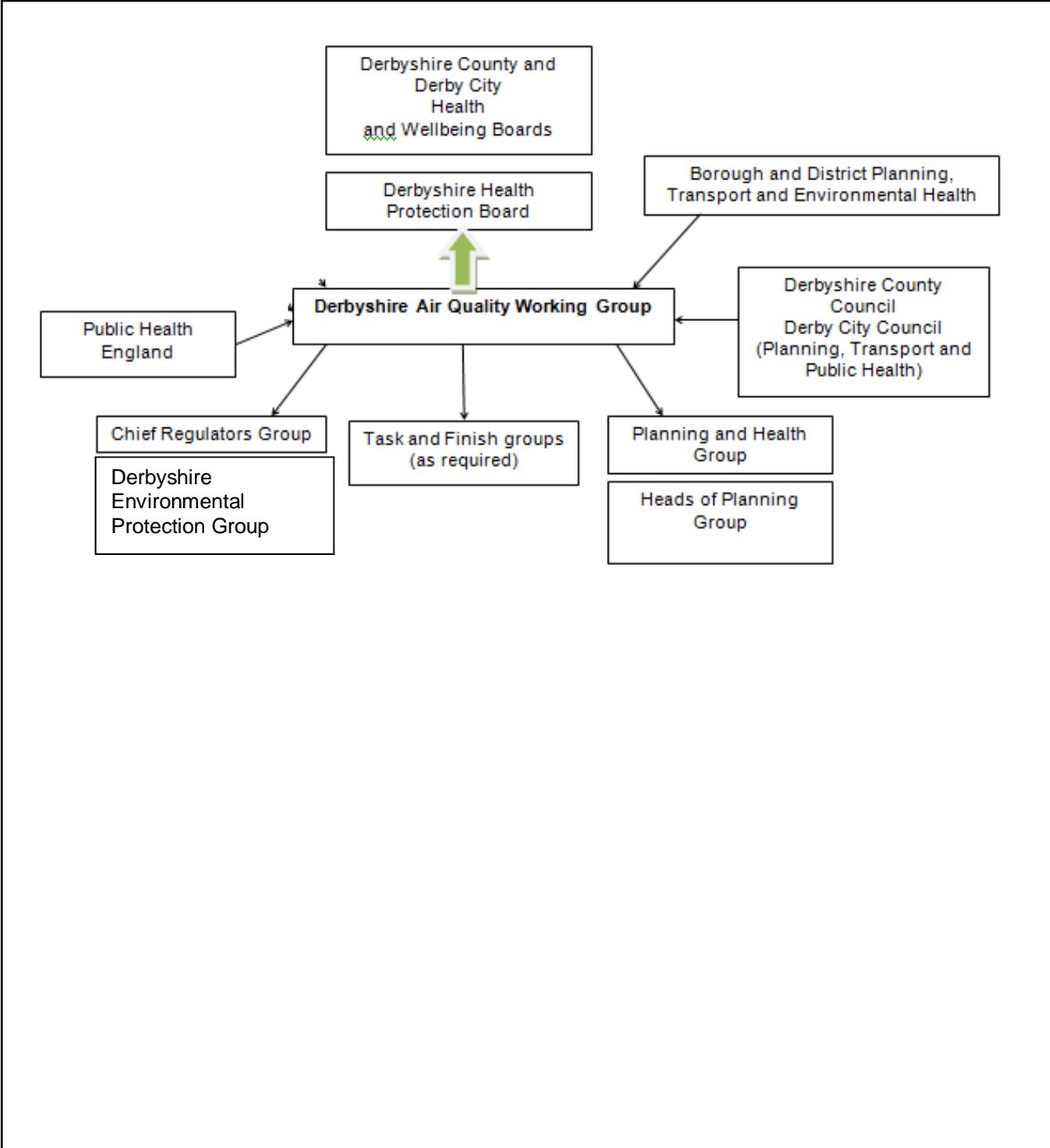
The notes and action notes will be formally recorded. These will be circulated to members and those in attendance within 14 working days of the meeting.

Meetings will be held quarterly and will utilise video conferencing facilities where possible.

Standing agenda items will include the following:

- Apologies
- Notes from previous meeting
- Work plan review
- Organisational updates
- AOB

Terms of reference will be reviewed annually.



Appendix F: Summary of Air Quality Objectives in England

Table F.1 – Air Quality Objectives in England

Pollutant	Air Quality Objective ⁴	
	Concentration	Measured as
Nitrogen Dioxide (NO ₂)	200 µg/m ³ not to be exceeded more than 18 times a year	1-hour mean
	40 µg/m ³	Annual mean
Particulate Matter (PM ₁₀)	50 µg/m ³ , not to be exceeded more than 35 times a year	24-hour mean
	40 µg/m ³	Annual mean
Sulphur Dioxide (SO ₂)	350 µg/m ³ , not to be exceeded more than 24 times a year	1-hour mean
	125 µg/m ³ , not to be exceeded more than 3 times a year	24-hour mean
	266 µg/m ³ , not to be exceeded more than 35 times a year	15-minute mean

⁴ The units are in microgrammes of pollutant per cubic metre of air (µg/m³).

Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
ASR	Air quality Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
DMRB	Design Manual for Roads and Bridges – Air quality screening tool produced by Highways England
EU	European Union
FDMS	Filter Dynamics Measurement System
LAQM	Local Air Quality Management
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SO ₂	Sulphur Dioxide
...	...

References

Air Quality (England) Regulations 2000 (SI 928).

Air Quality (England) (Amendment) Regulations 2002 (SI 3043)

Environment Act 1995

Local Air Quality Management Technical Guidance LAQM.TG(16)

Bolsover District Council - Stage 3 Local Air Quality Review and Assessment, December 2000.

Bolsover District Council - Local Air Quality Updating and Screening Assessment, January 2004.

Bolsover District Council - Local Air Quality Management Detailed Assessment, November 2004.

Bolsover District Council - Local Air Quality Updating and Screening Assessment, June 2006.

Bolsover District Council - Local Air Quality Management Further Assessment Report, December 2006.

Bolsover District Council - Progress Report 2007

Bolsover District Council - Local Air Quality Management Addendum to Further Assessment Report, August 2008

Bolsover District Council - Local Air Quality Management Further Assessment Report, July 2009.

2009 Air Quality Updating and Screening Assessment for Bolsover District Council August 2009.

Bolsover District Council - Air Quality Action Plan, Progress Report 2009

Bolsover District Council - Progress Report 2010

Bolsover District Council - Progress Report 2011

Bolsover District Council - Air Quality Updating and Screening Assessment 2012

Bolsover District Council - Air Quality Action Plan, Progress Report 2012 Bolsover District Council - Bolsover District DRAFT Local Plan

2013 Air Quality Progress Report for Bolsover District Council

2016 Air Quality Annual Status Report, Bolsover District Council

2017 Air Quality Annual Status Report, Bolsover District Council

2018 Air Quality Annual Status Report, Bolsover District Council

Bolsover District Council

Executive

29th June 2020

Environmental Health Service Update
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Report of Portfolio Holder - Environmental Health & Licensing

This report is public

Purpose of the Report

- To provide an update on the Environmental Health Service, including service improvement interventions and progress with the ongoing service review.
- To present and report on business continuity experiences and the role of the Joint Environmental Health Service during the COVID-19 pandemic lockdown.
- To highlight the potential for new ways of working to contribute to future efficiency and service improvement, reflecting on lessons learned during the lockdown period.

1 Report Details

- 1.1 Previous reports have outlined the challenges faced within the Joint Environmental Health Service and the actions being taken to bring about service improvement and enhance enforcement activity (Executive 14th October and 16th December, 2019).
- 1.2 A significant risk area has been performance with implementation of the Council's statutory food safety inspection programme. This report will provide an update on performance in this area during 2019/20.
- 1.3 During the COVID-19 crisis the Environmental Health Service has witnessed some significant changes in demand, has implemented a range of interventions and adopted new ways of working to meet demand in order to protect public health and to support business.

Food Safety

- 1.4 Early in 2019 the Service was under scrutiny from the Food Standards Agency due to a backlog of overdue food safety interventions. Addressing that concern has been a service priority over 2019/20 and a range of measures were put in place to improve performance, against a backdrop of vacancies and inability to recruit to essential posts.
- 1.5 In the Bolsover area, 510 food safety interventions were completed in the year, being 100% of those outstanding (233 of these were overdue from previous years). An additional 638 interventions were undertaken in North East Derbyshire.

- 1.6 Due to the ongoing recruitment difficulties and vacancies in the Service, food safety consultants and an officer seconded from High Peak were used to achieve the targets. Managing commercial relationships, adapting to new ways of delivering the service and altering some processes to be as efficient as possible presented some new and challenging experiences to the Team, but these proved to be positive experiences.
- 1.7 A significant improvement was also made to the processing of newly registered food businesses. At the start of 2019/20 there were 56 premises awaiting inspection and at the end of the year there were 18, many of which had not started operating. Through the year the 'Broadly Compliant KPI' also improved from 89% to 95%.

COVID-19 Response

- 1.8 On the 16th March, as the COVID-19 situation developed nationally, the Joint Environmental Health Service began making arrangements for adjusting service delivery to protect staff, prevent the spread of the virus, and to maintain essential service delivery. Staff were advised to work at home if they could to help reduce the number of people working from office bases, and to reduce the risk of community transmission.
- 1.9 On the 18th March a COVID-19 protocol document was published for the Service which detailed the protective measures staff needed to follow and which defined essential visits and activity.
- 1.10 This early business continuity work also identified the existing mobile technology and equipment the Service possessed which could be utilised to ensure as many staff as possible could work at and from home.
- 1.11 On the 23rd March 2020, the Government announced the partial UK lockdown, which amongst other measures, in part closed all schools for all children, other than those of key workers and instructed people to stay at home unless their work could not be done from home. Subsequently, on the 24th March, the Service's protocols were updated and a management instruction given to all staff to work at home where possible.
- 1.12 The vast majority of staff had been issued with laptops over a rolling two-year technical refresh programme. The Technical Support Team had, however, relied on the use of desktop computers. Contingency measures were put in place to provision iPads previously used for Taxi Licensing Tests, to support this staff group working remotely.
- 1.13 The majority of staff already had smartphones and by using the divert function within the MiCollab package, telephony continuity was mostly dealt with. Some call diverts to the Contact Centre also proved necessary.
- 1.14 Arrangements were put in place to enable printing and postage. Staff were able to email Contact Centre staff who would arrange to print and post, negating the need to attend the office. All staff were asked to use email communications wherever possible and Contact Centre staff were asked to attempt to obtain email contact details from

all callers. Despite best efforts in this regard, 581 items of correspondence were printed and posted between 23rd March and 4th June.

Service Requests & Activity

- 1.15 The Service has seen a significant increase in service requests and complaints, particularly with regard to nuisances, including neighbour noise complaints and garden bonfires.
- 1.16 The overall number of service requests received in Environmental Health from 23rd March to 3rd June was as follows: -
- Bolsover District Council = 835
North East Derbyshire District Council = 838
Total = 1,673
- 1.17 Over the lockdown period the number of domestic bonfire complaints increased by 145 and domestic noise complaints by 69, being a 213% increase overall by comparison with the same period last year (both Councils).
- 1.18 The Service has responded to these issues by creating new advice notes and website content, in addition to investigating each individual case.
- 1.19 The Service has also been central to implementing many of the Government's social distancing and business requirements. We have been providing support to the local business community by providing advice leaflets and guidance on the risk assessments and controls necessary to become COVID secure.
- 1.20 Officers are working alongside other colleagues to identify businesses on the high streets that need support, so that we can continue to give them the advice they need and contribute to economic recovery.
- 1.21 In addition, various enforcement actions and initiatives have been delivered including two district wide enforcement campaigns, making 314 visits in Bolsover and 308 in North East Derbyshire.

New Management and Delivery Approaches

- 1.22 Leadership
- 1.23 One of the keys to service improvement is considered to be effective and open communication with teams and individuals. During lockdown, this has been particularly important to ensure that new information can be disseminated and to enable effective staff management and leadership.
- 1.24 The Service had already started to roll out the use of WhatsApp to assist team communication and remove the reliance on formal email for keeping in touch with staff who work predominantly out of the office. This early adoption enabled the Service to ensure that discussion groups and support mechanisms were in place to ensure people could keep in touch with ease and to ensure effective one-to-one support from managers and team leaders was available.

- 1.25 The use of WhatsApp gave early access to video calling services, which enabled the teams to quickly adopt the initial use of Zoom and then the GoToMeeting video conferencing platforms.
- 1.26 Frequent video conference Environmental Health Management team meetings and, in most teams, weekly team meetings, are enabling the Service to maintain effective leadership, team member support and task and team management.
- 1.27 Inspection and Visiting Services
- 1.28 While normal inspection and intervention programmes (food safety, health and safety, pollution control and animal welfare) were suspended formally by Government departments, work to support businesses, their employees and consumers has continued in a different way, through remote interventions, advice and support communications and beginning early preparations for the resumption of work, following the easing of lockdown restrictions.
- 1.29 Across the Housing and Pollution team, although visits to witness incidents, nuisances and housing disrepair issues had initially ceased, those cases where people were in significant danger were prioritised and successful outcomes maintained for the public. Advice and support to tenants and landlords has been key to ensuring housing standards are maintained during the lockdown.
- 1.30 The service has also been able to release a number of staff to support the Council's efforts to support communities in different ways, including delivering food and medicines as part of the community support team.
- 1.31 The changes to work approaches and ensuring effective communication has enabled the Service to continue to deliver services, albeit in different ways and sometimes from different locations. Where visits to deal with serious incidents are required these have continued to be undertaken quickly and effectively to support vulnerable clients.
- 1.32 As many food businesses looked to maintain their income and moved to takeaway services, the Environmental Health Service has provided further support, practical advice and guidance on how to safely operate. Through website updates, a suite of sector specific guidance documents (including for licensed animal activities, such as dog boarding), direct mail and email, along with ad-hoc checks in our communities to ensure social distancing is maintained at these businesses, the Service has successfully engaged with the business community during this crisis.
- 1.33 Licensing
- 1.34 The Licensing Team has seen significant and gradual changes during the lockdown as the practicalities of keeping the nation moving were realised. The pre-lockdown processes for application handling and vehicle licensing became very quickly untenable, due to the amount of physical contact and support the licensing process required.

- 1.35 At the beginning of the lockdown it was identified that new driver licences would not be a priority for the Service, due to the need for detailed checks, knowledge tests and safeguarding courses, which the Council's Licensing Policy requires. Without these, the safeguarding of passengers would be put at significant risk. These were suspended until restrictions allow these to be delivered safely again. This is being kept under review.
- 1.36 National changes reduced vehicle testing requirements but the challenge of dealing with licence applications and maintaining an effective taxi and private hire fleet during the crisis remained. As the Council's MOT and vehicle testing capabilities return to operation over the coming months, vehicle tests can be resumed.
- 1.37 A new method of carrying out Disclosure and Barring Service (DBS) checks was adopted to enable renewals of driver licences to continue. A temporary engagement with a commercial provider, who is used by a number of other licensing authorities and organisations, enables DBS checks to be carried out over the Internet, with the results being sent to the Council within a week from an application being made. This was also a significant opportunity to evaluate a different way of delivering this aspect of the service. The costs and benefits to this are being evaluated at present, with early indications suggesting the new process has provided significant reductions in the time it takes to process an application and in the amount of physical contact required with applicants.
- 1.38 Lockdown Enforcement
- 1.39 As part of the lockdown, businesses were required to close and the enforcement of those restrictions fell to Environmental Health services at District Council's and Trading Standards at the County Council, with support from the Police where required.
- 1.40 The planning and delivery of this has largely been successful thanks to partnership working through the Derbyshire Chief Regulators Group. Our Environmental Health Service was instrumental in beginning regional coordination efforts following the business closure announcements. This has continued to ensure that intelligence on cross boundary businesses is maintained, that delivery of enforcement and advice is delivered in partnership with the County Council and county wide enforcement methods are consistent.
- 1.41 The Service has also been part of the County wide Community Cohesion and Social Distancing group which is a partnership intelligence and planning group, involving Police, Environmental Health, Trading Standards and Public Health practitioners.
- 1.42 To date, the Council has supported hundreds of businesses to ensure they close or put in place appropriate social distancing measures to comply with the law and protect public health. The Service has taken more formal action regarding one premises to require them to close to comply with the business restrictions. One prosecution case has been submitted to the Magistrates' Court (to consider alongside a previous licensing offence) for an offence of opening during the first weekend of the lockdown in March. A Prohibition Notice has recently been served on a pub for flouting restrictions.

- 1.43 Over recent weeks the Service has been engaged in regional discussions with Public Health colleagues to contribute to the development of local Outbreak Control Plans and to define the local Trace and Track response to COVID-19.
- 1.44 Service Development
- 1.45 Work on service developments and improvements has continued. Officers have been working on a new quality management system and various systems enhancements to support improved delivery during and following the crisis.
- 1.46 As some programmes of work ceased due to lockdown, this provided a small amount of capacity to work on some of these aspects in a more focussed way. This is helping the Service prepare for work after the lockdown eases and as the Council starts to return to more normal business. Examples include: -
- Enhanced online reporting of incidents to ease pressures on customer services and on the administrative burdens within the Service;
 - Detailed and more customer focussed work instructions within the Environmental Protection and Commercial Teams;
 - IT system enhancements to make use of service request systems more efficient, and;
 - Performance reporting enhancements to ensure staff and service management is effective in the face of new remote working normalities.

Staff Safety and Welfare

- 1.47 From the beginning of the outbreak, the focus of the Environmental Health Management Team has been on ensuring public safety in addition to staff safety and welfare. The latter is critical to ensuring the former, in any business continuity situation.
- 1.48 Ensuring staff have the right equipment, such as hand sanitiser and protective gloves, along with risk assessments and procedures to follow, ensures the physical safety of our teams as far as possible.
- 1.49 In addition to equipment and materials, regard has to be given to the mental health impacts of a rapidly changing work situation. We have recognised the personal challenges faced by some of our staff who have needed to home-school children during the lockdown, the emotional challenges this presents and the potential isolation which some have inevitably felt. Social interactions at work are really important, on many levels, and home and remote working can disrupt this significantly.
- 1.50 To support staff to be as productive as possible a number of changes have been made to ways of working, including: -
- Flexibility of work times to enable work/life/home schooling balance;
 - Rotating duties to provide variety;
 - Providing opportunities for working on community support work;
 - Giving dedicated projects to staff members to help them focus on a positive outcome;

- Use of WhatsApp communication tools for one to one support with managers and through regular team discussions;
- Social interaction time through group chats and lunchtime quizzes, to improve or maintain morale, and;
- Regular communication and increased use of video conferencing to ensure meetings are more personal and effective (initially via Zoom and latterly by Go To Meeting).

Recovery Planning

- 1.51 In considering the recovery and return to normal service delivery (as far as possible with social distancing requirements) the following factors are being considered: -
- The performance measures required to demonstrate effective and efficient work activity – with more focus on quantity and quality outcome measures, over the more traditional reliance on time at work measures;
 - The ability of teams to return to normal service delivery with remote working and maintaining social distance at office locations;
 - Moving away from the use of traditional post to reduce the number of people needing to print documents and attend offices together and to deliver more timely responses to service requests and to business queries;
 - Enhancing the use of digital tools for site visits, online reporting, service requests, licence applications and better use of email for customer interactions;
 - Improving staff welfare and support opportunities and exploring how we can better meet needs of staff who may have been more challenged with new ways of working, and;
 - Making a business case for additional remote working and collaboration tools (such as Microsoft Office 365).
- 1.52 Moving to ‘digital first’ service delivery will be key to reducing those physical contact points with customers, but also enabling easier remote working which enhances service delivery and efficiency. With this in mind, further integration of the Council’s website systems and the Uniform case management system will enable seamless online licensing applications, in addition to the service request handling the integration can achieve at present.
- 1.53 During the crisis, emergency solutions put in place have proven that a ‘digital first’ approach really does work, with support where needed. Even without full integration to back office systems, encouraging the use of online applications has worked, has generally been well received and if maintained in the future would without doubt save significant officer time from unnecessary face to face contact and paper-based exchanges.
- 1.54 Before the crisis, the Service was mapping out plans to implement an Agile Working Project, as a pilot to feed into the Council’s digital transformation theme. Licences had been procured for a mobile forms software package, which had been trialled in a few areas. The current crisis has resulted in working arrangements overtaking planned pilot activity and have clearly demonstrated that new ways of working offer significant opportunities to increase efficiency and service quality. Further evaluation of learning is required but the Environmental Health Service has gained significant

confidence in the value of new ways of working, which will feed into the 2020-23 Improvement Programme.

Service Review

- 1.55 During the lockdown other work on the Environmental Health Service Review has progressed, although inevitably this has been impeded by managing the emergency response and the rapid implementation of new ways of working to maintain service delivery.
- 1.56 A full suite of new and revised job descriptions have been developed, in line with the draft service structure previously tabled. Job evaluation and staff and union consultation processes are shortly to be progressed.

2 Conclusions and Reasons for Recommendations

- 2.1 The implementation of efficiency and process changes, combined with the use of agency staff and a secondment arrangement from a neighbouring local authority, enabled the Joint Environmental Health Service to complete the 2019/20 Food Safety Inspection programme, clearing the backlog of overdue interventions.
- 2.2 During the COVID-19 crisis the Environmental Health Service has adapted to changes in demand and through new ways of working has been able to maintain service delivery, protect public health and support business.
- 2.3 A range of interventions and service improvements, along with additional investment in the Service, is essential to secure and maintain acceptable service delivery.

3 Consultation and Equality Impact

- 3.1 Extensive consultation has been undertaken with staff as part of the service review process and further consultation with staff and unions will be undertaken in line with procedures.
- 3.2 There are no equality impacts arising from the report.

4 Alternative Options and Reasons for Rejection

- 4.1 Maintaining traditional ways of working within Environmental Health and not progressing planned interventions and improvements would be an option for consideration. However, the Joint Service has faced challenges with the delivery of statutory services and experience during the lockdown period has demonstrated that new ways of working have the potential to contribute to efficiency and service improvement.
- 4.2 The potential risks to public health, the reputational risks arising through external scrutiny and the inability to meet Member expectations through effective environmental enforcement, are such that maintaining the status quo was rejected as an option for consideration.

5 Implications

5.1 Finance and Risk Implications

5.1.1 There are no immediate financial implications. Service improvements and costs will be presented in more detail in the Environmental Health Service Review final report and 2020-23 Improvement Programme.

5.2 Legal Implications including Data Protection

5.2.1 There are no legal implications for this recommendation.

5.3 Human Resources Implications

5.3.1 There are no human resource implications for this recommendation. Human resource considerations arising from the ongoing Service Review and 2020-23 Improvement Programme will be presented in a future report.

6 Recommendations

6.1.1 That the achievements of the Joint Environmental Health Service be noted.

6.1.2 That a final Service Review report, including a detailed 2020-23 Environmental Health Improvement Programme, be presented to Executive, pending conclusion of job evaluation and staff consultation.

6.1.3 That a further report on new ways of working and lessons learned for the Council be presented to Executive by October 2020.

6.1.4 That a business case be developed, in collaboration with ICT, with regard to tools and solutions required to support new ways of working within the Joint Environmental Health Service.

7 Decision Information

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

District Wards Affected	All
Links to Corporate Plan priorities or Policy Framework	

8 Document Information

Appendix No	Title
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Environmental Health & Enforcement – Executive, 14 th October and 16 th December, 2019.	
Report Author	Contact Number
Ken Eastwood, Joint Head of Service Matt Finn, Environmental Health Manager	01246 217851 01246 217848

Bolsover District Council

Executive

29th June 2020

Financial Outturn 2019/20

Report of the Portfolio Holder - Finance & Community Safety

This report is public

Purpose of the Report

To inform Executive of the outturn position of the Council for the 2019/20 financial year.

1 Background Information

- 1.1 The Council published its draft Statement of Accounts in respect of 2019/20 on 28 May 2020. The statutory deadline of 31 May was extended to 31 August this year to take into consideration the impact of Coronavirus. The draft Statement of Accounts 2019/20 is now subject to the independent audit from the Council's external auditors, Mazars. Until the accounts have been agreed by our external auditors, there remains the possibility that they will be subject to amendment. It is anticipated that the external audit will be completed remotely during June and July but this is also subject to delay caused by Coronavirus. The statutory date for the final audited accounts has been extended from 31 July to 30 November 2020. Although after discussions with Mazars, it is hoped the audited accounts will be reported to and approved by the Audit Committee at a meeting during September 2020.
- 1.2 International Financial Reporting Standards (IFRS) dictate that the main focus of the Statement of Accounts is on reporting to the public in a format which is directly comparable with every country that has adopted IFRS i.e. not just UK or even other local authorities. By contrast, the focus of this report is on providing management information to Members and other stakeholders to assist in the financial management of the Council.
- 1.3 The following sections of this report will consider the 2019/20 outturn position in respect of the General Fund, the Housing Revenue Account (HRA), the Capital Programme and Treasury Management activities. Within the report, consideration is given to the level of balances at the year end and the impact which the closing position has upon the Council's budgets in respect of the current financial year.

General Fund

- 1.4 The position in respect of the General Fund outturn is detailed in **Appendix 1** attached to this report. The appendix shows the Current Budget compared to the final Outturn position. The main variances against the current budget are shown in table 1 below with variances at service level shown in **Appendix 2**.

Table 1

	£000
Planning income	(119)
Funding of Benefits	205
Go Active Leisure Centre	(56)
Environmental Health budgets	(76)
Bad debt provision not used	(58)
Income from capital for staff time	(64)
Salaries variances	(178)
Non-staff miscellaneous variances	(336)
Net cost of services	(682)
Debt Charges/Investment Interest	(120)
Additional NNDR income	(676)
Additional general government grants	(15)
Total Outturn Variance	(1,493)
Vacancy savings transferred to general fund balance since revised budget – until outturn	(102)
Contribution to Reserves – 2019/20 Outturn	(1,595)

Financial Reserves

Transfers from Earmarked Reserves

- 1.5 The use of earmarked reserves in 2019/20 was £0.963m. This reflects the expenditure incurred on projects at 31 March 2020 which have approval to use earmarked reserves. There are ongoing commitments for these activities in 2020/21 when the balance of this years' reserve funding (£0.215m) will be utilised.

Transfers to Reserves

- 1.6 At the end of the financial year it has been necessary to agree a number of transfers into reserves in preparation for future expenditure commitments, some from income received in 2019/20. Transfers to reserves total £2.675m which is £1.595m higher than originally forecast, reflecting the outturn shown in table 1.

These consist of:

- £0.100m contribution to the IT Reserve to fund future expenditure requirements being highlighted by the current pandemic.
- £0.250m contribution to the Vehicle Renewal Reserve to enable the continued financing of new vehicles and therefore not incur debt charges.
- £0.676m transfer to the NNDR Growth Protection Reserve to mitigate against future changes to the business rates system.
- £0.569m transfer to the General Reserve as the remainder of the in-year surplus.

The Leader of the Council has requested that £80,000 (maximum) of the in-year surplus be made available in 2020/21 for a 'Parish and District - end of pandemic/VJ Day commemoration project'. The intention would be to pay £1 per head of the population in each area to the Parish Council. This would then be used to encourage community participation and togetherness and help lift spirits as we start on the road to recovery from the pandemic. Any unused funds would remain in the General Reserve if not required.

- 1.7 The Transformation Reserve has a balance at the end of the year of £7.461m. Commitments already made against this reserve for 2020/21 and future years amount to £5.389m leaving £2.072m uncommitted.
- 1.8 As already discussed there are ongoing commitments against the earmarked reserves which will continue in 2020/21 and future years. Should any of these reserves prove unnecessary in the future, they will be moved back into unallocated General Fund resources.

General Fund Balances

- 1.9 The level of General Fund Balances has been increased to £2.261m. This was agreed at the December Executive meeting in preparation for the increase to the Council in superannuation costs from 20/21. The General Fund balances are considered to be at an acceptable level for a District Council rather than at a generous level. The General Fund Balance needs to be considered against the background of ongoing changes to the level of Government funding together with the range of risks facing the Council. With only a limited level of General Fund reserves it is crucial that the Council continues to maintain robust budgetary control while securing its ongoing savings targets in order to safeguard both its reserves and its financial sustainability.
- 1.10 Given the current level of general balances, should either an over spend or an under achievement of income occur, then the Council would have a period of time in which to recover the situation. In a situation in which the Council were operating at a lower level of balances and an over spend or an under achievement of income occurred which took balances to below minimum level then immediate 'crisis' remedial action would need to be considered. Such a response is not conducive to sound financial management but more importantly would have a significant detrimental impact upon the Council's ability to deliver the planned and agreed level of services to local residents. Local Government finances are now such that all new sources of income, both capital and revenue should be given careful consideration before being rejected.

- 1.11 The main feature of the 2019/20 financial year is that the Council transferred £1.595m to Earmarked Reserves in preparation for future expenditure.
- 1.12 With regard to the underlying favourable variance on the General Fund in 2019/20, this will be reviewed as usual during the budget process for 2020/21 - 2024/25, from October onwards. The latest position for all years in the current MTFP is shown in Table 2. It should be remembered that for all years from 2021/22 there is a transfer into the general fund from the NNDR Growth Protection Reserve to replace the losses caused by changes in Government funding. As a Council we made it our strategy to save extra income earned in years when we received more than we estimated, to be able to use it in future years when income was reduced. These transfers are £1.027m 2021/22, £1.033m 2022/23 and £1.246m in 2023/24. Even with the extra contribution to this reserve in 2019/20 of £0.676m, this reserve is not a sustainable source of income for the general fund. This is where we look to the new directorate for development to generate income and replace the funding we've lost before we run out of the NNDR Growth Protection Reserve.

Table 2

	2020/21 Budget £000	2021/22 Budget £000	2022/23 Budget £000	2023/24 Budget £000
Budget Shortfall - MTFP Feb 2020	290	441	594	682
Efficiencies identified to date (removed from budget)	(111)	(111)	(111)	(111)
Current Budget Shortfall	179	330	483	571
Efficiencies Identified <u>not yet realised</u>	(100)	(249)	(401)	(552)
Pension costs to be funded by GF balance	(79)	(81)	(82)	(19)
Closing Budget Shortfall	0	0	0	0

Housing Revenue Account (HRA)

- 1.13 The Housing Revenue Account is provided in **Appendix 3** to this report.
- 1.14 The Housing Revenue Account position shows a number of variances during the year. The main under spends are in relation to vacancies and sub-contractor payments within repairs and maintenance. Higher void levels than estimated meant a reduction in dwelling rents income. The overall expenditure position is £0.383m below the current budget. The overall income position is £0.123m below the current budget. This gives a net cost of services under spend of £0.260m, adjusting to £0.256m under spend after interest.

- 1.15 The surplus has been used to fund a contribution of £0.256m to the Development Reserve which is available to sustain the Council's housing stock. Where the use of Reserves has not been fully applied in 2019/20 and there are ongoing commitments for these activities in 2020/21, the funding will be carried forward and utilised.
- 1.16 The level of HRA Balances has increased to £2.155m as agreed by Executive in December. The increase of £0.155m will be utilised to mitigate the increase in the contribution to the Local Government Pension Scheme over the next three financial years. The HRA balances are considered appropriate with the level of financial risk facing the HRA. Maintenance of this balance is necessary as it will help ensure the financial and operational stability of the HRA which is essential if we are to maintain the level of services and quality of housing provided to our tenants over the life of the 30 year Business Plan.

Capital Investment Programme

- 1.17 Details of the capital expenditure incurred by the Council in 2019/20 on a scheme by scheme basis is provided in **Appendix 4**.

The Capital Programme may be summarised as follows:-

	Current Programme £'000	Outturn £'000	Variance £'000
General Fund:			
GF Building Assets	615	336	(279)
GF ICT Schemes	225	189	(36)
Disabled Facilities Grants	999	433	(566)
Joint Venture - Dragonfly	2,181	59	(2,122)
Other Capital Schemes	729	679	(50)
General Fund Total	4,749	1,696	(3,053)
HRA:			
HRA New Build Properties	2,993	943	(2,050)
Public Sector Housing Schemes	5,283	3,553	(1,730)
HRA ICT Schemes	56	46	(10)
New Bolsover Scheme	4,404	3,909	(495)
HRA Total	12,736	8,451	(4,285)
Programme Total	17,485	10,147	(7,338)

1.18 General Fund

In relation to the General Fund element of the Capital Programme during 2019/20, £3.053m was not undertaken. The Joint Venture, Disabled Facilities Grants and the Building Assets programme were the main General Fund variances.

1.19 HRA Schemes

Within the HRA the variances show that £4.285m of the total HRA programme has not been undertaken during the year. The New Build Properties, Bolsover Safe and Warm and the New Bolsover schemes are the main variances.

1.20 **Appendix 4** also details the proposed carry forward amounts to 2020/21. These requests relate to individual schemes that are still in progress, where there are outstanding commitments or where the scheme has been delayed. The carry forward amount is £6.582m with the impact on the 2020/21 capital programme detailed in the appendix. It should be noted that all these expenditure requirements will take forward a corresponding level of financial resources and thus have a neutral impact on the financial position in 2020/21.

1.21 Capital Financing

The Capital Programme was financed as follows:-

	Current Programme	Outturn	Variance
	£000	£000	£000
General Fund:			
The Better Care Fund	(1,000)	(433)	(567)
Reserves	(3,520)	(1,052)	(2,468)
External Funding	(124)	(154)	30
Usable Capital Receipts	(105)	(57)	(48)
Total General Fund	(4,749)	(1,696)	(3,053)
HRA:			
Major Repairs Reserve	(8,932)	(6,671)	(2,261)
Prudential Borrowing	(2,187)	(707)	(1,480)
HRA Reserves	(500)	(500)	0
External Funding	(312)	(346)	34
Usable Capital Receipts	(805)	(227)	(578)
Total HRA	(12,736)	(8,451)	(4,285)
Grand Total	(17,485)	(10,147)	(7,338)

1.22 General Fund Capital Financing

Officers have financed the General Fund Capital Programme from a combination of capital receipts, reserve contributions, and external funding.

1.23 HRA Capital Financing

Officers have financed the HRA Capital Programme from a combination of capital receipts, reserve contributions, prudential borrowing and external funding. The Prudential Borrowing financing arrangements were agreed by Council as part of the Treasury Management Strategy at its meeting in February 2019.

Treasury Management

1.24 **Appendix 5** provides a brief report on the Treasury Management activity of the Council for 2019/20. In summary the Council operated throughout 2019/20 within the Authorised and Operational Boundary limits approved in the Treasury Management Strategy as approved by the Council in February 2019.

1.25 The key points from the summary report are:

- The overall borrowing requirement of the Council (the Capital Financing Requirement) was £115.286m at 31 March 2020.
- The PWLB debt is £99.100m.
- Effective internal borrowing is £16.186m.
- £3m repayments of PWLB debt in year.
- No new PWLB borrowing was undertaken in 2019/20.
- PWLB interest paid in 2019/20 was £3.588m.
- Interest received on investments was £0.328m.

2 Conclusions and Reasons for Recommendation

2.1 General Fund

During the previous financial year the Council managed its budget effectively securing a favourable financial outturn. The Council was able to make contributions of £1.595m to numerous reserves in preparation for future expenditure commitments. The Transformation Reserve, which is the Council's main general earmarked reserve, has £5.389m commitments against it in 2020/21 and future years so continued prudence is needed when committing against this reserve.

2.2 HRA

The Council was able to make a contribution of £0.256m to the Development Reserve. The HRA continues to operate within the parameters set by the 30 Year Business Plan and the MTFP. Officers will be working to ensure that the Business Plan continues to reflect the impact of recent government legislation, and that the HRA remains sustainable over the 30 year period of the Business Plan.

2.3 Capital Programme

The Capital Programme saw good progress on approved schemes during the 2019/20 financial year. There are, however, a number of schemes which are work in progress and this requires that the associated expenditure and funding be carried forward into the 2020/21 financial year.

2.4 Capital Financing

Capital expenditure during 2019/20 has been fully financed in line with the approved programme.

2.5 Treasury Management

The Council operated in line with its agreed Treasury Management Strategy during the 2019/20 financial year. This ensures that lending and borrowing arrangements were prudent and sustainable, minimising the risk of financial loss to the Council. Effective management of these arrangements ensured that interest costs during the year were minimised in order to assist the Council's revenue position whilst interest receivable rose.

3 Consultation and Equality Impact

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

4 Alternative Options and Reasons for Rejection

4.1 The financial outturn report for 2019/20 is primarily a factual report which details the outcome of previously approved budgets therefore there are no alternative options that need to be considered.

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

5 Implications

5.1 Finance and Risk Implications

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

5.1.2 Members should note that the budgets against which we have monitored the 2019/20 outturn were those agreed within the Council's Medium Term Financial Plan. The Medium Term Financial Plan gave careful consideration to both the affordability of the budgets that were approved, and to ensuring that the level of balances remained adequate for purposes of enabling sound financial management.

5.1.3 The issue of financial risk is covered throughout the report. The risk of not achieving a balanced budget, together with the risk that the Council's level of financial balances will be further eroded are currently key corporate risks identified on the Council's Strategic Risk Register. The outturn report shows that the Council's approach to

mitigating these risks during 2019/20 has been successful, with our budgets balanced and the level of financial reserves protected.

- 5.1.4 While the Council has effectively addressed its Strategic Financial Risks during 2019/20 it needs to be recognised that the Council will need to give careful consideration to both capital and revenue income opportunities before they are rejected, looking to the new directorate for development to generate income to ensure the Council's financial future is sustainable over the long term.

5.2 Legal Implications including Data Protection

- 5.2.1 The Statement of Accounts is required to be prepared by 31 May and audited by the 31 July each year, although for this year only the deadlines have been moved to 31 August and 30 November respectively. The Council has now completed the draft Statement of Accounts and they have been signed off by the Chief Financial Officer as at 28 May 2020 which secures compliance with the Council's obligations.

5.3 Human Resources Implications

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

6 Recommendations

- 6.1 That Members note the outturn position in respect of the 2019/20 financial year.
- 6.2 That Members approve the transfers to various earmarked reserves of £1,595,013 as outlined in detail in paragraph 1.6, including the £80,000 of the in-year surplus to be made available in 2020/21 for a 'Parish and District - end of pandemic/VJ Day commemoration project'.
- 6.3 That Members approve the proposed carry forward of capital budgets detailed in **Appendix 4** totalling £6.582m.

7 Decision Information

<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:</p> <p><i>BDC:</i> <i>Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/></p> <p><i>NEDDC:</i> <i>Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	<p>Yes</p>
<p>Is the decision subject to Call-In?(Only Key Decisions are subject to Call-In)</p>	<p>Yes</p>
<p>Has the relevant Portfolio Holder been informed</p>	<p>Yes</p>

District Wards Affected	All
Links to Corporate Plan priorities or Policy Framework	All

8 Document Information

Appendix No	Title
1	General Fund Summary - Outturn 2019/20
2	General Fund Detail - Outturn 2019/20
3	Housing Revenue Account - Outturn 2019/20
4	Capital Expenditure - Outturn 2019/20
5	Treasury Management - Outturn 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)	
Report Author	Contact Number
Theresa Fletcher – Head of Finance and Resources	(01246) 242458

Appendix 1

GENERAL FUND SUMMARY - OUTTURN 2019/20

	Current Budget 2019/20 £	Outturn 2019/20 £	Variance £
People (including S106 expenditure, recharge to HRA and year end entries)	5,925,026	5,711,049	(213,977)
Place (including S106 expenditure and year end entries)	2,882,019	2,413,661	(468,358)
Net Cost of Services	8,807,045	8,124,710	(682,335)
Investment Property net income	(295,983)	(295,983)	0
Debt Charges	956,778	971,713	14,935
Investment Interest	(360,639)	(495,848)	(135,209)
Contributions to Reserves	1,079,629	2,674,642	1,595,013
Contributions from Earmarked Reserves	(963,290)	(963,290)	0
Contribution (from)/to S106 Holding A/cs, Grant A/cs and Miscellaneous Holding A/cs	600,554	600,554	0
Parish Precepts	2,901,779	2,901,779	0
Parish Council Tax Support Grant	167,933	167,933	0
Total Spending Requirement	12,893,806	13,686,210	792,404
Revenue Support Grant	(1,169,290)	(1,169,290)	0
Business Rate Retention	(4,412,429)	(5,088,400)	(675,971)
New Homes Bonus Grant	(811,095)	(811,095)	0
BDC Council Tax Requirement	(3,875,302)	(3,882,036)	(6,734)
Parish Council, Council Tax Requirement	(2,901,779)	(2,901,779)	0
Miscellaneous un-ring-fenced grant	(86,507)	(94,610)	(8,103)
Funding Requirement	(13,256,402)	(13,947,210)	(690,808)
Opening General Fund Reserve	(2,000,001)	(2,000,001)	
Transfer (to)/from Balances	(362,596)	(261,000)	
Closing General Fund Balance	(2,362,597)	(2,261,001)	

GENERAL FUND DETAIL - OUTTURN 2019/20					
		Current Budget	Outturn	Variance	
		2019/20	2019/20		
		£	£	£	
G001	Audit Services (G001)	104,602	104,602	0	
G002	I.C.T. (G002)	806,932	770,754	(36,178)	Business software £21k under spent, h+c services £14k under spent.
G003	Reprographics (printing) (G003)	247,482	236,326	(11,156)	
G005	Chief Executive Officer - 50% People (G005)	74,506	72,831	(1,674)	
G006	CEPT (G006)	433,105	431,545	(1,561)	
G014	Customer Contact Service (G014)	738,293	717,669	(20,624)	Staffing costs under spent by £19k due to vacancies/reduction in hours.
G015	Customer Service + Improvement (G015)	120,779	117,193	(3,586)	
G024	Street Cleansing (G024)	285,728	273,830	(11,898)	
G028	Waste Collection (G028)	888,344	856,206	(32,138)	Staffing related costs £38k under spent due to vacancies/agency workers not required.
G032	Grounds Maintenance (G032)	647,433	601,774	(45,660)	Staff costs under spent £30k due to vacancies, income over achieved £16k.
G033	Vehicle Fleet (G033)	754,243	741,989	(12,254)	
G038	Concessionary Fares & TV Licenses (G038)	(10,097)	(10,354)	(257)	
G040	Corporate Management (G040)	145,577	146,497	920	
G041	Non Distributed Costs (G041)	697,651	694,081	(3,570)	
G044	Financial Services (G044)	256,035	250,895	(5,139)	
G052	Human Resources (G052)	240,049	216,902	(23,148)	Corporate training + seminar budget under spent by £7k, hired + contract £13k under spent.
G054	Electoral Registration (G054)	153,112	154,486	1,374	
G055	Democratic Representation & Management (G055)	531,035	528,226	(2,809)	
G056	Land Charges (G056)	(4,432)	4,836	9,268	
G057	District Council Elections (G057)	84,508	99,175	14,667	
G058	Democratic Services (G058)	193,630	190,718	(2,912)	
G060	Legal Services (G060)	226,325	223,527	(2,797)	
G061	Bolsover Wellness Programme (G061)	49,399	49,399	0	
G062	Extreme Wheels (G062)	(3,210)	(5,763)	(2,553)	
G064	Bolsover Sport (G064)	140,091	133,586	(6,505)	
G065	Parks, Playgrounds & Open Spaces (G065)	(24,229)	(22,532)	1,697	
G066	Coach Bolsover (G066)	735	735	0	
G069	Arts Projects (G069)	46,349	45,803	(546)	
G070	Outdoor Sports & Recreation Facilities (G070)	20,998	18,839	(2,159)	

GENERAL FUND DETAIL - OUTTURN 2019/20					
		Current Budget	Outturn	Variance	
		2019/20	2019/20		
		£	£	£	
G072	Leisure Services Mgmt & Admin (G072)	269,108	267,990	(1,118)	
G084	Head of Partnerships (G084)	34,717	34,127	(590)	
G086	Alliance (G086)	7,250	7,216	(34)	
G094	People Director (G094)	50,821	50,070	(751)	
G097	Groundwork & Drainage Operations (G097)	65,547	65,365	(182)	
G100	Benefits (G100)	333,398	245,551	(87,847)	£64k bad debt provision on corporate code G953, salaries £19k under spent due to 4 vacancies.
G103	Council Tax / NNDR (G103)	365,218	302,643	(62,575)	Salaries under spent £41k, Bailiff/Court fees under spent £24k.
G104	Sundry Debtors (G104)	22,329	20,065	(2,264)	
G111	Shared Procurement (G111)	45,035	42,435	(2,601)	
G115	One Public Estate (G115)	15,231	15,231	0	
G117	Payroll (G117)	71,981	70,705	(1,276)	
G123	Riverside Depot (G123)	167,370	167,441	71	
G124	Street Servs Mgmt & Admin (G124)	72,432	67,855	(4,577)	
G125	S106 Percent for Art (G125)	23,905	23,905	0	
G126	S106 Formal and Informal Recreation (G126)	24,709	24,709	0	
G129	Bolsover Apprenticeship Programme (G129)	18,959	18,959	0	
G146	Pleasley Vale Outdoor Activity Centre (G146)	46,524	42,513	(4,011)	
G148	Trade Waste (G148)	(124,600)	(165,055)	(40,455)	Waste disposal costs £40k under spent.
G149	Recycling (G149)	143,182	195,264	52,082	Kerbside collections over spent £49k. Recycling credits £5k under achieved.
G155	Customer Services (G155)	29,829	29,846	17	
G157	Controlling Migration Fund (G157)	271,744	271,728	(17)	
G161	Rent Rebates (G161)	(29,662)	(58,738)	(29,076)	Difference from mid-year estimate to final claim.
G162	Rent Allowances (G162)	22,978	257,526	234,548	Difference from mid-year estimate to final claim.
G164	Support Recharges (G164)	(3,738,619)	(3,738,619)	(0)	
G168	Multifunctional Printers (G168)	42,776	29,461	(13,315)	
G170	S106 Outdoor Sports (G170)	(297,864)	(297,864)	0	
G177	Discretionary Housing Payments (G177)	0	(0)	(0)	
G179	School Sports Programme (G179)	(8,119)	(8,119)	0	
G180	Special Events (G180)	168	168	0	
G181	STEP (G181)	555	555	0	

GENERAL FUND DETAIL - OUTTURN 2019/20					
		Current Budget	Outturn	Variance	
		2019/20	2019/20		
		£	£	£	
G182	SHIFT (G182)	91	91	0	
G183	Netball (G183)	69	69	0	
G186	PL4S Satellite Programme (G186)	(940)	(940)	0	
G192	Scrutiny (G192)	22,209	21,011	(1,198)	
G195	Head of Governance + Monitoring (G195)	37,195	37,202	7	
G197	Head of Finance + Resources (G197)	63,832	63,459	(373)	
G199	Head of Street Scene (G199)	36,792	37,440	648	
G207	Cycling (G207)	1,073	1,073	0	
G216	Raising Aspirations (G216)	20,272	20,272	0	
G218	I-Venture/Namibia Bound (G218)	(7,482)	(7,482)	0	
G220	Locality Funding (G220)	(102,245)	(102,245)	(0)	
G228	Go Active Clowne Leisure Centre (G228)	(39,015)	(78,825)	(39,810)	Salaries £16k over spent, income over achieved £69k, Pulse fees £7k over spent, utilities £9k over spent.
G238	HR Health + Safety (G238)	75,152	67,071	(8,081)	
G241	Working Together for Older People (G241)	8,585	8,585	0	
G244	Bolsover Business Growth Fund (G244)	17,563	17,563	0	
	Total for People Directorate	5,925,026	5,711,049	(213,977)	
G004	Chief Executive Officer - 50% Place (G004)	74,508	72,934	(1,574)	
G007	Community Safety - Crime Reduction (G007)	46,420	45,306	(1,114)	
G010	Neighbourhood Management (G010)	90,220	63,527	(26,693)	Recharged from NE under.
G013	Community Action Network (G013)	246,453	243,965	(2,488)	
G017	Private Sector Housing Renewal (G017)	54,701	36,792	(17,909)	
G020	Public Health (G020)	(68,000)	(67,841)	159	
G021	Pollution Reduction (G021)	164,677	133,601	(31,076)	Recharged from NE under.
G022	Health & Safety (G022)	(250)	(503)	(253)	
G023	Pest Control (G023)	34,794	62,959	28,165	Recharged from NE over and income over achieved.
G025	Food Safety (G025)	122,035	125,537	3,502	
G026	Animal Welfare (G026)	94,238	106,467	12,229	
G027	Emergency Planning (G027)	49,163	44,664	(4,499)	
G036	Environmental Health Mgmt & Admin (G036)	190,744	160,172	(30,572)	Recharged from NE under
G043	Place Director (G043)	53,610	53,459	(151)	
G046	Homelessness (G046)	156,132	148,440	(7,692)	

GENERAL FUND DETAIL - OUTTURN 2019/20					
		Current Budget	Outturn	Variance	
		2019/20	2019/20		
		£	£	£	
G048	Town Centre Housing (G048)	(10,600)	(10,561)	39	
G053	Licensing (G053)	(327)	(2,085)	(1,758)	
G073	Planning Policy (G073)	307,377	293,222	(14,155)	
G074	Planning Development Control (G074)	(41,375)	(172,798)	(131,423)	Increased Planning Fee income £119k. Salaries under spent by £13k.
G076	Planning Enforcement (G076)	97,662	97,112	(550)	
G079	Planning Services Mgmt & Admin (G079)	21,357	21,400	43	
G080	Engineering Services (ESRM) (G080)	101,090	98,392	(2,698)	
G082	Tourism Promotion + Development (G082)	27,149	27,149	0	
G083	Building Control Consortium (G083)	55,000	54,525	(475)	
G085	Economic Development (G085)	28,815	27,187	(1,628)	
G087	HS2 Costs (G087)	0	(5,156)	(5,156)	
G088	Derbyshire Economic Partnership (G088)	15,000	15,000	0	
G089	Premises Development (G089)	(9,537)	0	9,537	moved to investment properties
G090	Pleasley Vale Mills (G090)	9,586	0	(9,586)	moved to investment properties
G091	CISWO Duke St Building (G091)	10,226	10,226	0	
G092	Pleasley Vale Electricity Trading (G092)	34,189	0	(34,189)	moved to investment properties
G095	Estates + Property (G095)	612,874	538,556	(74,317)	£64k year end capital + deminimis receipts, salaries under spent £9k due to vacancy.
G096	Building Cleaning (General) (G096)	96,862	94,340	(2,522)	
G099	Catering (G099)	1,200	1,246	46	
G106	Housing Anti Social Behaviour (G106)	97,411	96,958	(453)	
G109	Director of Development (G109)	23,425	23,657	232	
G110	Asst Director of Development (G110)	17,456	15,984	(1,472)	
G113	Parenting Practitioner (G113)	33,982	33,602	(380)	
G114	Strategic Investment Fund (G114)	(413,055)	(413,055)	0	
G132	Planning Conservation (G132)	45,706	42,675	(3,031)	
G133	The Tangent Business Hub (G133)	(40,921)	(52,464)	(11,543)	
G135	Domestic Violence Worker (G135)	41,998	41,386	(612)	
G138	Bolsover TC Regeneration Scheme	9,918	9,918	0	
G142	Community Safety - CCTV (G142)	938	938	0	
G143	Housing Strategy (G143)	26,943	26,851	(92)	
G144	Enabling (Housing) (G144)	25,584	25,464	(120)	

GENERAL FUND DETAIL - OUTTURN 2019/20					
		Current Budget	Outturn	Variance	
		2019/20	2019/20		
		£	£	£	
G151	Street Lighting (G151)	34,000	37,250	3,250	
G153	Housing Advice (G153)	12,909	12,925	16	
G156	The Arc (G156)	140,361	130,896	(9,465)	
G167	Facilities Management (G167)	9,983	7,853	(2,130)	
G169	Closed Churchyards (G169)	7,000	6,662	(338)	
G171	S106 Education (G171)	(18,195)	(18,195)	0	
G172	S106 Affordable Housing (G172)	1,116	1,116	0	
G176	Affordable Warmth (G176)	34,058	20,448	(13,610)	
G188	Cotton Street Contact Centre (G188)	18,639	14,426	(4,213)	
G193	Economic Development Management + Admin (G193)	118,807	120,310	1,503	
G194	Head of Economic Development (G194)	34,321	33,801	(520)	
G196	Head of Planning (G196)	37,398	37,452	54	
G198	Head of Housing (GF) (G198)	31,462	(43,805)	(75,267)	Cost to GF of £31k not incurred and income from HRA to cover cost of staff management, not budgeted for £44k.
G208	Head of Property + Commercial Services (G208)	28,650	28,684	34	
G226	S106 - Highways (G226)	(12,587)	(12,587)	(0)	
G227	S106 - Public Health (G227)	(129,949)	(129,949)	0	
G229	Housing Standards (G229)	(1,984)	(2,910)	(926)	
G237	Joint Venture (LLP) (G237)	3,943	3,943	0	
G239	Housing + Comm Safety Fixed Penalty Acc (G239)	710	197	(513)	
G242	New Bolsover MV - CVP Worker (G242)	(4,000)	(4,000)	0	
	Total for Place Directorate	2,882,019	2,413,661	(468,358)	
	Total Net Cost of Service	8,807,045	8,124,709	(682,335)	

HOUSING REVENUE ACCOUNT - OUTTURN 2019/20

	Current Budget 2019/20 £	Outturn 2019/20 £	Variance £
Expenditure			
Repairs and Maintenance	4,737,428	4,559,516	(177,912)
Supervision and Management	5,212,652	5,158,800	(53,853)
Rents, Rates, Taxes & Other Charges	245,398	217,065	(28,333)
Special Services	512,631	452,779	(59,852)
Supporting People - Wardens	569,640	548,257	(21,383)
Supporting People - Central Control	248,327	236,902	(11,425)
Tenants Participation	77,124	75,053	(2,071)
New Bolsover Project	32,300	4,458	(27,842)
Debt Management Expenses	8,678	8,667	(11)
Total Expenditure	11,644,179	11,261,497	(382,682)
Income			
Rents	(20,079,179)	(19,947,668)	131,511
Garage Rents	(146,389)	(135,115)	11,274
Leasehold Flats and Shops Income	(27,677)	(27,947)	(270)
Repairs and Maintenance	(41,999)	(75,732)	(33,733)
Supervision and Management	(300)	(652)	(352)
Special Services	(73,458)	(71,712)	1,746
Supporting People - Wardens	(518,719)	(533,151)	(14,432)
Supporting People - Central Control	(210,371)	(210,624)	(253)
Tenants Participation	(3,552)	(3,552)	0
New Bolsover Project	(32,300)	(4,458)	27,842
Other Income	(896)	(1,107)	(211)
Total Income	(21,134,840)	(21,011,718)	123,122
Net Cost of Services	(9,490,662)	(9,750,222)	(259,560)
Appropriations			
Provision for Doubtful Debts	180,000	168,918	(11,082)
Interest Costs	3,537,751	3,547,573	9,822
Interest Income	(30,406)	(25,780)	4,626
Depreciation	3,200,000	4,030,597	830,597
Transfer to Major Repairs Reserve	984,241	153,644	(830,597)
Contribution to Reserves	1,641,840	1,898,035	256,195
Use of HRA Earmarked Reserves	(141,113)	(141,113)	0
Use of HRA Holding Account	(36,426)	(36,426)	0
Contribution to/(from) HRA Balance	154,775	154,775	0
Net Operating (Surplus) / Deficit	0	0	0
HRA Balances			
Opening Housing Revenue Account balance	(2,000,000)	(2,000,000)	
Trnasfer (to)/from Balances	(154,775)	(154,775)	
Closing Housing Revenue Account Balance	(2,154,775)	(2,154,775)	

CAPITAL EXPENDITURE - OUTTURN 2019/20

	Current Programme 2019/20	Actual Outturn 2019/20	Variance 2019/20	Carried Forward requests 2020/21
	£	£	£	£
General Fund				
Assets				
AMP - Riverside Depot	78,397	48,355	(30,042)	30,042
AMP - The Arc	135,608	46,984	(88,624)	88,624
AMP - PV Lodges	128,053	90,396	(37,657)	37,657
AMP - Investment Properties	10,313	1,778	(8,535)	8,535
AMP - Leisure Buildings	20,940	20,939	(1)	0
AMP - The Tangent	10,531	10,481	(50)	0
Asset Management Plan (Refurbishment Work)	3,537	0	(3,537)	0
Shirebrook Contact Centre	0	5,692	5,692	0
Pleasley Vale Mill 1 - Dam Wall	36,493	8,144	(28,350)	28,350
Car Parking at Clowne	105,203	57,622	(47,581)	47,581
PV Rock Face Stabilisation Work	18,997	15,585	(3,412)	3,412
PV Mansafe System	29,229	6,767	(22,463)	22,463
PV Fire Compartmentation & Fire Doors	23,095	23,095	0	0
Can Rangers Expansion	14,532	301	(14,231)	14,231
	614,928	336,138	(278,790)	280,895
ICT Schemes				
Software/Hardware Replacement	106,380	99,862	(6,518)	6,518
Payment Kiosks	57,000	56,880	(120)	0
Introduce Governance Software	14,000	11,900	(2,100)	2,100
E-Store lite & PCI Pal Midcall pymt sol	48,000	20,000	(28,000)	28,000
	225,380	188,642	(36,738)	36,618
Leisure Schemes				
P Vale Outdoor Education Centre Ph 2	29,770	0	(29,770)	0
Pool Cover	23,697	23,696	(1)	0
Go-Active Leisure Facility	45,211	72,672	27,461	0
Go-Active Equipment	15,000	14,923	(77)	0
	113,678	111,292	(2,386)	0
Private Sector Schemes				
Disabled Facilities Grants	999,472	432,792	(566,680)	0
	999,472	432,792	(566,680)	0
Joint Venture				
Dragonfly - Limited Liability Partnership (LLP)	2,181,752	59,400	(2,122,352)	2,122,352
	2,181,752	59,400	(2,122,352)	2,122,352
Vehicles and Plant				
Vehicle Replacements	572,132	529,174	(42,958)	42,868
Fleet Management System	32,500	29,240	(3,260)	3,260
8 x Hedge cutters (GM)	4,000	4,000	0	0
10 x Strimmer's (GM)	5,000	4,980	(20)	0
	613,632	567,394	(46,238)	46,128
Total General Fund	4,748,842	1,695,658	(3,053,184)	2,485,993

CAPITAL EXPENDITURE - OUTTURN 2019/20

	Current Programme 2019/20	Actual Outturn 2019/20	Variance 2019/20	Carried Forward requests 2020/21
	£	£	£	£
Housing Revenue Account				
New Build Properties				
Ash Close, Pinxton	1,850	142	(1,708)	0
St Michaels Drive, South Normanton	498	498	0	0
Highcliffe Ave, Shirebrook	443	443	0	0
The Paddock, Bolsover	1,969,381	537,816	(1,431,565)	1,431,565
Keepmoat Properties at Bolsover	850,908	228,908	(622,000)	622,000
Recreation Close Clowne - HRA New Build	161,648	149,448	(12,200)	12,200
Hilltop - HRA New Build	7,948	25,879	17,931	0
	2,992,676	943,135	(2,049,541)	2,065,765
Public Sector Housing				
Electrical Upgrades	120,000	109,732	(10,268)	10,268
Welfare Works	480,000	403,646	(76,354)	76,354
External Door Replacements	100,000	47,653	(52,347)	52,347
Cavity Wall + Loft Insulation	0	(4,692)	(4,692)	0
Environmental Works	43,000	16,154	(26,846)	26,846
Unforeseen Reactive Capital Works	190,000	132,262	(57,738)	0
Kitchen Replacement Decent Homes	300,000	300,533	533	0
Fees - Regeneration Mgmt. & Admin	69,320	69,320	0	0
House Fire Damage - General	50,000	11,119	(38,881)	38,881
Soffit and Facia Replacement	100,000	78,607	(21,393)	0
Bolsover Safe & Warm	2,647,019	1,566,155	(1,080,864)	1,080,684
New Bolsover - HRA (mrr funded)	202,392	104,956	(97,436)	97,436
Re Roofing	750,000	615,356	(134,644)	17,707
Flat Roofing	32,000	27,110	(4,890)	0
Bramley Vale	200,000	75,686.96	(124,313)	124,313
	5,283,731	3,553,600	(1,730,131)	1,524,836
HRA ICT Schemes	56,269	46,175	(10,094)	10,094
	56,269	46,175	(10,094)	10,094
New Bolsover Scheme				
New Bolsover-Repair&Conservation BDC	3,321,568	3,258,124	(63,444)	63,444
New Bolsover-Repair&Conservation Private	463,335	463,335	0	0
New Bolsover-Other Cap Works-Landscaping	324,621	20,800	(303,821)	303,821
New Bolsover-Comp&Fac (Prelims)BDC	60,988	60,988	0	0
New Bolsover-Comp&Fac (Prelims)Private	10,465	10,465	0	0
New Bolsover-Decants BDC	175,068	49,805	(125,263)	125,263
New Bolsover-Fees(HLP, PD CDM)-BDC	1,402	1,402	0	0
New Bolsover-Fees(HLP, PD CDM)-Private	1,710	0	(1,710)	1,710
New Bolsover - Staff Costs	44,665	43,803	(862)	862
	4,403,822	3,908,722	(495,100)	495,100
Total HRA	12,736,498	8,451,632	(4,284,866)	4,095,795
TOTAL CAPITAL EXPENDITURE	17,485,340	10,147,290	(7,338,050)	6,581,788
Capital Financing				
General Fund				
Better Care Fund	999,472	432,792	(566,680)	0

CAPITAL EXPENDITURE - OUTTURN 2019/20

	Current Programme 2019/20	Actual Outturn 2019/20	Variance 2019/20	Carried Forward requests 2020/21
	£	£	£	£
Reserves	3,519,965	1,051,922	(2,468,044)	2,454,601
External Funding	124,405	154,064	29,659	0
Capital Receipts	105,000	56,880	(48,120)	31,392
	4,748,842	1,695,658	(3,053,184)	2,485,993
HRA				
Major Repairs Reserve	8,932,077	6,670,598	(2,261,479)	2,037,808
Prudential Borrowing	2,187,176	707,521	(1,479,655)	1,479,655
Reserves	500,000	500,000	0	0
External Funding	311,745	346,345	34,600	0
Capital Receipts	805,500	227,168	(578,332)	578,332
	12,736,498	8,451,632	(4,284,866)	4,095,795
TOTAL CAPITAL FINANCING	17,485,340	10,147,290	(7,338,050)	6,581,788

Appendix 5

BDC TREASURY MANAGEMENT – OUTTURN 2019/20

Capital Financing Requirement

The key area of Treasury Management is the measurement and control of the overall debt position of the Council. This is calculated through the Capital Financing Requirement (CFR). The CFR calculates the Council's underlying need to borrow in order to finance its capital expenditure. The revised estimate of the CFR for 2019/20 and the actual outturn CFR are shown in the table below: -

	Current Budget 2019/20 £000	Actual Outturn 2019/20 £000
<i>Capital Financing Requirement 1 April</i>	115,864	115,864
Prudential Borrowing HRA	2,294	707
Minimum Revenue Provision (MRP)	(757)	(757)
Movement on other debt – retentions	0	(78)
Capital Receipts set-aside	0	(450)
<i>Capital Financing Requirement 31 March 2020</i>	117,401	115,286

The overall outturn position shows a net decrease of outstanding debt of £0.578m in 2019/20 when compared to the opening CFR. Prudential borrowing has been undertaken by the Council in 2019/20 totalling £0.707m on new HRA Council Dwellings

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

Capital Financing Requirement at 31 March 2020	£000
General Fund	8,205
Housing Revenue Account	107,081
Total CFR	115,286

How the CFR is covered.

As mentioned above the CFR is the Council's underlying need to borrow to finance capital expenditure. To finance the CFR the Council has external borrowing and the use of its own reserves and balances. The position as at 31 March 2020 is as follows:

	£000
Capital Financing Requirement 31 March 2020	115,286
Financed from:	
External Borrowing via PWLB	99,100
Use of internal balances and reserves	16,186
Total Financing of CFR	115,286

PWLB Borrowing

The Council's total outstanding PWLB debt amounted to £102.100m at 1 April 2019. During 2019/20 £3m of principal has been repaid. No new loans have been taken out with the PWLB during 2019/20. The profile of the outstanding debt is analysed as follows: -

PWLB BORROWING	Maturity Profile	Maturity Profile
Term	31 March 2019	31 March 2020
	£	£
12 Months	3,000,000	2,000,000
1 - 2 years	2,000,000	3,700,000
2 - 5 years	11,100,000	14,600,000
5 - 10 years	24,000,000	20,800,000
Over 10 year	62,000,000	58,000,000
Total PWLB Debt	102,100,000	99,100,000

PWLB Interest

The interest cost to the Council of the PWLB debt for 2019/20 is £3.588m. The cost is split within the accounts between the HRA and General Fund based on the level of debt outstanding within the CFR.

Temporary Borrowing

Cash flow monitoring and management serves to identify the need for short term borrowing to cover delays in the receipt of income during the course of the year. During 2019/20 no short term borrowing was undertaken by the Council and therefore no interest charges were incurred.

Temporary / Fixed Investments

The table below details the fixed investments held at 31 March 2020

Bank Name	Balance Invested 31 March 20 £000
Fixed	
Local Authorities	27,954
Call Accounts	
Money Market Funds	8,500
Total	36,454

From the table above it can be seen that the balance invested by the Council at 31 March 2020 is £36.454m. Interest earned from temporary investments during 2019/20 amounted to £0.328m and is detailed in the following table:

	Average Period each Investment	Total Investment during year £000	Interest Received 2019/20 £
Building Societies	6 months	5,000	16,274
Local Authorities	1 year	10,000	71,525
Local Authorities	9 months	17,950	50,594
Local Authorities	6 months	12,000	54,424
Local Authorities	3 months	22,450	20,740
Money Market Funds	Overnight	Average interest rate 0.72%	114,095
Total			327,652

Overnight Balances

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

Compliance with Treasury Limits

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

	Actual in year 2019/20 £000	Set Limits in year 2019/20 £000
Authorised (total Council external borrowing limit)	125,287	131,921
Operational Boundary	120,287	126,921

Bolsover District Council

Executive

29th June 2020

Minor Painting Works Service

Report of the Portfolio Holder - Housing

This report is open

Purpose of the Report

- To seek approval to establish a framework of three Painting Contractors to provide a Minor Painting Works Service for Bolsover District Council Housing Department as and when required.
- This contract will be available to all Council sections to utilise if required.

1 Report Details

1.1 The existing Minor Painting Works Service Framework expires on the 1st August 2020 and was identified by the Strategic Repairs Manager as an essential Service that would need retendering. The Procurement team were asked to undertake a retender process and after a successful evaluation of 6 submissions the 3 contractors indicated below will be invited to form the framework based upon an evaluation criteria of 70% price quality and 30% quality.

- Alfred Bagnall and Sons Ltd were rated as 1 with a score of 88.00%
- Whittle Programmed Maintenance Ltd were rated as 2 with a score of 85.59%
- Devlin Decorators Ltd were rated as 3 with a score of 82.38%

1.2 The contract will be for an initial period of two years with two possible extensions each of one year. Assuming the contract is renewed, the total contract value is estimated at £120,000 over the four year period.

1.3 Spend is based upon responsive demand which means that the actual spend is difficult to predict. However this spend will be met from existing HRA budgets.

2 Conclusions and Reasons for Recommendation

2.1 It is recommended that members agree to award the framework contract to the contractors highlighted in 1.1 following a compliant procurement exercise.

3 Consultation and Equality Impact

3.1 Not directly.

4 Alternative Options and Reasons for Rejection

4.1 None.

5 Implications

5.1 Finance and Risk Implications

5.1.1 The cost for this will be met from within existing HRA budgets.

5.2 Legal Implications including Data Protection

5.2.1 We have met our legal obligations for procurement.

5.3 Human Resources Implications

5.3.1 None directly.

6 Recommendations

6.1 That the Framework contract be awarded to Alfred Bagnall and Sons Ltd, Whittle Programmed Maintenance Ltd and Devlin Decorators Ltd for the provision of the Minor Painting Works Service for Bolsover District Council Housing Department.

6.2 The contract will be awarded initially for a two years with the possibility of two additional periods each of one year.

6.3 The Assistant Director of Development be given delegated authority in consultation with the Housing Stock Group and the relevant Portfolio Holder to extend the contract for the maximum of two additional periods each of one year. Extensions to be conditional upon the satisfactory performance of the contractor.

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

Has the relevant Portfolio Holder been informed	No
District Wards Affected	All
Links to Corporate Plan priorities or Policy Framework	None

8 Document Information

Appendix No	Title
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
Mark Dungworth Strategic Repairs Manager	01246 593037