

To: Leader & Members of the Executive

The Arc
High Street
Clowne
S43 4JY

Friday, 17th July 2020

Contact: Donna Cairns
Telephone: 01246 242529
Email: donna.cairns@bolsover.gov.uk

Dear Councillor

EXECUTIVE

You are hereby summoned to attend a meeting of the Executive of the Bolsover District Council to be held as a Virtual Meeting by Video Conference and Live Streamed on Monday, 27th July, 2020 at 10:00 hours.

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

Virtual Attendance and Hybrid Meetings

I have provided the Leader and Deputy Leader with advice on the holding of "hybrid" meetings outlining the risks including to employees dealing with the Chamber and to Members. Hybrid meetings are those where some attendance is in person in the Council Chamber and some is virtual.

I would encourage you all to attend virtually.

Accordingly if you attend in person you will be deemed to have accepted the following disclaimer (overleaf) as applying.



We speak your language
Polish Mówimy Twoim językem
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.



Risk Assessment Disclaimer

When attending this meeting in person, I confirm that I have read and understood the contents of each of the following risk assessments and agree to act in line with its content.

- Covid-19 ARC RTW RA001
- Working in Offices At The Arc During Covid-19 Pandemic Guidance – ARC – SSW001

Both documents have been emailed to Members and are available on the Modern.Gov App library.

The same advice is given to officers who are also encouraged to participate in the meeting remotely.

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 3 onwards.

Yours faithfully



Solicitor to the Council & Monitoring Officer

EXECUTIVE AGENDA

Monday, 27 July 2020 at 10:00 hours taking place as a Virtual Meeting by Video Conference and Live Streamed

Item No.	PART 1 – OPEN ITEMS	Page No.(s)
----------	---------------------	-------------

1. **Apologies For Absence**
2. **Urgent Items of Business**

To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.

3. **Declarations of Interest**

Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:

- a) any business on the agenda
- b) any urgent additional items to be considered
- c) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time.

4.	Minutes	6 - 12
----	----------------	--------

To consider the minutes of the last meeting held on 29th June 2020.

MATTERS REFERRED FROM SCRUTINY

None.

BUDGET & POLICY FRAMEWORK ITEMS

None.

NON KEY DECISIONS

5.	Corporate Plan Targets Performance Quarter 4 2019/20	13 - 26
----	---	---------

Recommendation on page 16

6.	Shirebrook Crematorium	27 - 30
----	-------------------------------	---------

Recommendation on page 29

KEY DECISIONS

7.	Playing Pitch Improvements (Clowne)	31 - 58
----	--	---------

Recommendation on page 34

Item 11 – Award of Raising Aspirations Contract - Moved to this point in the agenda as it is a public item.	3
--	---

8. Exclusion of the public

To move:-

"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 item].

PART 2 - EXEMPT ITEMS

NON KEY DECISIONS

9. Re-Imagining Pleasley Vale

59 - 63

(Paragraph 3)

Recommendation on page 62

KEY DECISIONS

10. Moved to the end of the agenda	Refund of Leaseholders' Management Fees (Paragraph 3) <u>Recommendation on page 67</u>	64 - 68
11. Moved to after Item 7	Award of Raising Aspirations Contract (Paragraph 3) <u>Recommendation on page 71</u>	69 - 72
12.	Safe and Warm Upgrade Scheme - Pattison Street - Scheme Update (Paragraph 3) <u>Recommendation on page 74</u>	73 - 75
13.	Award Of Electrical Upgrade And Rewiring Programme (Paragraph 3) <u>Recommendation on page 77</u>	76 - 78
14.	Purchase of employment land at Shirebrook (Paragraph 3) <u>Recommendation on page 81</u>	79 - 92

15. **Purchase of Section 106 Properties from Rippon Homes off Ball Hill - South Normanton** 93 - 102

(Paragraph 3)

Recommendations on page 94

Item 10 – Refund of Leaseholders' Management Fees - Moved to this point in the agenda

Agenda Item 4

EXECUTIVE

Minutes of a meeting of the Executive of the Bolsover District Council held as a Virtual Meeting and Live Streamed on Monday, 29th June 2020 at 10:00 hours.

PRESENT:-

Members:-

Councillor Steve Fritchley in the Chair

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

Officers:- Karen Hanson (Joint Director of Environment and Enforcement), Lee Hickin (Joint Director – Corporate Resources and Head of Paid Service), Grant Galloway (Director of Development), Sarah Sternberg (Solicitor to the Council & Monitoring Officer), Theresa Fletcher (Head of Finance and Resources & Section 151 Officer), Chris Fridlington (Assistant Director of Development), Pam Brown (Head of Leader's Executive and Partnerships), Nicola Calver (Governance Manager) and Donna Cairns (Senior Governance Officer).

EX1- APOLOGIES FOR ABSENCE

20/21

There were no apologies for absence.

EX2- URGENT ITEMS OF BUSINESS

20/21

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

EX3- DECLARATIONS OF INTEREST

20/21

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.

EX4- MINUTES

20/21

Moved by Councillor Duncan McGregor and seconded by Councillor Steve Fritchley
RESOLVED that the minutes of a meeting of Executive held on 9th March 2020 be approved as a true and correct record.

EXECUTIVE

NON KEY DECISIONS

EX5-20/21 REVOCATION OF TWO AIR QUALITY MANAGEMENT AREAS IN BARLBOROUGH

Executive considered the report of the Portfolio Holder – Environmental Health and Licensing which sought authorisation under the Environment Act 1995 to revoke two Air Quality Management Areas (AQMAs), namely The Barlborough No 1 Air Quality Management Area and the Barlborough No 2 Air Quality Management Area.

The Council had been monitoring Nitrogen Dioxide concentrations in the AQMA around 14 Chesterfield Road, Barlborough since August 2005 when it was identified that the area had an annual mean Nitrogen Dioxide concentration above the national Air Quality Objective. For the past 7 years the concentrations had fallen to a level well below the 40 $\mu\text{g}/\text{m}^3$ standard.

In 2007, a further exceedance of the annual mean Air Quality Objective had been identified in the Barlborough area and another AQMA was declared at 17-25 (odd numbers only), Orchard Close, Barlborough. Monitoring at this location had similarly confirmed that the concentrations over the past 7 years had been well below the 40 $\mu\text{g}/\text{m}^3$ Air Quality Objective.

Due to the prolonged period that the concentrations had been significantly below the Air Quality Objective in both the AQMAs, the Council was confident that the reduction was permanent and not due to annual variations as a result of, for example, meteorological conditions.

Following consultation, it was therefore proposed that the two AQMAs be revoked.

It was noted that monitoring would continue to take place in both areas for the foreseeable future.

Moved by Councillor Deborah Watson and seconded by Councillor Steve Fritchley
RESOLVED – That Executive approve the making of Orders revoking the Barlborough No1 Air Quality Management Area and the Barlborough No2 Air Quality Management Area.

REASON FOR DECISION:

The air quality in both the Barlborough No1 and Barlborough No2 Air Quality Management Areas had been well within the National Air Quality Objectives for at least the last five years and had shown a gradual reduction over that period. There was no indication or reason to believe that air quality in these areas would have worsened in the foreseeable future.

OTHER OPTIONS CONSIDERED:

The only alternative would have been to keep the Air Quality Management Areas (AQMA) in place. There was no justification for this as the purpose of an AQMA was to enable actions to be prioritised by the local authority to tackle high levels of Nitrogen Dioxide exceeding the annual mean Air Quality Objective.

(Director of Environment and Enforcement)

EXECUTIVE

EX6- ANNUAL STATUS REPORT FOR AIR QUALITY IN 2019 20/21

Executive considered the report of the Portfolio Holder – Environmental Health and Licensing which presented the 2019 Annual Status Report for Air Quality in Bolsover District, which had been submitted to the Department for Environment, Food and Rural Affairs (DEFRA).

The report set out the Council's Local Air Quality Management duty and the standards against which air quality was assessed.

The Council was operating a programme of monitoring for Nitrogen Dioxide using passive diffusion tubes at more than 20 selected locations across Bolsover District.

The Council had in the past identified three areas that were in exceedance of the annual mean Air Quality Objective for Nitrogen Dioxide. These were:

- Carter Lane East, South Normanton (12 dwellings)
- Chesterfield Road, Barlborough (1 dwelling)
- Orchard Close, Barlborough (5 dwellings)

The latter two were to be revoked, as resolved under the previous agenda item.

Members commented that air quality in South Normanton needed to be closely monitored, and raised issues around Junction 28, the M1 motorway and the A38 in particular.

Members queried the level of funding received from the Government to undertake a feasibility study to evaluate measures that would bring compliance with the EU Air Quality Directive for a short stretch of the A38 at South Normanton. The Director of Environment and Enforcement informed Members that the funding was approximately £500-600k, but she would find out the exact figure.

The Director of Environment and Enforcement also confirmed that air quality monitoring at South Normanton would continue indefinitely.

Consultation with parish councils was raised as Members noted they had not received information on air quality at their parish council meetings. The Director of Environment and Enforcement agreed to look into this.

The use of 60mph speed limits on the basis of air quality measures on the M1 was discussed and Members were informed that the theory behind the limit was to keep traffic moving continuously but at a slower speed. Members debated whether smart motorways were having the desired effects.

It was noted that the AQMA at South Normanton was being kept in place in part due to the need to continue monitoring on the impact of the smart motorway and it was hoped that an update would be provided in the next 12 months.

Moved by Councillor Deborah Watson and seconded by Councillor Duncan McGregor
RESOLVED – That the content of the Annual Status Report for Bolsover District Council be noted.

EXECUTIVE

REASON FOR DECISION:

Publication of the Annual Status Report was a statutory duty and the format of the document was prescribed.

OTHER OPTIONS CONSIDERED:

There were no alternative options as the report was a statutory requirement.

(Director of Environment and Enforcement)

EX7- ENVIRONMENTAL HEALTH SERVICE UPDATE 20/21

Executive considered the report of the Portfolio Holder – Environmental Health and Licensing which provided an update on the Environmental Health Service, including service improvement interventions and progress with the ongoing service review. The update also reported on business continuity experiences and the role of the Joint Environmental Health Service during the COVID-19 pandemic lockdown and highlighted the potential for new ways of working to contribute to future efficiency and service improvement, reflecting on lessons learned during the lockdown period.

Members recognised the significant improvements made in the Environmental Health Service, and the bringing up to date of outstanding areas of work such as inspections. It was noted that further work was required to sustain levels of performance and to put a permanent workforce in place where there were temporary arrangements at present.

It was discussed that the new ways of working referred to the use of technology and systems/processes. Staff had not been issued with new job descriptions and did not need to reapply for their jobs.

In relation to support for local people during the Coronavirus pandemic, it was queried whether support would continue when the Government's shielding programme comes to an end. The Leader and the Director of Environment and Enforcement confirmed that the Council would continue to provide support as long as it was needed. It was commented that the Council had always been there to help, and the Leader was mindful of the effect of the pandemic and the lockdown on communities, isolation, and the impact on vulnerable people.

Moved by Councillor Deborah Watson and seconded by Councillor Duncan McGregor
RESOLVED – That –

- (1) The achievements of the Joint Environmental Health Service be noted.
- (2) 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.
- (3) A further report on new ways of working and lessons learned for the Council be presented to Executive by October 2020.
- (4) 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.

EXECUTIVE

REASON FOR DECISION:

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.

During the COVID-19 crisis the Environmental Health Service adapted to changes in demand and through new ways of working was able to maintain service delivery, protect public health and support business.

A range of interventions and service improvements, along with additional investment in the Service, was essential to secure and maintain acceptable service delivery.

OTHER OPTIONS CONSIDERED:

Maintaining traditional ways of working within Environmental Health and not progressing planned interventions and improvements was rejected as the Joint Service faced challenges with the delivery of statutory services. Experience during the lockdown period had also demonstrated that new ways of working had the potential to contribute to efficiency and service improvement.

The potential risks to public health, the reputational risks arising through external scrutiny and the inability to meet Member expectations through effective environmental enforcement, were such that maintaining the status quo was rejected as an option for consideration.

(Director of Environment and Enforcement)

KEY DECISIONS

EX8- FINANCIAL OUTTURN - 2019/20 20/21

Executive considered the report of the Portfolio Holder - Finance and Community Safety which informed Members of the outturn position of the Council for the 2019/20 financial year.

It was noted that the draft statement of accounts had been published on 28th May 2020. The draft statement of accounts was subject to the independent audit from the Council's external auditors, Mazars.

The report set out the position in respect of the General Fund, Housing Revenue Account and Capital Programme outturns, which were detailed in appendices to the report.

In respect of General Fund balances, the level had increased to £2.261m which was considered to be at an acceptable level for a district council. With only a limited level of General Fund reserves it was considered crucial that the Council continued to maintain robust budgetary control while securing its ongoing savings targets in order to safeguard both its reserves and its financial sustainability.

The main feature of the 2019/20 financial year was that the Council transferred £1.595m to Earmarked Reserves in preparation for future expenditure.

With regard to the underlying favourable variance on the General Fund in 2019/20, this

EXECUTIVE

was to be reviewed as usual during the budget process for 2020/21 - 2024/25, from October 2020 onwards.

The outturn position of the Housing Revenue account and the position of the Capital Programme were outlined in the report. Carry forward amounts in relation to the Capital Programme were proposed due to individual schemes that were still in progress, where there were outstanding commitments, or where the schemes had been delayed. The proposed carry forward amount was £6.582m.

The Council's treasury management activity for 2019/20 was also summarised in the report.

The Portfolio Holder commented on the requirement for the Council to provide information on its financial position to the Ministry of Housing, Communities and Local Government on a Covid-19 return, and that the impact of the coronavirus pandemic continued to be closely monitored, with significant work being directed to supporting the local economy.

Members requested additional information on some specific areas of the Council's accounts, including the level of progress on the Safe and Warm scheme installation of new boilers, and what the Special Services covered under the HRA scheme.

The Director of Development advised Members that the programme of replacement boilers was well in hand. The Head of Finance and Section 151 Officer agreed to provide further details of the HRA Special Services after the meeting.

Members praised the proposal for £80,000 to be made available to parish councils to hold community events following the end of the coronavirus lockdown and social distancing restrictions. It was noted that this funding would only be available until the end of this year.

Moved by Councillor Clive Moesby and seconded by Councillor Duncan McGregor
RESOLVED – That -

- (1) The outturn position in respect of the 2019/20 financial year be noted.
- (2) Executive approve the transfers to various earmarked reserves of £1,595,013 as outlined in detail in paragraph 1.6 of the report, 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'.
- (3) Executive approve the proposed carry forward of capital budgets detailed in Appendix 4 to the report totalling £6.582m.

REASON FOR DECISION:

To consider the financial outturn position of the Council for 2019/20 and its implications for future years' budgets.

OTHER OPTIONS CONSIDERED:

As the financial outturn report was fundamentally a factual report giving details of the outcome of previously approved budgets there were no alternative options that were considered.

EXECUTIVE

The allocation of resources to earmarked reserve accounts had 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 were not to materialise or were settled at a lower cost than anticipated then the earmarked reserves would be reassessed and returned to balances where appropriate.

(Head of Finance & Section 151 Officer)

EX9- MINOR PAINTING WORKS SERVICE 20/21

Executive considered a report of the Portfolio Holder – Housing which sought 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 was to be available to all Council sections to utilise if required.

Moved by Councillor Sandra Peake and seconded by Councillor Mary Dooley

RESOLVED – That –

- (1) 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.
- (2) The contract be awarded initially for a two years with the possibility of two additional periods each of one year.
- (3) The Assistant Director of Development be granted 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.

REASON FOR DECISION:

Following a procurement exercise, taking into account both cost and quality evaluation criteria, the three contractors were invited to form the framework.

OTHER OPTIONS CONSIDERED:

No alternative options were considered.

(Director of Development)

The meeting concluded at 10:45 hours.

Bolsover District Council

Executive

27th July 2020

**Corporate Plan Targets Performance Update – January to March 2020
(Q4 – 2019/20)**

Report of the Portfolio Holder - Corporate Governance

This report is public

Purpose of the Report

- To report the quarter 4 outturns for the Corporate Plan 2019-2020 targets.

1 Report Details

1.1 The attached contains the performance outturn as of 31st March 2020.
(Information compiled on 5th June 2020).

1.2 A summary by corporate plan aim is provided below:

1.3 Unlocking our Growth Potential

- 7 targets in total (1 target achieved previously – G05)
 - 4 targets have been achieved
 - **G 01** - *Through the use of Key Account Management develop a relationship with a minimum of 25 local businesses by March 2020* - 112 businesses engaged with.
 - **G 08** - *Process all major planning applications 10% better than the minimum for special measures per annum.* 100% achieved.
 - **G 13** - *Work with partners to deliver an average of 20 units of affordable homes each year.* 28 new affordable homes were completed in the year.
 - **G 17** - *Procure new partner for building next generation of council housing by March 2020* – new partner selected.

- 1 target has failed:
 - **G 11** - *Through a programme of targeted refurbishment bring 10 empty private sector properties back into use per annum.* 2019/20 - 2 properties have been brought back into use and 7 are in the process of being brought back into use. (See Appendix for more information on the activities being undertaken by the Council.)

- 1 target is awaiting information:
 - **G 10** - *Enable the development of at least 272 new residential properties within the district by March 2020.* The final total of completions will not be known until after the end of the financial year 2019/20 and will be reported at the end of the next quarter.

1.4 Providing our Customers with Excellent Service

- 10 targets in total
- 9 targets have been achieved

- **C 06** - *Prevent homelessness for more than 50% of people who are facing homelessness each year* - 69% achieved.

- **C 07** - *Install 150 new lifelines within the community each year* - 156 units installed.

- **C 08** - *Process all new Housing Benefit and Council Tax Support claims within an average of 20 days.* Achieved 10.42 days.

- **C 09** - *Process changes to Housing Benefit and Council Tax Support within an average of 10 days.* Achieved 2.64 days.

- **C 10** - *Carry out 300 disability adaptations to Council houses each year.* 368 adaptations completed.

- **C 11** - *Fully deliver the equality objectives identified in the Single Equality Scheme by March 2019.* Achieved see appendix for more information.

- **C 12** - *Ensure a minimum of 50% of clients experiencing Domestic Violence each year are satisfied with the support they received.* 100% satisfaction score for 2019/20.

- **C14** - *Attend 98% of repair emergencies within 6 working hours* - 97.80% (Within target)

- **C 15** - *Ensure a minimum of 50% of clients receiving parenting support each year express a positive outcome.* 100% satisfaction score for 2019/20.

- 1 target has failed:

 - **C 13** - *Reduce average relet times of Council properties (not including sheltered accommodation) to 20 days by March 2020.* Average relet time for the quarter is 31 days (including sheltered housing the overall average was 87 days). The average annual figure is 25 days (excluding sheltered accommodation).

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

- 8 targets in total
- 7 target have been achieved

 - **H 01** - *Deliver a minimum of 8000 hours of positive activity through community based culture and leisure engagement per year – 8577 hours delivered.*
 - **H 02** - *Increase participation/attendances in leisure, sport, recreation, health, physical and cultural activity by 3,000 per year - 377,842 attendances achieved against a target of 300,000.*
 - **H 03** - *Deliver a health intervention programme which provides 485 adults per year with a personal exercise plan via the exercise referral scheme – 669 achieved against an annual target of 485.*
 - **H 10** - *Sustain standards of litter cleanliness to ensure 96% of streets each year meet an acceptable level as assessed by Local Environment Quality Surveys (LEQS) - 96.25% meeting the standard and achieving the target.*
 - **H 11** - *Sustain standards of dog fouling cleanliness to ensure 98% of streets each year meet an acceptable level as assessed by Local Environment Quality Surveys (LEQS) - 99.75% meeting the standard and achieving the target.*
 - **H 12** - *Annually undertake 10 local environmental enforcement and educational initiatives in targeted areas to deal with dog fouling, littering or fly tipping.* 5 events and initiatives were delivered during quarter 4 making a total of 15 for the year.
 - **H 17** - *To deliver the Building Resilience Programme by September 2019* – see appendix for more information.

- 1 target has failed:

 - **H09** - *Achieve a combined recycling and composting rate of 47% by March 2020.* It is estimated that the outturn will be 41.75% for 2019/20 (subject to confirmation of Q4 data in July 2020).

1.6 Transforming our Organisation

➤ 1 target in total and achieved:

- **T 13 - Increase on-line self-service transactions dealt with by the Contact Centre by 20% each year.** Achieved – 7788 online transactions against a target of 4003.

2 Conclusions and Reasons for Recommendation

- 2.1 Out of the 26 targets, 22 have been achieved (84%), 3 have failed (12%) and 1 (4%) is awaiting information.
- 2.2 This is an information report to keep Members informed of progress against the corporate plan targets noting achievements and any areas of concern.

3 Consultation and Equality Impact

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

4 Alternative Options and Reasons for Rejection

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

5 Implications

5.1 Finance and Risk Implications

No finance or risk implications within this performance report.

5.2 Legal Implications including Data Protection

No legal implications within this performance report.

5.3 Human Resources Implications

No human resource implications within this performance report.

6 Recommendations

- 6.1 That progress and outturns against the Corporate Plan 2019-2020 targets be noted.

7 Decision Information

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC:</i> Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <i>NEDDC:</i> Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
Has the relevant Portfolio Holder been informed	Yes
District Wards Affected	Not applicable
Links to Corporate Plan priorities or Policy Framework	Links to all Corporate Plan 2019-2020 aims and priorities

8 Document Information

Appendix No	Title
1.	Corporate Plan Performance Update – Q4 January to March 2020
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
All details on PERFORM system	
Report Author	Contact Number
Kath Drury, Information, Engagement and Performance Manager	01246 242280

Bolsover District Council
Corporate Plan Targets Update – Q4 – January to March 2020

Status key

Target Status	Usage
Achieved	The target has been successfully completed within the target date.
On Track	The target is progressing well against the intended outcomes and intended date.
Failed	The target has failed to achieve what it set out to accomplish within the intended target date.

Aim – Unlocking our Growth Potential

Key Corporate Target	Directorate	Status	Progress	Target Date
G 01 - Through the use of Key Account Management develop a relationship with a minimum of 25 local businesses by March 2020.	Place	Achieved	Q4 - 82 businesses engaged with this quarter. For the whole year, 112 businesses engaged with the Team. A high number of local businesses have been engaged with about coronavirus business support measures. 12 meetings and 3 telephone consultations held with businesses about potential projects for the Bolsover Business Growth Fund. 11 meetings held with businesses about the Shirebrook shopfronts grants schemes. 4 meetings held with tourism-related businesses.	Mar-20
G 08 - Process all major planning applications 10% better than the minimum for special measures per annum.	Place	Achieved	Q4: 100% - 6 out of 6 majors determined within 13 weeks or agreed extension of time.	Mar-20
G 10 - Enable the development of at least 272 new residential properties within the district by March 2020	Place	Awaiting data	Q4 The figure is reported annually. The final total of completions will not be known until after the end of the financial year 2019/20 and will be reported at the end of the next quarter.	Mar-20

Key Corporate Target	Directorate	Status		Progress	Target Date
G 11 - Through a programme of targeted refurbishment bring 10 empty private sector properties back into use per annum.	Place	Failed		<p>Q4 The 2 properties that have been purchased and leased by Action Housing are in the process of being developed into apartments for affordable rent. This will create 7 units of affordable accommodation. <u>Due to Covid19 there has been a delay with the refurbishment</u>, however work has now recommenced and it is expected that both buildings are ready for occupation before the end of the year.</p> <p>2 long term empty properties are in the process of a forced sale, which will see them returned back to use. It is expected that the properties will be sold by the end of the summer. This is being managed by the Empty Property Officer (EPO), Environmental Health department and Legal team.</p> <p>A property on Langwith Road in Bolsover is being considered for Compulsory Purchase Order. The EPO is in the process of preparing a Cabinet report to ask for approval and to have a budget allocated for doing this.</p> <p>A further empty property has been referred to an energy company who have tools to help owners bring empty properties back into use. The property has been empty for over 10 years and has been the subject of numerous complaints. The EPO has organised for the Council to clear the garden, which has been done and improved the appearance of the property.</p> <p>The EPO has continued to promote the reduced rate VAT scheme which has helped an owner with reduced refurbishment costs and the property has now been brought back into use.</p>	Mar-20

Key Corporate Target	Directorate	Status		Progress	Target Date
				An empty property in Carr Vale - which the EPO assisted the owner with selling - has now been refurbished and is ready for reoccupation. 2019/20 - 2 properties have been brought back into use and 7 are in the process of being brought back into use.	
G 13 - Work with partners to deliver an average of 20 units of affordable homes each year.	Place	Achieved		28 new affordable homes were completed in the year.	Mar-20
G17 - Procure new partner for building next generation of council housing by 2020	Place	Achieved		The build partner Robert Woodhead Ltd have been re-appointed for 4 years to the Bolsover Homes. They were appointed through a Delegated Decision following delays due to Covid-19. The framework goes live on the 15th May but initial design work is now being undertaken.	Mar-20

20

Aim – Providing our Customers with Excellent Service

Key Corporate Target	Directorate	Status		Progress	Target Date
C 06 - Prevent homelessness for more than 50% of people who are facing homelessness each year.	Place	Achieved		April 2019 - March 2020 - 188 approaches from people facing homelessness. 130 cases prevented from becoming homeless (this includes 7 cases still open and receiving support - 69% in total).	Mar-20
C 07 - Install 150 new lifelines within the community each year.	Place	Achieved		April 2019 - March 2020 156 units of equipment provided to older vulnerable people.	Mar-20

C 08 - Process all new Housing Benefit and Council Tax Support claims within an average of 20 days.	People	Achieved	Q4 2019/20 = 10.42 days	Mar-20
C 09 - Process changes to Housing Benefit and Council Tax Support within an average of 10 days.	People	Achieved	Q4 2019/20 = 2.64 days	Mar-20
C 10 - Carry out 300 disability adaptations to Council houses each year.	Place	Achieved	April 2019 - March 2020 - 368 adaptations completed. .	Mar-20
C 11 - Monitor performance against the corporate equality objectives and publish information annually	People	Achieved	Q4 - We marked the Holocaust Memorial Day (HMD) on 27 January commemorating lives lost in the Holocaust as well as other victims of Nazi persecution and the genocides in Cambodia, Rwanda, Bosnia and Darfur. The day was marked by having commemoration books on display at our Contact Centres which were available for staff and visitors to sign and leave their thoughts. Small leaflets were left on display which visitors took away. Mandatory equalities training for councillors has been postponed until the summer along with corporate equalities training for staff. In March 2020, our language, interpretation and translation service provider, Language is Everything provided us with a list of languages interpreted for BDC over the past two years which included Arabic, Polish, Romanian, Punjabi and Tamil; we will be considering this data when communicating via our website once it has been refreshed later this year. Achievements against equality objectives for 2019/20 will be published by September 2020.	Mar-20
C12 - Ensure a minimum of 50% of clients experiencing Domestic Violence each year are satisfied with the support they received.	Place	Achieved	Q4 Update: A total of 48 new referrals were received during Q4, 18 of which were high risk.	Mar-20

				A total of 8 did not engage with the service and a total of 1 has not yet completed the feedback form. Positive responses were received from 39 service users who were asked: <ul style="list-style-type: none">• Did the service meet your needs?• Did the service make a difference?• How satisfied are you with the service you have been given? 100% satisfaction score 2019/20	
C 13 - Reduce average relet times of Council properties (not including sheltered accommodation) to 20 days by March 2020.	Place	Failed		Q4 2019/20 the average relet time for the quarter is 31 days (including sheltered housing the overall average was 87 days). The total annual figure is 25 days excluding sheltered accommodation.	Mar-20
C 14 - Attend 98% of repair emergencies within 6 working hours	Place	Achieved		3515 emergencies attended 2019/20 with 76 attended after 6hr 97.80% (Within target)	Mar-20
C 15 - Ensure a minimum of 50% of clients receiving parenting support each year express a positive outcome.	Place	Achieved		Q4: No courses have been delivered this quarter, 3 new referrals received. 1 case closed during this period received a positive evaluation form and would recommend the service to others. End of year figures = 73 referrals 1 parenting course 100% satisfaction score 2019/20	Mar-20

22

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

Key Corporate Target	Directorate	Status		Progress	Target Date
H 01 - Deliver a minimum of 8000 hours of positive activity through community based culture and leisure engagement per year.	People	Achieved		The target figure for the year is 8000 hours, actual performance to end of quarter 4 is 8577 .	Mar-20
H 02 - Increase participation/attendances in leisure, sport, recreation, health, physical and cultural activity by 3,000 per year.	People	Achieved		Year-end target is 300,000 attendances. Actual to date is 377,842 . Exceeded annual target	Mar-20
H 03 - Deliver a health intervention programme which provides 485 adults per year with a personal exercise plan via the exercise referral scheme.	People	Achieved		Bolsover District Council is commissioned by Bolsover Partnership and County Public Health to deliver a Health Intervention programme, the combined number of people starting this programme in the first half year is 669 , against an annual target of 485.	Mar-20
H 09 - Achieve a combined recycling and composting rate of 47% by March 2020.	People	Failed		Q4 (2019\20) Is estimated based on performance ending March 2019 (36.9%) of 2305 tonnes collected between January and March, due to Waste Data Flow information not being available until June2020. The combined Q1, Q2 & Q3 performance is estimated at 41.75% .	Mar-20
H 10 - Sustain standards of litter cleanliness to ensure 96% of streets each year meet an acceptable level as assessed	People	Achieved		Annual (2019/20) LEQS's established that the combined Q1,Q2,Q3 & Q4 figures indicate that 3.75% have fallen below the required standard resulting in 96.25% meeting the standard and achieving the 96% overall target.	Mar-20

Key Corporate Target	Directorate	Status		Progress	Target Date
by Local Environment Quality Surveys (LEQS).				Q4(2019/20) LEQS's established 3% of streets and relevant land surveyed for litter fell below grade B cleanliness standards resulting in 97% meeting the target standard. (<u>figures based on approximately 50% of surveys undertaken in Q4, inspections suspended due to Covid 19 restrictions</u>)	
H 11 - Sustain standards of dog fouling cleanliness to ensure 98% of streets each year meet an acceptable level as assessed by Local Environment Quality Surveys (LEQS).	People	Achieved		Annual (2019/20) LEQS's established that the combined Q1,Q2,Q3 & Q4 figures indicate that 0.25% have fallen below the required standard resulting in 99.75% meeting the standard and achieving the 98% overall target. Q4 (2019/20) LEQS's established 1% of streets and relevant land surveyed for dog fouling fell below grade B cleanliness standards resulting in 99% meeting the target standard (<u>figures based on approximately 50% of surveys undertaken in Q4, inspections suspended due to Covid 19 restrictions</u>)	Mar-20
H 12 - Annually undertake 15 local environmental enforcement and educational initiatives in targeted areas to deal with dog fouling, littering or fly tipping.	Place	Achieved		5 events and initiatives were delivered during quarter 4. This means the total target of 15 has been achieved. Enforcement patrol Shirebrook Enforcement patrol Clowne Enforcement patrol South Normanton Enforcement patrol Barlborough/Whitwell Enforcement patrol Shirebrook	Mar-20
H 17 - To deliver the Building Resilience Programme by September 2019	People	Achieved		Q4 - An evaluation of the programme to the end of September 2019 was concluded in March this year. This looked at outcomes, impact and lesson learned to date. At the point of evaluation, 5 of the project's strands had completed, with 4 continuing until March 2020. A summary of the performance review as at September was:	Sep-19

Key Corporate Target	Directorate	Status		Progress	Target Date
25				<p>82% of targets achieved to date (37 out of 45), 51% of which have been exceeded.</p> <p>4 of the 9 project strands have been extended to March 2020, and the associated output and outcome targets indicated within this report are likely to be exceeded.</p> <p>Achieved by adopting a 'test and learn' approach, enabled partner preparedness to try new approaches and by flexible grant conditions</p> <p>Representing an approximate social return on investment of £1: £1.65.</p> <p>Improved service capacity and operation as a result, an improvement recognised by a third of migrant community members surveyed.</p> <p>Enhanced partnership working, language skills and knowledge of migrant communities within agencies.</p> <p>Improvements in satisfaction with the local area out-performing national trends, and being particularly strong amongst migrant residents.</p> <p>Newly acquired knowledge and evidence used to secure almost £400k from other public and private sources (30% of the grant value) and £324k Phase 2 CMF investment to fund further service improvements and community activities.</p> <p>Evidence of sustainability built into a number of initiatives.</p> <p>Extended impact by sharing learning with neighbouring areas.</p> <p><u>Due to the current covid-19 situation, the Ministry for Housing, Communities and Local Government has given approval for flexibility with the funding; as a result, the Shirebrook market square enlivenment strand is ongoing to enable the shutter project and shop front improvements to be completed when restrictions are lifted.</u></p>	

Key Corporate Target	Directorate	Status		Progress	Target Date
				See Perform for an update on Phase 2 of the programme.	

Aim – Transforming our Organisation

Key Corporate Target	Directorate	Status		Progress	Target Date
T 13 - Increase on-line self-service transactions dealt with by the Contact Centre by 20% each year.	People	Achieved		<p>Q4 - Online transactions = 2990 (1316 Online/Self Service & 1574 Webchats) to date 7788 online transactions. This is 38% above the annual target of (4003). 550 new SELF accounts created, to date 3959 accounts created in total.</p> <p>Ongoing promotion is being delivered by customer advisors, signposting customers to the website Self facility via Webchat by updating the webchat templates to incorporate web-links to SELF. Staff are proactive with face to face and telephony promoting the online channels to customers regarding the convenience and availability of forms available via the website - Self, Repairs, payments etc. Internal staff Quality Monitoring form has been updated with online promotion as an indicator.</p> <p>31 new Self Service forms have been created since April 2019. In response to the COVID-19 outbreak a 'Self Isolation' registration form was also made available and during Mar 2020, 101 registrations were received via this service. Due to the COVID-19 outbreak Contact Centres face to face service was closed from 24/03/20 and Online /Tel services became the only two channels available for customer contact.</p>	Mar-20

Bolsover District Council

Executive

27th July 2020

Shirebrook Crematorium

Report of the Portfolio Holder - Economic Development

This report is public

Purpose of the Report

- To update Executive on proposals for a crematorium on land at Shirebrook.
- To secure funding for pre-planning technical work.

1 Report Details

- 1.1 Executive will already be aware that the Council has made a successful investment in the Brimmington Crematorium operated in partnership with Chesterfield Borough Council and North East Derbyshire District Council.
- 1.2 Executive will also be aware from various updates from the Leader that the Council has ambitions to invest in a similar facility within the District.

Site Plan



- 1.3 The proposed site for the crematorium would be on land owned by Shirebrook Town Council adjacent to the existing cemetery.
- 1.4 Initial work has been carried out on assessing the feasibility of this site and there are no obvious planning constraints on development of a crematorium on the land.
- 1.5 Statutory separation distances have also been considered (as shown on the above site plan) and a developable area of the site can be identified that would be large enough to accommodate a crematorium.
- 1.6 Therefore, the next steps to be able to work out whether these proposals are viable would be to evaluate quantitative and qualitative need for the facility and then identify an operator.
- 1.7 A qualitative need for a new crematorium might relate to a high demand at other crematoria resulting in a significant delay between a person's death and their funeral, for example.
- 1.8 It might also relate to journey times and the general presumption that a funeral cortege should not be expected to travel for more than 30 minutes to the place of cremation.
- 1.9 A quantitative need for a new crematorium relates more directly to the number of cremations carried out on a yearly basis within the local area.
- 1.10 These factors underpin the 'business case' for a new facility, would inform negotiations with the Town Council around their interest in the land, and influence the likelihood of finding an appropriate operator.

2 Conclusions and Reasons for Recommendation

- 2.1 The Council needs to be satisfied that the proposals would be deliverable before the scheme is progressed through planning.
- 2.2 Therefore an informed decision needs to be taken on the feasibility and viability of a new crematorium on the land at Shirebrook based on the quantitative and qualitative need for the new facility before this scheme can be progressed.
- 2.3 In the absence of any budget for this type of work, it is recommended that £20,000 is allocated from the transformation reserve to the project to commission the relevant technical reports.
- 2.4 The reports will be commissioned on the basis of obtaining a minimum of three written quotations and selecting the most appropriate consultant (in terms of cost and quality).

3 Consultation and Equality Impact

- 3.1 When the reports are commissioned, the successful contractors will consult with local crematoria. Consultation is already being undertaken with various consultees on any future planning application.
- 3.2 However, there is no need for a wider public consultation at this stage because the work to be commissioned is related solely to technical matters to inform the proposals, which will be subject of full public consultation if and when the proposals go through the planning process.
- 3.3 There are no equality issues arising from commissioning the reports referred to in this report but any subsequent reporting might find that a new facility is required to address a shortfall in provision to groups of individuals with shared protected characteristics.

4 Alternative Options and Reasons for Rejection

- 4.1 A 'do nothing' option was rejected because this would not progress the scheme.
- 4.2 A 'do more' option is not recommended at this stage because the outcome of the reports may make any additional work carried out at this stage redundant.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 The funding being sought is intended to start 'de-risking' the crematorium proposals and as a minimum; provide the Council with a better understanding of the risks associated with the project, and inform future decision making on the scheme.

5.2 Legal Implications including Data Protection

- 5.2.1 There are no data protection issues arising from this report or any subsequent reporting on the qualitative and quantitative need for the new facility.
- 5.2.2 There are statutory requirements relating to the provision of crematoria that will need to be taking into account as these proposals progress such as mandatory separation distances, for example. .

5.3 Human Resources Implications

- 5.3.1 There are no human resource implications arising from this report.

6 Recommendations

- 6.1 It is recommended that £20,000 is allocated from the transformation reserves to the project to commission technical reports on qualitative and quantitative need for a new crematorium on land at Shirebrook, under delegated authority granted to the Assistant Director of Development.

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>BDC: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/></p> <p>NEDDC: Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Please indicate which threshold applies</p>	No
<p>Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)</p>	No
<p>Has the relevant Portfolio Holder been informed</p>	Yes
<p>District Wards Affected</p>	All
<p>Links to Corporate Plan priorities or Policy Framework</p>	All

8 Document Information

Appendix No	Title
n/a	
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
n/a	
Report Author	Contact Number
Chris Fridlington	EXT: 2354

Bolsover District Council

Executive

27th July 2020

Playing Pitch Improvements (Clowne)

Report of the Portfolio Holder – Partnerships & Leisure

This report is public

Purpose of the Report

- To seek capital funding from the Council towards the cost of a full size floodlit 3G FTP, with the majority of the cost funded by the Football Foundation
- To seek approval to engage with the Football Foundation to start the process of developing a full size (11v11) floodlit 3G Football Turf Pitch (FTP) at The Arc

1. Report Details

- 1.1 Bolsover District Council's facility at The Arc in Clowne was originally the Clowne Campus of Chesterfield College. As such, the wider facility also included a number of grass football pitches and a 5-a-side pitch with a sand filled carpet. The Council now operates these pitches as part of the wider leisure offer at The Arc.
- 1.2 During the 2019/20 season the pitches were used on Saturdays by North Derbyshire Youth Football League as one of their central venues and on Sundays by one adult Sunday League team
- 1.3 The two grass pitches have, in recent years, suffered from waterlogging during the winter months. This has been particularly problematic during the 2019/20 season, when more than half of all games were called off due to the pitches being unplayable.
- 1.4 In order to resolve this situation, there would need to be significant investment in pitch drainage, but this would not increase pitch availability beyond 2 games per week.
- 1.5 The Football Foundation and Derbyshire FA produced a Local Football Facility Plan for Bolsover in 2018 which identified a number of priority projects. This included a full size floodlit 3G FTP at The Arc due to local demand, there being space to accommodate one and it being part of an existing facility which could handle bookings and manage the pitch.
- 1.6 A floodlit 3G FTP would significantly increase the availability of pitches at The Arc due to it being playable throughout the year. The capacity of the pitch would also only

be limited by operational constraints and opening hours with floodlighting extending its operation into the evening during months with shorter daylight hours.

- 1.7 Initial investigations have identified that there is sufficient space to accommodate a full size 3G FTP subject to necessary groundworks to remove the height difference between the two pitches. Lowering the southernmost of the two pitches would also reduce the impact on neighbouring properties from which the pitch would be screened by a tree-lined bund.
- 1.8 Initial discussions with the Football Foundation suggest that they would support the development of a 3G FTP at The Arc via its existing framework process, described in Appendices 5 and 6 and would be prepared to invest up to £500,000 if the Council were able to provide £250,000 in match funding (total cost circa £750,000) and subject to there being a satisfactory programme of use in place, sufficient income to cover the costs of annual maintenance and the replacement of the carpet after 10 years as well as the necessary planning and other permissions.
- 1.9 At Appendix 4, an income projection has been drawn up using the FA template (Appendix 2 and 3) which suggests based on weekday evening use only that the income generated after routine maintenance costs have been included would be between £44,360 and £57,880 per year.
- 1.10 The income projection above does not include weekday or weekend day time usage as there are existing agreements in place with the North Derbyshire Youth Football League and one Sunday League team. It is assumed that once installed, the current agreements will transfer to the 3G pitch, maintaining the £2,500 annual income.
- 1.11 Based upon the recommended £250,000 investment from the Council, the payback period is forecast to be between 5 and 6 years.
- 1.12 The 3G carpet will require replacing approximately every 10 years. The Football Foundation's preference is that a sinking fund should be established for this purpose, in which case the surplus income generated after costs would be between £19,360 and £25,260 per year over 10 years, a total surplus of £221,941 after 10 years.
- 1.13 However, if a sinking fund were not established, there would need to be a clear mechanism for funding the replacement of the carpet, such as including it in the future capital programme. Whatever is proposed would need to be agreed by the Football Foundation.
- 1.14 In addition to the financial benefits, the new facility is anticipated to increase the usage of the pitches at The Arc by approx. 20,000 per year and improves the grassroots football infrastructure locally.
- 1.15 Subject to the agreement of the recommendations in this report, the Football Foundation would be prepared to start the framework process (Appendix 6) almost immediately.
- 1.16 A plan of the suggested location of the pitch is attached to this report (Appendix 1). This is indicative at this stage and subject to change following the planning process and technical detail.

2 Conclusions and Reasons for Recommendation

- 2.1 As the project is one of the priority projects in the Local Football Facility Plan for Bolsover to meet demand from local clubs for an all-weather facility it is recommended that the Council works with the Football Foundation to develop a 3G FTP at The Arc. The current pitches would otherwise require significant investment to bring them up to a good standard, without the proposed increase in income and usage.
- 2.2 As the usage / income projection suggests that a total surplus of circa £220,000 to £250,000 would be generated over 10 years (after maintenance and carpet replacement costs), it is recommended that the Council contributes £250,000 towards the cost of the 3G FTP, with the Football Foundation contributing £500,000 (total cost estimated to be £750,000).
- 2.3 The development of a 3G FTP would allow the area occupied by the current, low quality, 5-a-side pitch to be redeveloped for other purposes. However, at this time this is not determined and in the short term will remain as a 5-a-side pitch.

3 Consultation and Equality Impact

- 3.1 Initial consultations have taken place with Derbyshire Wildlife Trust and Environmental Health as part of pre-application advice provided by Planning. Issues raised during the consultation included light pollution and the potential impact on the local bat population, both of which can be addressed as part of a full planning application.
- 3.2 There are no direct equality impacts arising from the new asset. However, an equality impact will be carried out as part of the development of the letting and booking policies and procedures for the new facility

4 Alternative Options and Reasons for Rejection

- 4.1 The retention and improvement of the existing pitches has been considered, but given the cost of carrying out the necessary works, the limited additional benefit they would provide in terms of availability and the lack of sufficient additional rental income mean that this option has not been recommended.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 The revenue implications have been outlined in the report. Whilst the Football Foundation have built a lot of these facilities and have a very good cost forecast model, with any capital project of this nature, there is the risk of abnormal costs creating budget overrun. With this in mind, the recommendation includes a 5% budget contingency to mitigate this risk.
- 5.1.2 The scheme will also need to be added to the Capital Programme.

5.2 Legal Implications including Data Protection

- 5.2.1 None other than normal contractual work relating to this type of development.

5.3 Human Resources Implications

- 5.3.1 None. The operation of the new facility will be done without the need for additional staffing.

6 Recommendations

- 6.1 That Executive agree to contribute £262,500 (£250k + 5% contingency) from the Council's Transformation Reserve into the Capital Programme towards the cost of the 3G FTP at The Arc, with the Football Foundation contributing the remaining £500,000 to the project.
- 6.2 That a replacement pitch fund be created to contain annual contributions for 10 years from income received from the pitch,
- 6.3 That Executive delegate powers to the Head of Service - Transformation & Organisation to enter agreements and contracts associated with and ancillary to project.
- 6.4 That it be recommended to Council that the scheme be added to the Capital Programme.

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:</i> Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <i>NEDDC:</i> Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies	Yes
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	Yes
Has the relevant Portfolio Holder been informed	Yes
District Wards Affected	All
Links to Corporate Plan priorities or Policy Framework	All

Document Information

Appendix No	Title
1	Plan of proposed 3G FTP at The Arc
2	FA Programme of use for AGP
3	Pricing Policy
4	Income Projection
5	A Guide to The Artificial Pitch Framework 2020-24 (Football Foundation)
6	AGP Framework Delivery Process –An ‘Additional Client’ Guide (Football Foundation)
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
Matthew Connley, Special Projects Officer, Leisure Services	01246 242359 07786 846370



Full Size ATP

Football Pitch - September through end of May (34 weeks)

Day/Time	9am-10am	10am-11am	11am- 12pm	12pm - 1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm	5pm-6pm	6pm-7pm	7pm-8pm	8pm-9pm	9pm-10pm	Totals
Monday - Pitch 1									BDC Coaching	Casual Use	Casual Use	Casual Use		
Income	0	0	0	0	0	0	0	0	20	30	30	30		110
Monday - Pitch 2									BDC Coaching	Casual Use	Casual Use	Casual Use		
Income	0	0	0	0	0	0	0	0	0	30	30	30		90
Monday - Pitch 3										Casual Use	Casual Use	Casual Use		
Income	0	0	0	0	0	0	0	0	0	30	30	30		90
Total Income for Monday	0	0	0	0	0	0	0	0	20	90	90	90		290
Tuesday - Pitch 1									BDC Walking Football	Club	Casual Use	Club		
Income	0	0	0	0	0	0	0	0	20	25	30	25		100
Tuesday - Pitch 2										Club	Casual Use	Club		
Income	0	0	0	0	0	0	0	0	25	25	30	25		105
Tuesday - Pitch 3										Casual Use	Casual Use	Casual Use		
Income	0	0	0	0	0	0	0	0	0	30	30	30		90
Total Income for Tuesday	0	0	0	0	0	0	0	0	45	80	90	80		295
Wednesday - Pitch 1										Club	Club	Club	Casual Use	
Income	0	0	0	0	0	0	0	0	25	25	25	30		105
Wednesday - Pitch 2										Club	Club	Club	Casual Use	
Income	0	0	0	0	0	0	0	0	25	25	25	30		105
Wednesday - Pitch 3										Club	Club	Club	Casual Use	
Income	0	0	0	0	0	0	0	0	25	25	25	30		105
Total Income for Wednesday	0	0	0	0	0	0	0	0	75	75	75	90		315
Thursday - Pitch 1									BDC Futsal	Casual Use	Club	BDC Mash Up		
Income	0	0	0	0	0	0	0	0	20	30	20	20		90
Thursday - Pitch 2										BDC Just Play Girls	Casual Use	Club	BDC Mash Up	
Income	0	0	0	0	0	0	0	0	20	30	20	0		70
Thursday - Pitch 3										Casual Use	Club	BDC Mash Up		
Income	0	0	0	0	0	0	0	0	0	30	20	0		50

Appendix 2

Total Income for Thursday	0	0	0	0	0	0	0	0	40	90	60	20		210	
Friday - Pitch 1									Club	Club	Club	Casual Use			
Income	0	0	0	0	0	0	0	0	20	20	20	30		90	
Friday - Pitch 2									Club	Club	Club	Casual Use			
Income	0	0	0	0	0	0	0	0	20	20	20	30		90	
Friday - Pitch 3										Casual Use	Casual Use	Casual Use			
Income	0	0	0	0	0	0	0	0	0	30	30	30		90	
Total Income for Friday	0	0	0	0	0	0	0	0	40	70	70	90		270	
Saturday - Pitch 1															
Income	0	0	0	0	0	0	0	0	0	0	0	0		0	
Saturday - Pitch 2															
Income	0	0	0	0	0	0	0	0	0	0	0	0		0	
Saturday - Pitch 3															
Income	0	0	0	0	0	0	0	0	0	0	0	0		0	
Total Income for Saturday	0	0	0	0	0	0	0	0	0	0	0	0		0	
Sunday - Pitch 1															
Income	0	0	0	0	0	0	0	0	0	0	0	0		0	
Sunday - Pitch 2															
Income	0	0	0	0	0	0	0	0	0	0	0	0		0	
Sunday - Pitch 3															
Income	0	0	0	0	0	0	0	0	0	0	0	0		0	
Total Income for Sunday	0	0	0	0	0	0	0	0	0	0	0	0		0	
Total Income	0	0	0	0	0	0	0	0	0	220	405	385	370	0	1380
													x 34 Weeks	46920	

Football Pitch - Holiday and Summer Use (12 weeks)

Day/Time	9am-10am	10am-11am	11am- 12pm	12pm - 1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm	5pm-6pm	6pm-7pm	7pm-8pm	8pm-9pm	9pm-10pm	Totals
Monday - Pitch 1									Casual Use	BDC Summer Camp	Casual Use	Casual Use		
Income	0	0	0	0	0	0	0	0	20	20	20	20		80
Monday - Pitch 2									Casual Use	BDC Summer Camp	Casual Use	Casual Use		
Income	0	0	0	0	0	0	0	0	20	0	20	20		60

Monday - Pitch 3															
Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Monday - Pitch 4															
Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Income for Monday	0	0	0	0	0	0	0	0	40	20	40	40	40	40	140
Tuesday - Pitch 1									BDC Walking Football	BDC Summer Camp	Casual Use	Casual Use			
Income	0	0	0	0	0	0	0	0	20	20	20	20	20	20	80
Tuesday - Pitch 2									Casual Use	BDC Summer Camp	Casual Use	Casual Use			
Income	0	0	0	0	0	0	0	0	20	0	20	20	20	20	60
Tuesday - Pitch 3															
Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tuesday - Pitch 4															
Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Income for Tuesday	0	0	0	0	0	0	0	0	40	20	40	40	40	40	140
Wednesday - Pitch 1									BDC Summer Camp	Casual Use	BDC Just Play Boys				
Income	0	0	0	0	0	0	0	0		20	20	20	20	20	60
Wednesday - Pitch 2									BDC Summer Camp	Casual Use	BDC Just Play Boys				
Income	0	0	0	0	0	0	0	0		0	20	20	20	20	20
Wednesday - Pitch 3															
Income	0	0	0	0	0	0	0	0		0	0	0	0	0	0
Wednesday - Pitch 4															
Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Income for Wednesday	0	0	0	0	0	0	0	0	0	20	40	20	20	20	80
Thursday - Pitch 1									BDC Futsal	BDC Summer Camp	Casual Use	BDC Mash Up			
Income	0	0	0	0	0	0	0	0		20	20	20	20	20	80
Thursday - Pitch 2									BDC Just Play Girls	BDC Summer Camp	Casual Use	BDC Mash Up			
Income	0	0	0	0	0	0	0	0		0	20	0	20	0	40
Thursday - Pitch 3															
Income	0	0	0	0	0	0	0	0		0	0	0	0	0	0
Thursday - Pitch 4															
Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Income for Thursday	0	0	0	0	0	0	0	0	40	20	40	20	20	20	120
Friday - Pitch 1									Casual Use	BDC Summer Camp	Casual Use	Casual Use			

Income	0	0	0	0	0	0	0	0	20	20	20	20		80
Friday - Pitch 2									Casual Use	BDC Summer Camp	Casual Use	Casual Use		
Income	0	0	0	0	0	0	0	0	20	0	20	20		60
Friday - Pitch 3														
Income	0	0	0	0	0	0	0	0	0	0	0	0		0
Friday - Pitch 4														
Income	0	0	0	0	0	0	0	0	0	0	0	0		0
Total Income for Friday	0	0	0	0	0	0	0	0	40	20	40	40		140
Saturday - Pitch 1														
Income	0	0	0	0	0	0	0	0	0	0	0	0		0
Saturday - Pitch 2														
Income	0	0	0	0	0	0	0	0	0	0	0	0		0
Saturday - Pitch 3														
Income	0	0	0	0	0	0	0	0	0	0	0	0		0
Saturday - Pitch 4														
Income	0	0	0	0	0	0	0	0	0	0	0	0		0
Total Income for Saturday	0	0	0	0	0	0	0	0	0	0	0	0		0
Sunday - Pitch 1														
Income	0	0	0	0	0	0	0	0	0	0	0	0		0
Sunday - Pitch 2														
Income	0	0	0	0	0	0	0	0	0	0	0	0		0
Sunday - Pitch 3														
Income	0	0	0	0	0	0	0	0	0	0	0	0		0
Sunday - Pitch 4														
Income	0	0	0	0	0	0	0	0	0	0	0	0		0
Total Income for Sunday	0	0	0	0	0	0	0	0	0	0	0	0		0
Total Income	0	160	100	200	160	0	620							

x 12 Weeks

7440

Pricing Policy	34 weeks Core Time	12 weeks Holiday Time
weekday Training use 6-10pm		
Standard Junior Club Hourly Rate		
Third pitch	25	25
Half pitch	50	50
Full pitch	70	70
weekday Training use 6-10pm		
Standard Adult Club Hourly Rate		
Third pitch	30	30
Half pitch	60	60
Full pitch	80	80
Weekend usage Off Peak		
Full pitch adults	80	80
Full pitch junior	70	70
Half Pitch adults	60	60
Half Pitch junior	50	50
Match hire Weekends		
Mini Soccer - 1 Pitch 1 hour		
Mini Soccer - Whole Pitch 1 hour		
Youth Match Full Pitch 2 hour booking		
Adult Match Full Pitch 2 hour booking		
Other		
Adult 5 a side league - Whole Pitch (Commercial 1 hour)		
Coach education Day Rate for County Football Association		
Holiday Day rate		

Appendix 4

Income		3% increase									
	Weekly Income	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Football Pitch - September through end of May (34 weeks)	46,920	48,328	49,777	51,271	52,809	54,393	56,025	57,706	59,437	61,220	537,885
Football Pitch- Summer and Holiday Bookings (12 Weeks)	7,440	7,663	7,893	8,130	8,374	8,625	8,884	9,150	9,425	9,708	85,291
Total ATP Income	54,360	55,991	57,671	59,401	61,183	63,018	64,909	66,856	68,862	70,927	623,176

Expenditure												
		25,000	25,750	26,523	27,318	28,138	28,982	29,851	30,747	31,669	32,619	286,597
Carpet Replacement Fund		1,500	1,545	1,591	1,639	1,688	1,739	1,791	1,845	1,900	1,957	17,196
Pitch Maintenance		1,500	1,545	1,591	1,639	1,688	1,739	1,791	1,845	1,900	1,957	17,196
Electricity*		1,500	1,545	1,591	1,639	1,688	1,739	1,791	1,845	1,900	1,957	17,196
Equipment Maintenance - ie goals, netting, signage etc repairs renewals		2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,460	2,534	2,610	22,928
External Maintenace*		5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,149	6,334	6,524	57,319
Total Expenditure		35,000	36,050	37,132	38,245	39,393	40,575	41,792	43,046	44,337	45,667	401,236
Surplus / Deficit		19,360	19,941	20,539	21,155	21,790	22,444	23,117	23,810	24,525	25,260	221,941

Surplus / deficit not including carpet renewal fund**

42 44,360 45,691 47,062 48,473 49,928 51,425 52,968 54,557 56,194 57,880 508,538

* in addition to costs that we already have

** the replacement of the carpet after 10 years would need to be funded separately

Appendix 5

A GUIDE TO THE ARTIFICIAL PITCH FRAMEWORK

2020 - 2024



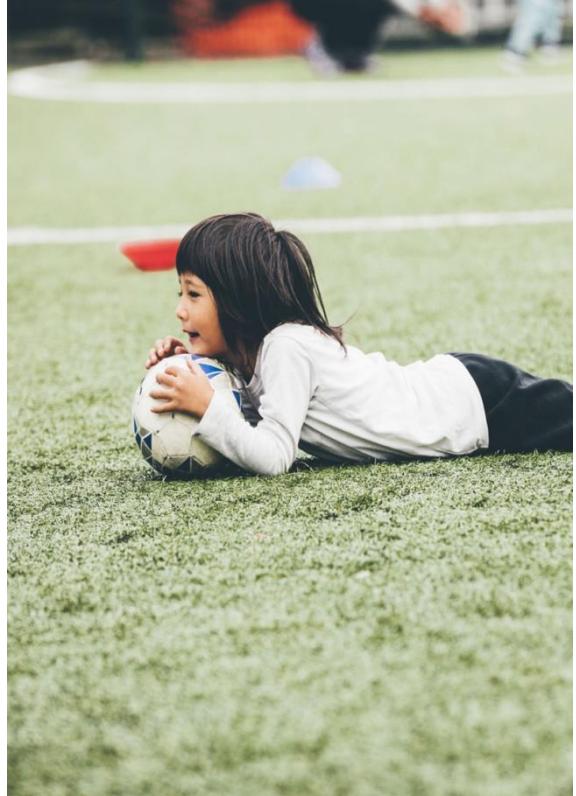
INTRODUCTION

The purpose of this guidance is to introduce the Football Foundation Framework for delivering artificial grass pitches (AGP's). This document explains what the Framework is and the process of using it. Further information on the detail of the Framework Alliance Contract itself can be found in our “Guide to the Framework Alliance Contract”

The Football Foundation has developed the Framework as a ‘turn-key’ package that ensures best value for the level of quality required of grant funded projects.

The Foundation has procured three frameworks to support the delivery of AGP's:

- management consultant services;
- independent testing services; and
- the supply of 3G pitches.



Each Framework is fully compliant with the Official Journal of the European Union (OJEU) procurement rules.

The Framework will provide a service that includes the design, manufacture, supply and installation of the AGP as well as other construction works in connection with the provision of the facility. It will also provide contract administration, cost management, Health & Safety compliance and independent testing to FIFA Quality standards.

The Framework is in its third iteration, having first been established in 2011, and now adopts Early Contractor Involvement (ECI) to provide you with the best solution, through first class customer support and innovative design. It is a manufacturer-led framework, with one point of responsibility placed with the carpet manufacturer for the delivery of your pitch, including associated items such as, floodlights, fencing and sports and maintenance equipment.

Applicants will also benefit from a robust Manufacturer backed Warranty for the completed pitch.



PROJECT BRIEF

Stage 1

Following an initial meeting(s) with The Football Foundation's Engagement Manager (EM), the EM will discuss with you the project brief and determine if your project is suitable to progress to the next step in the application process. They will also provide you with access to a suite of information about the Framework to allow you to make an informed decision that the process is right for you.

The information you can access will include a copy of the Framework Alliance Contract (FAC-1). The FAC-1 is a contract based on collaboration and all parties sign up to it as Alliance Members. It is important to note that within the contract the Football Foundation is referred to as "The Client" and you will join the contract for the duration of the project as an "Additional Client". You will do this by signing a "Joining Agreement (JA)" which will enable you to award a contract to an AGP Supplier.

Once you have signed the JA and entered into the Framework, you will be invited to host an Initial meeting at your site with the Football Foundation's Technical Project Manager (TPM). This is an important meeting as it establishes the project brief and forms the basis of the feasibility report. They will also discuss with you:

- The principal terms and conditions of any funding arrangements.
- The full scope of your requirements and the requirements of a Framework project.
- Potential site constraints.
- The terms of reference for the Framework Managing Consultant (FMC) and the Specialist Testing Consultant (STC) including duties and form of appointment.
- The standard contractual arrangements and processes to be followed.
- An understanding of what makes up the total project costs.
- The high-level programme / likely delivery timescales.

FEASIBILITY

Stage 2

On completion of Stage 1 and receipt of the Joining Agreement the TPM will instruct a specialist survey company to undertake an initial set of required surveys based on pre-agreed rates. The cost of these will be covered by the Football Foundation. These will typically include:

- Desk top review of the site from readily available records
- Utility searches
- Intrusive Ground Investigation (such as trial pitting or driven tube sampling)
- Drainage capacity survey
- Laboratory testing
- Topographical survey
- Electrical capacity survey
- For refurbishment projects a specialist survey that determines the make-up of the existing pitch and its base construction.

You will be provided with a copy of the Feasibility Report and the survey information for your records.

It is important to note that further surveys may be required dependant on the outcome of the initial surveys or at the request of the Local Planning Authority (LPA) and will form part of the AGP Suppliers Pre-Contract Services Agreement (PCSA) at Stage 4.

TENDER PHASE

Stage 3

The appointment of the Framework Managing Consultant (FMC) is a very important part of the process as they provide a unique mix of independent services that are consistent, cost effective and removes the need for you to appoint any other consultant.

The fees for the FMC will be paid for directly by the Football Foundation and you will contract with the FMC through a Collateral Warranty. A Collateral Warranty is a contract between the consultant (warrantor) and its client (beneficiary). Essentially they are a 'workaround' to create a direct contractual link which may not otherwise exist.

Who is the FMC?

The FMC is Robinson Low Francis (RLF) - a national construction and property consultant which has a dedicated AGP Framework team based in its offices in Birmingham. RLF has worked on three successive AGP frameworks over an eight year period and was appointed as FMC for the current Framework via a full OJEU tender process. During stage 3 the FMC will:

- Ensure the brief and feasibility is robust
- Produce a budget estimate for your project
- Produce the Employers Requirements document
- Gather and review Health & Safety information
- Issue the 1st Stage tender documents to the suppliers
- Review and report on tender returns
- Formalise the appointment of the Supplier based on the PCSA
- Perform the role of Employer's Agent, Cost manager and CDM Advisor during the Construction phase

A "Two Stage Design & Build" Approach

All awards of work will involve a "Competitive Award" procedure and competition will take place once the FMC has issued the tender pack to the six suppliers. Each supplier shall respond to the "Invitation to Tender" and submit a lump sum as a "Guaranteed Maximum Price" (GMP). The GMP shall consist of a "Fixed Price" for above ground works and a "Maximum Price" for below ground works. Following evaluation of the tender returns the FMC will issue its report and recommendation to you and to the Foundation. Subject to the analysis being acceptable, the FMC will draft a Pre Contract Services Agreement (PCSA) between you as the Employer and the successful supplier to undertake services to develop the design of your pitch.

DESIGN DEVELOPMENT

Stage 4

Tender Award

On award of the PCSA contract, the Supplier shall then work collaboratively with the Project Team to develop its detailed design proposals and prepare and submit a full planning application to the Local Planning Authority (LPA).

During the Design Development stage, the FMC and Supplier shall convert the GMP to the "Contract Sum" through further below ground investigation, design development and potential value engineering opportunities. Further site specific surveys may also be required at this point to either aid the design development or as a requirement of the LPA. Once planning permission is obtained and the design finalised all project costs are therefore identified resulting in an agreed "Contract Sum" which is then fixed for the duration of the Project. (Subject to any agreed provisional sum allowances or client changes).

The Supplier is entitled to a fee for the PCSA works and as the Client, you will be responsible for the payment of this. This is a fixed fee, however should further surveys be required these would attract additional cost. It should be noted that this is an eligible project cost which can be included as part of your partnership funding towards the project.

Planning Process

The Supplier will submit a planning application to the LPA on your behalf. The Supplier will be responsible for responding to any queries from the LPA and for discharging any conditions of award. A LPA usually has up to eight weeks to make a decision on minor applications and up to thirteen weeks for major development (Any pre-construction conditions will be required to be discharged and could potentially add up to a further ten weeks. The process seeks to avoid this where possible).

What can I expect from the FMC in this stage?

During this stage the FMC will complete the following tasks:

- Draft the contract documentation incorporating the PCSA
- Agree the project programme
- Work collaboratively with the Supplier to ensure the project will deliver Best Value and agree the final Contract Sum
- Check and challenge the detailed design process
- Complete duties under Construction (Design and Management) Regulations 2015.

CONSTRUCTION

Stage 5

After a Grant Award

If you receive an offer of a grant from the Football Foundation the project is then in position to move forward and the construction phase can begin once any conditions of grant or planning have been discharged.

At the start of this stage the FMC will prepare an "instruction to proceed" based on the previously agreed JCT Design and Build (2016) contract..

During this stage the Supplier takes responsibility for the successful delivery of your pitch. This stage will begin with a pre-start meeting at your site. The meeting will be chaired by the FMC and you will be invited to attend, along with the Foundation and the Supplier. It is an opportunity to:

- Clarify roles, responsibilities and lines of communication.
- Hand over outstanding documents and issue outstanding information
- Discuss the programme and agree start and completion dates.
- Agree procedures for dealing with queries and issuing instructions.
- Agree site access procedures and issues.
- Agree meeting schedules, meeting structures and attendees.

The Supplier, FMC and STC are all bound by the terms of the Framework agreement which dictates the processes that they must follow and the quality standards that they must meet.

Who is the Specialist Testing Consultant?

Sports Labs are leading international experts in sports surface development and testing. They are fully accredited and certify hundreds of products for FIFA, World Rugby, and Fédération Internationale de Hockey in addition to countless other quality control tests.

During construction the STC will visit your site and complete Key Stage Inspections (KSI) to ensure the construction of your pitch is to a high standard and meets the Framework requirements. The Supplier cannot move on to the next stage of construction until it has successfully passed the KSI. Ultimately the STC will test and certify your pitch to the FIFA Quality standard.

The fees for the STC's services will again be paid directly by the Football Foundation and you will be provided with a Collateral Warranty.

HANOVER

Stage 6

This is the really exciting stage when your new pitch is handed over to you and play can begin.

At or just prior to the Handover date the STC will undertake the all-important FIFA quality tests and certify that the pitch can be placed on the FIFA register as an approved FIFA standard facility. They will also undertake final checks to ensure that the Floodlight installation meets the required performance standards and they will do their own initial snagging inspection.

On hand-over day the FMC will arrange a site meeting which the Project Team will attend. The FMC and STC will both inspect the pitch and list any 'snagging' items that will need to be rectified under the terms of the contract. You will also be shown how to maintain your pitch using your new maintenance equipment that is provided as part of the Framework.

During the meeting the Operation and Maintenance Manual and Health & Safety File will be provided to you for future reference on all the construction, product and maintenance details.

At the end of the meeting the FMC will ask you for feedback on the framework process so that any lessons learned can be fed back to the Framework Alliance members for the purposes of continuous improvement of the Framework. You will also be asked to provide a score against various success measures which will form part of the Supplier performance management process.

Once all of the tests and checks are complete, the FMC will issue a Practical Completion Certificate which brings the construction phase of the project to an end and possession of the site will pass back into your control and the pitch can then be used

You will then be able to plan your opening event to showcase your fantastic new facility.

DEFECTS PERIOD

Stage 7

This stage lasts for 12 months following hand-over and is known as the 'Defects Period'. During this time should your new pitch show any defects you should notify the FMC, who will record each issue and create a defects list. If the issue needs early / urgent attention, the FMC will arrange for the Supplier to attend site and correct said defect, otherwise the list of issues will be addressed at the end of the defects period..

While you will be responsible for the daily/weekly maintenance of your pitch, as part of the Framework the Supplier will return to your pitch six times in the first year to undertake more detailed maintenance procedures. After this first year you will be responsible for ensuring your pitch has a robust maintenance programme in place.

You will retain 2.5% of the Contract Sum for this 12 month period to ensure the Supplier returns to remedy any defects promptly. At the end of this stage the STC will return to site and do their final performance test and the FMC will return to site, carry out a final inspection and issue the final making good of defects completion certificate. At this time the FMC will also certify that the retention sum should be released, and you will receive a final supplier invoice for this amount.

The Supplier will continue to visit every six months for a further three years to inspect the pitch and provide written reports on its condition. This advice will make sure you are in the best position to maintain the high quality of your asset and to ensure ongoing compliance with the grant award conditions.

THE SUPPLIERS

Who will build your pitch?

The Foundation has procured six specialist synthetic turf manufacturers to partner with on its AGP Framework. These are Suppliers who embody the values of the Foundation and will work as part of an integrated project team to deliver mutual objectives for successful project outcomes. Most of the suppliers on the Framework have a contracting partner to deliver the construction works. Your contract will be with one of the synthetic turf manufacturer. The six suppliers are:

- CC Grass (with The Malcolm Group)
- Field Turf (with S&C Slatter)
- Lano Sports (with Cleveland Land Services)
- Limonta Smith
- Support In Sport
- Tiger Turf (with McArdle Sport-Tec)

Each Supplier is also expected to work collaboratively with each other, in achieving a number of Framework Objectives, those being:

- Environmental Considerations
- Training & Employment
- Local Supply Chain Engagement
- Commitment to Framework Initiatives
- Commitment to Framework Collaboration

The Suppliers are within a “Multiple Provider” framework. The method of awarding works to the AGP Suppliers will be primarily by the use of a “Competitive Award Procedure”.

The award criteria is based on Most Economically Advantageous Tender (MEAT) criteria. The Foundation has determined the appropriate weighting applied on each competitive award procedure with the balance between quality and cost, relative to the nature of the project.

THE CONSTRUCTION CONTRACT

Design & Build

The overall approach to project delivery is "Two-Stage Design & Build". The articles of Agreement and Conditions of Contract will be the JCT Design and Build Contract (2016) (incorporating Pre-Construction Services).

The main objective of using a two-stage design & build approach to the Framework is to secure the early involvement of the AGP Supplier and to establish relationships between you and the team that will be designing and delivering your project.

By coming on board at an early stage and knowing that they will eventually be appointed to build the new pitch, the Supplier will be more willing and able to commit its resources to the project.

Using the Suppliers' expertise will enable the Project Team to determine the best approach to the individual project in terms of buildability and efficiency to deliver the most optimal technical and economical design solution.

By developing the detailed design and preparing the planning application, the Supplier will gain an early and detailed understanding of your project and any opportunities or constraints that need to be addressed. It will also enable a more proactive approach to dealing with any planning conditions as these can be identified and addressed at a much earlier stage

Mitigation of risks

All forms of procurement have an element of risk but different approaches will place the burden of risk on different parties to the contract. The proposed approach to the Framework through the combination of the Framework Alliance Contract and the two stage D&B contract seeks to share and manage risk within a controlled environment.

Before being awarded a grant what is my risk?

The Foundation requires a good level of certainty that a project can be delivered before it commits to awarding a grant. Each project requires cost certainty and planning approval and there are obviously costs involved in getting to this stage. In order to share the risk of this the Foundation has committed to covering the costs of the base surveys and the consultant services. Your share of the risk is the cost of the Suppliers Pre-Construction Services. The Foundation has negotiated a fixed fee for this work which incorporates the development of the design and the planning application stage. However this stage may require further surveys at the request of the LPA, for example these could include Traffic Impact Assessments, Ecology or Noise Impact surveys and are very much site dependant. The cost for such surveys does not form part of the fixed fee and would be an additional cost to you.

What happens if I decide not to continue with the project pre-contract?

If, through circumstances within your control, you decide not to continue with the project prior to the construction contract having been signed, the Foundation reserves the right to seek payment for any costs it has expended. Should it be for circumstances beyond your control the Foundation will not seek recompense.

How do we guarantee Best Value?

In order to provide you with a facility that represents high quality for the best value, the Framework has been procured via a competitive OJEU compliant process. This means:

- The FMC and STC are single provider frameworks that were procured based on an “all market” compliant tender process and the resulting fee levels are fixed at very competitive levels which are far lower than would be the case if procuring individual consultants for each project;
- The Supplier Framework was also procured via an “all market” competitive tender process and the six suppliers were all selected on a Most Economically Advantageous Tender criteria;
- All projects will go through a first stage competitive mini tender process with all six suppliers invited to tender for each project, so the resulting first stage tenders will be competitive, whilst also covering all known risks;
- During the stage 2 tender process the FMC will work closely with the preferred supplier to identify any potential savings against the ‘GMP’. Savings will be shared 50:50 but in the case the costs increase, these will be borne by the supplier.

Q & A

The Framework contract itself utilises two incentivisation schemes to ensure the suppliers perform to the highest standards and seek the most cost effective design solutions.

Scheme #1 is a process of value engineering with a shared pain/gain mechanism (with incentivisation) to manage the difference between the guaranteed maximum price (GMP) and the contract sum referred to in the particular Project Contract. The GMP shall not be exceeded during the design development stage so that any cost overruns shall be borne completely by the Supplier (save for any changes or agreed "provisional" items). If the actual cost of the Project is less than the GMP, any such cost savings will be shared 50:50 between the Foundation, by way of a reduction of the final grant amount, and the Supplier.

Scheme #2 allows for 3% of the contract sum to be held in an 'Incentive Pot' until completion of the relevant works/services. The Pot will be released on agreement of Final Account and only on satisfactory achievement of the set "Qualifying Success Measures", which are:

- Quality of Completed Facility;
- Time Predictability (Construction Period);
- Cost Predictability (Contract Sum/Final Account); and
- End User Satisfaction

What if there is a disagreement with the Supplier?

In the spirit and ethos of the Framework any contractual matters such as delays, variations or claims will be dealt with via discussion and agreement between the parties and a formal contractual approach will only be taken in the unlikely event that a formal dispute arises.

GLOSSARY OF TERMS

3G - Third generation is the latest artificial pitch technology. 3G surfaces are made up of long pile synthetic grass with a mix of sand and rubber infill. This gives the unique texture of natural grass and provides even play. The "rubber crumb" also has shock absorbent qualities, and helps to keep the synthetic grass upright. It is likely the use of rubber crumb will be phased out in the future as new technology is developed.

AGP Supplier – The Supplier is a manufacturer of artificial grass surfaces. With its contracting partner it carries out detailed and technical designs, obtains statutory consents and supplies and installs the pitch, associated works and services.

Design & Build (D&B) – This form of procurement works on the basis that the main contractor is responsible for undertaking both the design and construction work on a project, for an agreed lump-sum price.

Early Contractor Environment (ECI) - ECI allows the Supplier to be appointed under a two-stage contract before details of what is to be constructed have been fully developed. This enables the Supplier to take part in the design development and construction planning stage of a project. This approach supports improved team working, innovation and planning.

Employer's Agent - In construction the term 'employer's agent' is used to describe an agent acting on behalf of the client as the contract administrator for design and build contracts.

Framework - A general phrase for agreements with providers that set out terms and conditions under which agreements for specific purchases (known as call-off contracts) can be made throughout the term of the agreement - in particular with regard to price, quality and the quantity envisaged.

Framework Management Consultant (FMC) - Acts in the role of Employer's Agent and cost consultant as part of an integrated team with the appointed AGP Supplier to deliver the pitch to standards set-out in the Framework.

FIFA Quality - To identify football turf pitches, FIFA awards the FIFA QUALITY mark to pitches that meet the standard for community and amateur pitches. A stringent two-phase testing procedure, which includes testing the product in the laboratory and testing the final installation, ensures that the pitch meets the requirements for playing performance, safety, durability and quality assurance.

Guaranteed Maximum Price (GMP) - A guaranteed maximum price contract sets a limit, or maximum price, that the client will have to pay their supplier, regardless of the actual costs incurred. In its simplest form, a guaranteed maximum price contract simply puts a cap on the contract price that can't be exceeded.

Most Economically Advantageous Tender (MEAT) - is a method of assessment that can be used as the selection procedure, allowing the client to award the contract based on aspects of the tender submission other than just price. The Framework sets out the MEAT criteria.

GLOSSARY OF TERMS

OJEU - The European Union Procurement Directives establish public procurement rules throughout the European Union and apply to any public purchases above the defined thresholds.

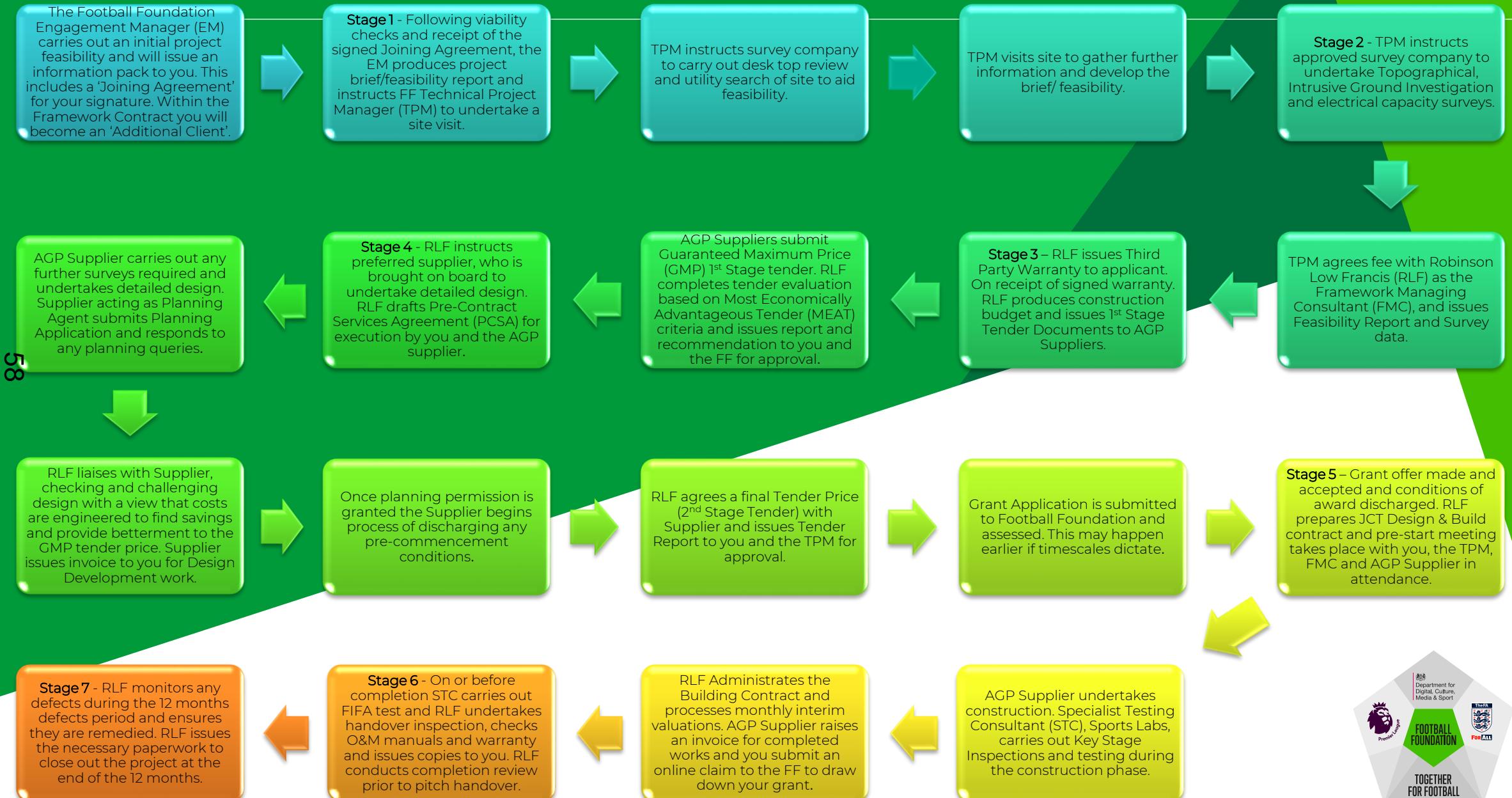
Pre Contract Services Agreement (PCSA) - A method for appointing a supplier to carry out pre-construction services under a two-stage tender process. A PCSA enables the contractor to collaborate with the client or their team of consultants to develop detailed designs and buildability as well as preparing for the construction phase, such as the programme.

Project Brief - A high- level document that clearly sets out the overarching goals and requirements for the project and any special requirements or constraints that may impact on the design and management of the facility.

Project Team - You, the Foundation, FMC, STC and the AGP Supplier make up the Project Team.

Specialist Testing Consultant (STC) - Independent organisation that tests the construction of the pitch at key stages throughout the project.

AGP Framework Delivery Process – An ‘Additional Client’ Guide



Agenda Item 9

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

Agenda Item 10

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

Bolsover District Council

Executive

27th July 2020

Award of Raising Aspirations Contract

Report of Portfolio Holder - Partnerships and Leisure

This report is public

Purpose of the Report

- To advise of the outcome of the recent tender process for the Raising Aspirations contract and to seek approval of the appointment of Derbyshire Education Business Partnership (DEBP) to continue delivering the Raising Aspirations programme.

1 Report Details

Background

- 1.1 The concept of the 'Raising Aspirations Project' was initially developed by Bolsover Partnership in 2009. Using Working Neighbourhoods Funding (WNF), the Partnership commissioned a programme of co-ordination and interventions that addressed barriers relating to aspiration and engagement amongst vulnerable groups of young people.
- 1.2 Due to the success of the initial project, the approach became of interest to various Public Health Locality Teams across Derbyshire looking at the wider determinants of health. Using Public Health Locality Funding, Bolsover Partnership re-tendered the Raising Aspirations contract in 2015, 2017 and 2019 to work within selected schools across Derbyshire utilising the original concept and approach of the Bolsover centred project. The current contract and funding is in its second year of delivery and will continue until the end of the current academic year.

Current Position

- 1.3 With continued commitment of funding for 2020/21 and 2021/22 from Derbyshire County Council's Localities and Place Based Budget, the Partnership Strategy and Policy Team has worked with Public Health colleagues to design and co-ordinate a tender for a 2 year contract to commence September 2020. The tender required work to be delivered in targeted schools across Derbyshire to raise aspirations and address the wider determinants of health. The three schools that will benefit from Raising Aspirations delivery in Bolsover district are Stubbin Wood Special School, Frederick Gent School and Heritage High School.

- 1.4 The deadline for tenders was 22nd June 2020 and four submissions were received.
- 1.5 The tender evaluation panel met on 2nd July 2020; the submissions were assessed and scored on experience and track record, partnership working and methodology. As a result of this process, the evaluation panel recommended that the contract, subject to a 10 day standstill period, be awarded to DEBP.

2 Conclusions and Reasons for Recommendation

- 2.1 DEBP provided an outstanding tender submission demonstrating an exceptional understanding of the specification requirements and an excellent track record through their existing Raising Aspirations delivery and other initiatives.

3 Consultation and Equality Impact

- 3.1 Targeted areas for activity have been agreed based on consultation with respective Public Health Locality Teams, taking account of other provision within schools, as well as GCSE attainment levels and free school meals data.

4 Alternative Options and Reasons for Rejection

- 4.1 Do nothing – this was not an option as funding had already been allocated to Raising Aspirations delivery through Derbyshire County Council's Public Health Localities and Place Based programme. If nothing was done, the funding would need to be returned to DCC.
- 4.2 Extend the contract with the incumbent provider – was not possible under public procurement rules as advised by the Procurement department.
- 4.3 Undergo a procurement process – this was undertaken to determine the most suitable delivery partner. Four tenders were received and following a tender evaluation exercise on 2nd July, the Commissioning Group alongside Public Health partners agreed to award the contract to DEBP. The scores and comments of tenders are appended to this report.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 Derbyshire County Council Public Health allocated £231,000 from their Localities and Place Based budget to Raising Aspirations delivery for a two year period covering 2020/21 and 2021/22. Bolsover Partnership, on behalf of the other localities across Derbyshire, manages that funding and procures delivery centrally. Funding for 2020/21 of £115,500 is already held in Bolsover District Council's bank account. Additionally Bolsover Partnership allocated a further £7,500 for each of the two years for targeted delivery to enhance the core offer available through DCC's funding and this is also held in the Council's bank account. The overall contract value for is £246,000. With this in mind, there is no risk from a financial point of view.

- 5.1.2 The risk of entering into contract with DEBP is considered to be very low given that they have consistently delivered high quality and impactful provision since 2015.

5.2 Legal Implications including Data Protection

- 5.2.1 The work has been procured in line with public procurement regulations so there are no legal implications. DEBP will be required to adhere to data protection regulations as part of the contract.

5.3 Human Resources Implications

- 5.3.1 The contract will continue to be managed by the Leader's Executive and Partnership Team. It is anticipated that contract meetings between DEBP, the Partnership Strategy and Policy Team and Public Health Locality Leads will take place either quarterly or bi-annually to review progress against target outcomes.

6 Recommendations

- 6.1 To note the contents of this report and approve the appointment of Derbyshire Education Business Partnership to deliver the Raising Aspirations programme from September 2020 to August 2022.

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:</i> Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <i>NEDDC:</i> Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies	Yes
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	Yes
Has the relevant Portfolio Holder been informed?	Yes
District Wards Affected	Targeted students at Stubbin Wood Special School (Shirebrook), Frederick Gent School (South Normanton) and Heritage High School (Clowne), plus delivery across wider areas of Derbyshire.
Links to Corporate Plan priorities or Policy Framework	Unlocking our Growth Potential

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

8 Document Information

Appendix No	Title
Report Author	Contact Number
Pam Brown, Head of Leader's Executive and Partnerships	01246 242499

Agenda Item 12

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

Agenda Item 13

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

Agenda Item 14

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

Agenda Item 15

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted