

To: Chair & Members of the Executive

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Friday, 26th November 2021

Dear Councillor

**EXECUTIVE**

You are hereby summoned to attend a meeting of the Executive of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Monday, 6th December, 2021 at 10:00 hours.

Register of Members' Interests - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised from page 2 onwards.

Yours faithfully



Solicitor to the Council & Monitoring Officer



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

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## EXECUTIVE AGENDA

**Monday, 6th December, 2021 at 10:00 hours taking place in the Council Chamber,  
The Arc, Clowne**

Item No.	PART 1 – OPEN ITEMS	Page No.(s)
1.	<b>Apologies For Absence</b>	
2.	<b>Urgent Items of Business</b>  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.	<b>Declarations of Interest</b>  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.	<b>Minutes</b>  To consider the minutes of the last meeting held on 1st November 2021.	4 - 10
<b><u>BUDGET &amp; POLICY FRAMEWORK ITEMS</u></b>		
<b><u>NON KEY DECISIONS</u></b>		
5.	<b>Tenant Alteration and Improvement Policy</b>	11 - 30
6.	<b>Procurement Strategy</b>	31 - 57
7.	<b>Medium Term Financial Plan Revised Budgets 2021/22</b>	58 - 74
8.	<b>Ambition Targets Performance Update – July to September 2021 (Q2 - 2021/22)</b>	75 - 89
9.	<b>Single Equality Scheme 2019-2023 Review Year 2</b>	90 - 98
<b><u>KEY DECISIONS</u></b>		
10.	<b>Exclusion of the public</b>	

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**

### **BUDGET & POLICY FRAMEWORK ITEMS**

#### **KEY DECISIONS**

- |     |  |           |
|-----|--|-----------|
| 11. | <b>Bolsover Homes Scheme, West Street, Whaley Thorns</b> | 99 - 105  |
| 12. | <b>Dragonfly Ltd Update</b>                              | 106 - 109 |

## EXECUTIVE

Minutes of a meeting of the Executive of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Monday, 1 November 2021 at 10:00 hours.

### **PRESENT:-**

Members:-

Councillor Steve Fritchley in the Chair

Councillors Duncan McGregor (Vice-Chair), Mary Dooley, David Downes, Clive Moesby, Sandra Peake, Liz Smyth and Deborah Watson.

Officers:- Karen Hanson (Executive Director of Resources), Grant Galloway (Executive Director of Strategy and Development), Theresa Fletcher (Assistant Director of Finance and Resources & Section 151 Officer), Ian Barber (Assistant Director of Property Services and Housing Repairs), Pam Brown (Assistant Director of Leader's Executive), Chris Fridlington (Assistant Director of Development and Planning), Nicola Calver (Governance Manager), Jim Fieldsend (Team Leader - Solicitor), Katie Walters (Property Services Manager) and Amy Bryan (Senior Governance Officer).

### **EX48-21/22 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **EX49-21/22 URGENT ITEMS OF BUSINESS**

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

### **EX50-21/22 DECLARATIONS OF INTEREST**

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

Councillors David Downes, Steve Fritchley and Sandra Peake all declared a significant other interest in Item 11 – Appointment of Design Consultants for Shirebrook Crematorium, as Members of Shirebrook Town Council. All three Councillors left the room for the consideration of the item and did not participate in the discussion or vote.

### **EX51-21/22 MINUTES**

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake **RESOLVED** that the minutes of a meeting of the Executive held on 4 October 2021 be approved as a true and correct record.

## EXECUTIVE

### NON KEY DECISIONS

#### EX52-21/22      BUDGET MONITORING - QUARTER 2 APRIL TO SEPTEMBER 2021

Executive considered the report of the Portfolio Holder – Finance which provided an update on the financial position of the Council following the 2021/22 second quarter's budget monitoring exercise for the General Fund, the Housing Revenue Account (HRA), Capital Programme and Treasury Management activity.

#### General Fund

The original budget for 2021/22 showed a funding deficit of £0.291m. The current budget showed this had reduced to £0.067m deficit after the Council tax increase and other small movements were included.

A breakdown of the quarter 2 monitoring position by Directorate was included in the report. The overall position of the General Fund at the end of quarter 2 showed that there was a favourable variance of £0.275m. This was mainly due to receiving income in advance of spend for the year. The budget pressures that continued to be caused by the pandemic such as leisure income, would in part be covered by government funding. Although the budget for planning income had been reduced in the MTFP in light of the pandemic the Council had actually received £0.059m, more than half of the anticipated budget by the end of quarter 2.

#### Housing Revenue Account

The quarter 2 income figures showed an adverse variance of £0.163m. The loss in dwelling rents due to voids was £0.156m of this. Expenditure showed an overall favourable variance of £0.243m. Overall, the only significant issue at the end of the second quarter was the reduction in income caused by voids being at a level higher than budgeted for.

#### Capital Programme

In headline terms, the Capital Programme profiled budget for quarter 2 was £13.330m and the actual spend and known commitments totalled £7.831m, which was £5.499m behind the planned spend position.

There were no significant financial issues to report regarding capital expenditure, however it was noted that the delivery of the approved capital programme was behind the profiled position as at quarter 2.

#### Treasury Management

The treasury management activity undertaken in the second quarter of 2021/22 was in line with the plans agreed as part of the Treasury Management Strategy. The income received from investments was higher than budgeted, however, interest rates being received on investments was generally lower than estimated. A full assessment of investments and cash balances would be carried out in preparation of revised budgets.

## EXECUTIVE

Moved by Councillor Clive Moesby and seconded by Councillor Duncan McGregor  
**RESOLVED** that –

- 1) the monitoring position of the General Fund at the end of the second quarter as detailed in Appendix 1 (a net favourable variance of £0.275m against the profiled budget) and the key issues highlighted with this report, be noted.
- 2) The position on the Housing Revenue Account (HRA), the Capital Programme and Treasury Management at the end of the second quarter (as detailed in Appendices 3, 4 and 5), be noted.

(Assistant Director of Finance and Resources)

### **REASON FOR DECISION:**

The report summarised the financial position of the Council following the second quarter's budget monitoring exercise for the General Fund, the Housing Revenue Account, Capital Programme and Treasury Management activity.

### **OTHER OPTIONS CONSIDERED:**

The budget monitoring report for 2021/22 was primarily a factual report which detailed progress against previously approved budgets. Accordingly, there were no alternative options to consider.

## **KEY DECISIONS**

### **EX53-21/22          CONTRACT FOR STAIR LIFT INSTALLATIONS AND SERVICING AND REPAIRS**

Executive considered a report of the Portfolio Holder – Housing which sought approval to award contracts for stair lift installations and servicing and repairs for the Council's housing stock to Oban Domestic Lift Services Limited.

The report explained that the scope of the contract was to install lifts when requested by Derbyshire County Council Occupational Health Team as part of the welfare adaption process and to service and maintain those stair lifts after they had been fitted. The contract would be a 2+1+1 contract, with the final two years being extended subject to approval.

Councillor Dooley asked about the Disabled Facilities Grants and the Executive Director of Resources agreed to put together a briefing note on the matter.

Moved by Councillor Sandra Peake and seconded by Councillor Duncan McGregor  
**RESOLVED** that –

- 1) Oban Domestic Lifts Services Ltd be awarded the contracts for stair lift installations and stair lift servicing and repairs for the Council's domestic property stock.
- 2) delegated authority be granted to the Assistant Director of Property Services and Housing Repairs to extend the contract after the first two years.

## EXECUTIVE

3) Progress on the contract be reported through the Housing Stock Group.

(Assistant Director of Property Services and Housing Repairs)

### REASON FOR DECISION:

The existing contract expired earlier this year so contracts for stair lift installations and stair lift servicing and repairs were re-tendered with the aim of achieving better levels of competition for the revised rates.

### OTHER OPTIONS CONSIDERED:

No alternatives were available as there was a need for a contract to be in place.

## EX54-21/22 EXCLUSION OF THE PUBLIC

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake  
**RESOLVED** that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the stated Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.

[The category of exempt information is stated after each Minute].

## PART 2 - EXEMPT ITEMS

### NON KEY DECISIONS

## EX55-21/22 MANAGEMENT OF CORPORATE DEBT - WRITE-OFF OF OUTSTANDING AMOUNTS

Executive considered a report of the Portfolio Holder – Finance which proposed the write-off of debts in respect of Business Rates, Council Tax, Housing Rents, Overpaid Housing Benefits and Sundry Debtors.

The Section 151 Officer explained the levels of the debts to be written-off.

Moved by Councillor Clive Moesby and seconded by Councillor Duncan McGregor  
**RESOLVED** that Executive agreed to write-off the amounts set out in paragraph 2.1 (£64,180) and individually detailed in Appendix 1.

(Assistant Director of Finance and Resources)

### REASON FOR DECISION:

Given that all available options to recover this debt had been explored, it was important that the Council recognised the position and approved the write-off of the uncollectable debt.

### OTHER OPTIONS CONSIDERED:

Any alternative options were outlined in the report.

## EXECUTIVE

[Paragraphs 1 & 3]

### KEY DECISIONS

#### **EX56-21/22      BOLSOVER HOMES SCHEME AT THE WOODLANDS, LANGWITH**

Executive considered the report of the Portfolio Holder – Housing, which sought approval to enter into a contract to deliver the Woodlands (1) scheme through the existing Bolsover Homes Framework.

The Woodlands (1) scheme would provide 4 one bed houses, 8 two bed houses, 4 three bed houses, 1 four bed house and 2 two bed bungalows, totalling 19 properties. Planning permission for the scheme had already been granted and a plan of the approved scheme was attached to the report at Appendix 1. The financial implications were set out in the report and a viability appraisal summary for the scheme was attached to the report at Appendix 2.

Moved by Councillor Sandra Peake and seconded by Councillor Duncan McGregor

**RESOLVED** that –

- 1) an expenditure budget, as outlined within the report, to deliver the Woodlands (1) social housing building scheme, be approved.
- 2) the recommendation to enter into a contract for the development of a further 19 properties in Whaley Thorns, as outlined in the report, be supported.

(Assistant Director of Property Services and Housing Repairs)

#### **REASON FOR DECISION:**

To deliver the Council's target of building a minimum of 150 new Council properties by March 2024.

#### **OTHER OPTIONS CONSIDERED:**

To not support the development but this would not work towards achieving the Council's agreed ambition of building 150 social housing properties, nor would it help meet the current demand for social housing in Whaley Thorns.

[Paragraph 3]

#### **EX57-21/22      AGREEMENT REGARDING SALIX FUNDING**

Executive considered a report of the Portfolio Holder – Growth/Economic Development regarding entering into an agreement with North East Derbyshire District Council regarding Salix Funding. The funding would enable the Council to undertake a full asset survey of its commercial buildings in order to put together a list of energy saving measures.

The report explained that a joint bid had been made by the Council and North East



## EXECUTIVE

Derbyshire District Council for Salix funding through Phase 2 of the Public Sector Local Carbon Skills Fund. The bid had been successful and a proportion of the funding needed to be transferred to the Council to undertake surveys. The report sought approval regarding the terms and conditions that North East Derbyshire District Council had agreed to in receiving the funding and to indemnify North East Derbyshire District Council against any claims to recover the grant funding in the event that the terms and conditions had been breached.

It was noted that this decision was being treated as urgent as it would prejudice the Council's interests to delay the matter. With the agreement of the relevant Scrutiny Committee Chairs, the item would not be subject to Call-in as permitted in 4.5.15 of the Scrutiny Procedure Rules.

Moved by Councillor Liz Smyth and seconded by Councillor Duncan McGregor

**RESOLVED** that –

- 1) the conditions outlined in the draft agreement to allow the transfer of the money to BDC, be agreed.
- 2) this decision be treated as urgent and it be noted that, with the agreement of the Chairs of the relevant Scrutiny Committees, it shall not be subject to Call-in in accordance with 4.5.15 (1) of the Scrutiny Procedure Rules as to delay the decision would prejudice the Council's interests.

(Assistant Director of Property Services and Housing Repairs)

### **REASON FOR DECISION:**

The decision would allow the Council to fully understand its assets and where improvements could be made to make them more energy efficient. Executive had previously agreed to undertake the Asset survey following a procurement exercise.

### **OTHER OPTIONS CONSIDERED:**

To refuse the funding and to pay for the survey using the Council's own funds.

[Paragraph 3]

*Councillors David Downes, Steve Fritchley and Sandra Peake left the meeting at this point.*

Councillor Duncan McGregor took the Chair

### **EX58-21/22      APPOINTMENT OF DESIGN CONSULTANTS FOR SHIREBROOK CREMATORIUM**

Further to Minute EX33-21/22, Executive considered a report of the Portfolio Holder – Growth/Economic Development which sought approval to appoint CDS Group Limited to undertake RIBA Stage 3 works for the Shirebrook Crematorium. Stage 3 works included site surveys, detailed architectural drawings, cost plan, planning application and associated fees, as well as an outline specification and design programme.

The report set out that the CDS Group Limited had already been appointed to undertake a feasibility study and financial viability appraisal on the development of a crematorium.

## **EXECUTIVE**

The appointment of CDS Group Limited for this stage of the works would be a direct award and this would comply with the Procurement Regulations as set out in the Council's Constitution.

Moved by Councillor Liz Smyth and seconded by Councillor Duncan McGregor  
**RESOLVED** that a direct award be made to CDS Group Limited to undertake the RIBA Stage 3 works, in connection with the Shirebrook Crematorium project.

(Executive Director of Strategy and Development)

### **REASON FOR DECISION:**

The appointment of CDS Group Limited to continue this work would bring about the best financial and time efficiencies as they were already up to speed on the design and cost appraisals for the scheme, having carried them out.

### **OTHER OPTIONS CONSIDERED:**

There were options for an open tender or an appointment through a framework agreement. These were rejected due to the additional costs when there was no guarantee that any other company would apply, and the impact on the timescales for delivering the surveys and investigative works.

[Paragraph 3]

The meeting concluded at 10:40 hours.

## **Bolsover District Council**

### **Executive**

**6<sup>th</sup> December 2021**

#### **Tenant Alteration and Improvement Policy**

#### **Report of the Portfolio Holder for Housing**

**Classification:** This report is public

**Report By:** Victoria Dawson – Assistant Director of Housing Management and Enforcement

**Contact Officer:** Andrew Clarke – Operational Repairs Manager

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#### **PURPOSE / SUMMARY**

To advise Members of the updated Tenant Alteration and Improvement Policy and to seek formal approval of the Policy.

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#### **REPORT DETAILS**

##### **1. Background**

- 1.1 Bolsover District Council owns and manages its housing stock consisting of 5019 properties as of August 2021.
- 1.2 All tenants are entitled to make a request for alterations of improvements to their home and the Council will not unreasonably refuse permission. The Council may impose conditions, and there may be genuine reasons why permission must be refused.
- 1.3 The updated Tenant Alterations and Improvement Policy outlines Bolsover District Council's approach to considering requests made by a tenant to undertake works to their home to ensure that the housing stock is well maintained, and any changes do not have a detrimental effect on the value of or let-ability of the properties.

##### **2. Details of Proposal or Information**

- 2.1 Having reviewed the request for alterations and improvements over the past 12 months the Council has been able to update the policy and make it more straight forward for tenants and officers alike. In addition, the internal procedure when dealing with requests to make this a quicker and more streamlined procedure, has been reviewed. These internal amendments are reflected within the Policy.
- 2.2 All requests must be made in writing, providing sufficient detail to be able to consider the request. The Council has a preferred form to be completed which is attached at appendix 1 of the Policy. If appropriate, permission is confirmed in

writing, together with any conditions which are required. A form is enclosed with this letter which the tenant is required to complete and return when the work is completed. Permission is granted for 12 months and if work is not commenced within that time, a tenant would need to re-apply.

- 2.3 In order to simplify the process, a list of alterations or improvements which would have “automatic” approval, and which we would not need to inspect after the work has been completed, has been added. In these cases, a tenant is required to submit a request for permission form but a letter would be sent to confirm permission is granted and any specific condition that is to be followed. For example, a tenant does not need formal permission to have a shed no bigger than 6ftx 4ft but the location of this needs to be 1 metre from the boundary line and 3 metre from the property.
- 2.4 For some requests permission will be granted on conditions and an officer will need to inspect the work has been done to the correct standard and complies with any conditions. For these types of cases, the permission letter has been amended to make it very clear what those conditions are.
- 2.5 For some of the more complex requests an officer may be required to attend the property prior to any work being carried out to discuss with the tenant their plans before permission can be granted.
- 2.6 The Policy explains that whilst the Council will not unreasonably refuse permission, there are some situations where permission cannot be granted. Examples are given within the policy to aid a tenant both generic e.g. which would breach planning legislation, as well as more specific examples e.g. the installation of a pond.
- 2.7 The Policy sets out the internal procedure in terms of inspecting any alterations or improvements and sets out how we will calculate recharges if the work needs to be put right or removed, as well as the recovery process that will be followed. This mirrors the approach set out in the Rechargeable Repairs Policy.
- 2.8 In some cases, tenants are entitled to compensation for work that they have carried out to their home at their own expense. This compensation is only available should the tenant leave the property and takes into account depreciation and wear and tear. The policy sets out the legislation on this and how any compensation would be calculated and paid to the tenant.
- 2.9 There is a formal appeals process where a tenant is given an opportunity to challenge the reasons of the decision to refuse permission or the conditions imposed for recharge or the recharge amount. Appeals are directed to the Repairs Team and decisions are made jointly with the Operational Repairs Manager and the Housing Enforcement Manager. If this is challenged further, it is dealt with as a complaint in accordance with the Council’s Complaints procedure.
- 2.10 A copy of the draft, updated Policy is attached as **Appendix 1**, with amendments shown by way of track changes.

### **3. Reasons for Recommendation**

- 3.1 It is considered good practice to have a policy which sets out the Council's approach to tenant alterations and improvements.
- 3.2 The policy which sits alongside and supplements the tenancy agreement ensures that all tenants are aware of their rights and responsibilities, but also ensures that officers involved in housing repairs and tenancy management, adopt the same fair but firm approach and takes account of the need to consider equality and proportionality when taking any action.

### **4. Alternative Options and Reasons for Rejection**

- 4.1 The updated Policy is considered necessary so that members of the public are aware of the Council's approach to these requests, payment of compensation or recovery of recharges and in what circumstances these arise.

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## **RECOMMENDATIONS**

1. That Members approve the updated Tenant Alteration and Improvement Policy.

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## **IMPLICATIONS**

**Finance and Risk:**            Yes             No

**Details:**

The policy outlines Bolsover District Council's approach to the request for improvements or alterations to a council property. Where alterations are carried out below the required standard or cause damage to the property, the policy sets out how charges incurred by the Council are calculated to put the work right. In addition, where the improvement is carried out at the tenants own expense, a statutory scheme sets out the amount of compensation due.

On Behalf of the Section 151 Officer

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**Legal (including Data Protection):**            Yes             No

**Details:**

Tenants are entitled to make a request for alterations or improvements to their home. The Council will not unreasonably refuse permission but may impose conditions when granting permission. Where alterations or improvements have been carried out without permission or are considered dangerous, the Council will put this right and can recharge the tenant under the terms of the Tenancy Agreement.

On Behalf of the Solicitor to the Council

**Staffing:** Yes  No

**Details:**

There are no staffing implications in the report or arising from the updated Tenants Alteration and Improvement Policy.

On behalf of the Head of Paid Service

## DECISION INFORMATION

<b>Decision Information</b>	
<b>Is the decision a Key Decision?</b> 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:  <b>BDC:</b> Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <b>NEDDC:</b> Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
<b>Is the decision subject to Call-In?</b> (Only Key Decisions are subject to Call-In)	No
<b>District Wards Significantly Affected</b>	District wide Policy but no wards significantly affected
<b>Consultation:</b> Leader / Deputy Leader <input type="checkbox"/> Cabinet / Executive <input type="checkbox"/> SAMT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input checked="" type="checkbox"/>	Yes  Details: Portfolio Holder, Customer Service Scrutiny

**Links to Council Ambition (BDC)/Council Plan (NED) priorities or Policy Framework including Climate Change, Equalities, and Economics and Health implications.**

Customer Services - Providing good quality council housing where people choose to live

**DOCUMENT INFORMATION**

Appendix No	Title
1	Draft Tenant Improvement and Alteration Policy
<b>Background Papers</b> (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)	

# Tenant Alteration and Improvement Policy

2021





**We speak your language**

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**Polish**

**Mówimy Twoim językiem**

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**Slovak**

**Rozprávame Vaším jazykom**

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**Chinese**

**我们会说你的语言**

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**CONTROL SHEET FOR [policy title here]**

<b>Policy Details</b>	<b>Comments / Confirmation (To be updated as the document progresses)</b>
Policy title	Tenants Alterations and Improvements
Current status – i.e. first draft, version 2 or final version	First Draft
Policy author (post title only)	Head of Housing
Location of policy (whilst in development) – i.e. L-drive, shared drive	
Relevant Cabinet Member (if applicable)	Councillor Sandra Peake
Equality Impact Assessment approval date	
Partnership involvement (if applicable)	
Final policy approval route i.e. Executive/ Council	Executive
Date policy approved	
Date policy due for review (maximum three years)	
Date policy forwarded to Improvement (to include on Intranet and Internet if applicable to the public)	

## **1. Introduction**

Bolsover District Council recognised that tenants have a right to carry out improvements to their Council owned homes. This policy sets out how we deal with requests to carry out alterations or improvements.

## **2. Scope**

This Policy sets out Bolsover District Councils approach to tenants' rights to make alterations and improvements in their homes.

This policy applies to all secure tenants of Bolsover District Council, including sheltered housing tenants.

This policy does not apply to non-secure tenants as they are not permitted to make alterations to their property.

This policy does not apply to leaseholders or those who live in former council properties that have been sold under the right to buy, with the exception of Section 4(g).

## **3. Principles**

The Council recognises that:

- Tenants have a right to make alterations and improve their council homes, if they have gained written consent from the Council.
- Any improvements to the home need to be of a standard that is acceptable to the Council, and in line with legal and regulatory guidelines
- Clear guidance is needed on what we will (and will not accept), any conditions that we will apply and what will happen to the improvement at the end of the tenancy.
- The need to advise tenants on their statutory right to compensation and when this applies.

## **4. Granting Permission**

It is a condition of a tenancy that tenants seek permission from the Council, as their landlord, before starting any alterations or improvements.

Any request to carry out improvements or alterations should be made in writing. The Council approved application form is attached at Appendix 1. The tenant should show the type and extent of the improvement or alteration, and if they employ a contractor details of that contractor, along with estimated cost.

Permission is not needed for minor issues such as internal redecoration. There are some improvements and alterations that do not require express permission however you are expected to notify the Council. A list of automatic permissions is enclosed in Appendix 2. This is not intended to be an exhaustive list, and Officers will need to exercise discretion within this guidance.

If there is sufficient information contained within the request to make a decision, and the request is simple, a response may be made in writing. However, in most cases a site visit will be needed to clarify the request.

If the permission is granted the tenant will be informed in writing that this has been accepted. However, in most cases this will be conditional on the improvement or alteration meeting certain standards. In particular the response from the Council will make it clear that:

- The work is carried out to a standard that is acceptable to the Council
- The Council will not bear any of the costs of the improvement
- The tenant will ensure that all debris is removed from site and disposed of in a responsible manner. The tenant is responsible for ensuring that any other permissions are granted this includes planning permission, building regulations approval, permission from the County Council for dropped kerbs and any other permission that may be needed for the type of property, location and the extent of proposed works.
- Some properties that are in conservation areas (e.g. New Bolsover) may need specific permissions. The tenant is responsible for obtaining these.
- That if, in the opinion of the Council, the improvement causes damage to the property, the tenant is fully liable for rectifying the damage.

The response will also make it clear if there are other conditions that the improvement or alteration must meet. These include, but are not limited to:

- Using a qualified contractor (this will always apply if the work involves anything to do with either the electrical or gas supply)
- If there are any restrictions on the size or location of the improvement (for example all sheds must be at least 1 metre away from any boundary and 3 metre from the property).
- Any standards of construction that must be applied.
- If there is any restriction as to the use of the improvement (for example a garage for the use of a private motor vehicle only).

The response will also make it clear what will happen at the end of the tenancy. Either the improvement will be left in the property and the Council will assume responsibility for future maintenance (this may be subject to a final check at the end of the tenancy) – or, the tenant will be expected to remove the improvement and make good any damage this causes.

The response will also set a timescale for the completion of works, and make it clear that there will be an inspection of the works upon completion.

The tenant will also be informed if the repair falls under the tenant improvements scheme (see below).

The tenant should not commence work, or make arrangements with contractors until the Council has given written permission for works.

There are some improvements where the tenant will always be required to make good at the end of the tenancy. A failure to do so would give rise to recharges against the tenant and will be recovered in accordance with the Rechargeable Repairs Policy. Examples of these types of improvements are shown below;

- Greenhouses
- Glazed or partially glazed internal doors.
- Light fittings and any other non-standard electrical fittings
- Kitchens with 'built in' appliances.
- Satellite TV aerials (including fixing holes)

(NOTE: this is not an exhaustive list)

## 5. Refusing Permission

The Council may on occasion refuse permission for improvements. Examples of alterations or improvement where permission **will not** be granted are shown below;

Examples of alterations or improvement where permission **will not** be granted is show below;

- Installations of Satellite systems within sheltered housing schemes.
- Installation of log burner
- Installation of a conservatory
- Request to reduce the size or number of bedrooms in the property.
- Installation of a gas cylinder in areas where mains gas is available.
- Where the improvement would have a detrimental impact on shared facilities (for example car parking on a communal grassed area).
- Installation of French doors or patio doors to rooms designated as bedrooms

The Council will not accept improvements where, in the opinion of the Council, the proposal:

- is to the detriment of the property (for example removal of internal walls);
- would make the property more difficult to let;
- reduces the overall value of the property; or
- where there will be any additional cost to the Council and/or long term maintenance of the property
- reduces the number of bedrooms in the property (except if this is an adaptation agreed by the council to suit serious medical needs), or
- Would cause excessive nuisance to neighbours
- Would breach planning/building regulations or any other relevant legislation
- The environmental impact of the property is considered to be detrimental to the surrounding area

If a tenant is refused permission they will be informed in writing within 20 working days of the receipt of application. The tenant may submit revised proposals for consideration.

### Retrospective Permission

If a tenant has not applied for permission to carry out alterations or improvements they must request retrospective permission. Any request will be expected to meet the same standards as a new request. No allowance is made for the fact that work has already been completed.

If the work involves any changes to the electrical or gas systems in the property a safety check will always be carried out. The tenant will be charged for this safety check in accordance with the Recognisable Repairs Policy.

If permission is not granted, or rescinded the tenant will be given a reasonable period of time, normally 28 days, for them to remove the work and to make good. This timescale may be extended with the agreement of the Operational Repairs Manager or the Strategic Repairs Manager. If the work is not completed the Council will consider appropriate enforcement action against the tenant, for which they will be liable for the costs. Costs may consist of various elements as follows;

- The costs of the repair (including time and materials, based on BDC Minor Work Contract Rates applicable at the current time)
- The costs of any call out fee if out of hours or an emergency
- The cost of any specialised reports and or contractors needed
- VAT if applicable
- A 20% admin charge (up to a maximum of £500)
- Legal costs incurred should a money judgement be obtained.

## **6. Completion of Works**

The tenant will be required to provide the Council with confirmation that the work has been completed, in accordance with granted permissions. A form is provided at the time permission is granted for the tenant to complete and return. All improvements will be inspected on completion.

If the improvement does not meet the required standard the tenant will be given 28 days (or less if the improvement is unsafe or dangerous) to put this right, or will be required to remove the improvement and to make good.

If the tenant refuses or is unable to carry out this work, the Council will carry this out and recharge the tenant and/or take other legal action, for which they will be liable for the costs

If the works meet the required standard the tenant will be informed in writing with 20 working days of receipt of application.

It should be noted that permission granted for 12 months. If the work is not commenced within this time frame the permission lapses and a new application would need to be made.

## **7. Compensation for Improvements**

In some cases tenants are entitled to compensation for repairs they have carried out, to their home at their own expense This compensation is only available should the tenant leave the property, and takes into account depreciation, and wear and tear, but not when there is a mutual exchange. This is a statutory scheme in accordance with s99A of the 1985 Housing Act. This only applies to improvements carried out since 1 April 1994.

The following table lists the improvements tenants can make to their home at their own expense, for which compensation may be considered at the end of the Tenancy. The list states the average associated normal life.

QUALIFYING IMPROVEMENT	NOTIONAL LIFE IN YEARS.
Bath or shower	12
Wash hand basin	12
Toilet	12
Kitchen sink	10
Kitchen or bathroom cupboards	10
Work surfaces in kitchens	10
Space or water heating	12
Thermostatic radiator valves	7
Insulation of pipes. Water tank	10
Loft insulation	20
Cavity wall insulation	20
Draught-proofing - external doors/windows	8
Double-glazing or external window replacement	20
Rewiring or provision of power and other electrical fittings (eg smoke detectors)	15
Any object which improves security, excluding burglar alarms	10

This only applies to 'qualifying improvements' where the tenant has the written permission from the Council

Only the tenant can qualify for this compensation.

Calculating compensation

The amount of compensation owed to a tenant is calculated in line with the Secure Tenants of Local Authorities (Compensation for Improvements) Regulations 1994. The compensation is calculated by using the basic cost of the improvement (the tenant will need to supply receipts) and relating that to the notional life of the fitting. The allowance is calculated by multiplying the costs of the improvement by the by the number of actual years that the fitting had been in place, divided by the notional life. No allowance will be made for the tenants own time or labour when installing the improvement.

**Compensation = Cost × (1-(Years since installation/Nominal Life))**

**Worked example**

Compensation for a kitchen sink that has been in the property for 2 years and cost £200.

$£200 \times (1 - 2/10) = £160$  in compensation payable.

The maximum amount payable under the scheme is £3,000.

The amounts may be adjusted for a number of reasons:

- If the tenant has any housing related debt with the Council
- If there is excessive wear and tear to the improvement.
- the cost of the improvement work is considered excessive
- the improvement effected by the work is of a higher quality than it would have been had the Council effected it

Any claim must be submitted within 14 days after the tenancy end date.

There are situations when compensation would not be paid, for example:

- If the amount is less than £50.
- If the tenancy is ended because the Council obtained a possession order against the tenant
- If the tenant has bought the property under the Right to Buy scheme.
- If the property has been sold under its general powers of land disposal.
- If a tenant stays in the dwelling concerned and starts a new tenancy as a result of, say a relationship breakdown etc.

## **8. Appeals**

If the tenant is unhappy with either the refusal of their request or the conditions that are imposed, they may appeal to the Housing Repairs Team. Appeals should be in writing setting out reasons why they object. Documentary evidence to support the appeal/dispute should be provided where possible.

A decision will be taken by the Operational Repairs Manager, and Housing Enforcement Manager and will be confirmed in writing.

If the tenant is not satisfied with the outcome of the appeal or dispute, their complaint will be entered into the Council's Complaints Procedure

As the Compensation scheme is a statutory scheme there can be no appeal except where the Council has adjusted the compensation payable. These appeals will be considered by the Head of Housing.

## **9. Leaseholders**

This policy primarily applies to Council tenants, and not leaseholders. Leaseholders should consult their lease agreement and the leaseholders handbook for information on carrying out improvements to leaseholder properties. Leaseholder should be aware that no alterations should be carried out to the external fabric of the building without the express permission in writing from the Council. Requests should be made in writing to the Housing Department.

## **10. Responsibility for Implementation**

The responsibility for administration, inspections, deciding conditions and communication with Tenants is with the Housing Repairs Team, with Housing Management consultation.

The responsibility for considering compensation at the end of the tenancy lies with the Housing Repairs Team.



The Repairs Management staff are responsible for monitoring compliance.

NOTE: This policy should be read in conjunction with the Tenant Rechargeable Repairs policy.

## 11. Appendices

### Appendix 1

Application form

#### BOLSOVER DISTRICT COUNCIL

#### Housing Services

### Application for permission to carry out work to a Council Property

Please use this form to apply for permission to carry out alterations/improvements to your Council house or flat. There are some alterations and improvements that will not need express permission. Please check the Tenants Alteration and Improvement Policy, appendix 1 or contact the repairs team on 01246 242424 prior to completing this form.

This form should be completed if you are seeking to undertake things like:

- Altering, improving, or enlarging the house, or its fixtures or fittings;
- Adding new fixtures or fittings, for example kitchens or bathrooms; central heating or other fixed heaters, double glazing or any kind of external aerial or satellite dish; putting in new light fittings;
- Putting up a garden building, for eg garage, shed( if larger than 6ft x 4ft) greenhouse (if larger than 6ft x 4ft) or other structure;
- Decorating the outside of the house;
- Laying/forming a new driveway;
- Laying wooden or laminate flooring.
- Any electrical works

***The Council will not refuse permission unreasonably, but we may apply some conditions regarding the standard of work and who does it – see below. We may also want to come out and speak to you about it or to have a look at where you want to put your shed, for instance.***

You may be entitled to some compensation for certain improvements at the end of your tenancy – for details please see:

<http://webarchive.nationalarchives.gov.uk/20120919132719/http://www.communities.gov.uk/documents/housing/pdf/138337.pdf>

Your Name(s)
Your Address
Telephone number:
E-mail address:

Please give details of the alteration or improvement you wish to carry out. Please give us as much information as you can, including photographs, plans, drawings or brochures. Please give the size of any shed or outbuilding and the distance from the house/property boundary. If the work requires anything to do with the electrical or gas supply please provide details of the qualified contractor you will be using. Please also tell us what materials you will be using:

Approximate cost of works:

Name of contractor, if appropriate:

**General:**

- Bolsover District Council must not incur any costs relating to this work;
- You are responsible for obtaining any Building Regulations or Planning Permission that may be required. The Council will require copies of these documents **prior** to commencement of the works.;
- You must ensure that any works do not cause nuisance or disruption to neighbours or impede any public footpath;
- You must ensure that you do not disturb any services that maybe underground – if you need advice on this, please ask us;
- You must not cause any damage to existing fences, gates or pathways etc.;
- The works should be carried out to a standard acceptable to Bolsover District Council – the Council may inspect the finished work;
- You will be responsible for repairing any damage to the existing fabric and fitments of the property caused by the alteration work. If the Council has to repair any such damage, you will be recharged the cost of this work.
- You are advised to retain all receipts and invoices for the alterations as you may qualify at a future date for financial recompense under the Compensation for Improvement scheme – see above;

**Sheds and garages:**

- If you are erecting a shed, it must be no larger than 2400mm x 1800mm (8ft x 6ft) and must not block daylight to the neighbours garden or windows. There must be at least 1000mm clearance/ access around the shed for any works/ inspections; they must also be sited 3000mm from the rear of the property; Sheds and garages must be made of materials approved by Bolsover District Council and must be maintained properly e.g. by regular painting. If you are erecting a garage, you will be responsible for the necessary alterations to fences, gates, etc. and you must obtain written consent from Derbyshire County Council for pavement crossings and dropped kerbs. Gates should be in keeping with existing fencing; Garages and sheds must not be used for the running of businesses or garaging of commercial vehicles unless written permission has been granted by the Council;
- If you wish to install an electric supply to a garage, shed, outbuilding, etc., you must obtain the Council's written permission and the work must be undertaken by a qualified electrician. You will be required to provide an Electrical Safety Certificate once the work is complete.

**Other alterations:**

- You must ensure that the installation of an outdoor tap does not affect the property's plumbing and can be isolated in the winter months. You will be responsible for its on-going maintenance and any damage that it may cause if defective;
- You must ensure any satellite dish is installed by a qualified person using the appropriate fixings and it must not cause any damage to the property; this is particularly important if your home has had external wall insulation and render installed recently – please ask for advice.
- Please be aware some properties have external insulation so need longer fixings bolts to prevent damage. This also applies when fixing Christmas decorations to the walls. If permission is granted for erection, when fixings are removed the holes must be filled to prevent water ingress;
- Any minor electrical works must have a Minor Works Certificate meeting BS7671.

**Laminate flooring:**

- Please note that even if we give permission, you lay laminate flooring at your own risk. If we need to take it up to effect a repair, you will be responsible for the cost of re-laying it – we will not do this for you.

***Please be aware that you will be required to re-instate the existing fabric and fittings at the end of your tenancy – for instance, if you take a shed with you, any base or hard-standing must also be removed. If we have to carry out this work, we will recharge you the cost of it.***

I have read the conditions above and if the Council grants permission, I agree to abide by these conditions.

Signed..... (Tenant)

Date .....

Signed..... (Joint tenant)

Date .....

Housing Maintenance Officer notes:

Housing Maintenance Officer .....

Date of Inspection (if required) .....

## List of automatic permissions

Permission is not needed for minor issues, although tenants are required to notify the Council of any alterations or improvements. Whilst this is not an exhaustive list, the following gives examples of where consent would be automatic.

- A water meter, gas or electric meter can be fitted so long as there is no costs to the Council and no damage to the property
- A smart meter can be fitted so long as there is no costs to the Council and no damage to the property
- Internal doors – we could do this but would need to say no glazed internal doors about replacing at the end of the tenancy and fire doors etc these would require inspection as prone to DIY poor standard of install.
- Satellite TV, although you will need to check if any Planning Permissions are needed, this is often dependent on size and location. You must ensure any satellite dish is installed by a qualified person using the appropriate fixings and it must not cause any damage to the property; this is particularly important if your home has had external wall insulation and render installed recently – please ask for advice.
- Outside tap, you must be able to isolate in the winter months and you will be responsible for its on-going maintenance and any damage that it may cause if defective;
- Security lights and battery operated door bells, so long as they do not affect the structure. Please note any electrical fittings need to be certified.
- Key safe, so long as doesn't affect the structure of the building
- A Shed no larger than 6ftx4ft which is 1 metre from the boundary line and 3 metre from the property. If any electrics installed a certificate will need to be provided.

## Appendix 3

### Examples of where charges may be made

Examples of when tenant will be charged for permission.	Examples of where no charge will be made
a. Gas or electricity installations where permission has not been granted (or conditions not followed)	i. Adaptations to suit disability or ill-health (except a or b)
b. Installations where the Council need to obtain certifications to verify standards	ii. Alterations which, in the opinion of the council, improve the property, and permission is granted prior to work (except b, e,)
c. Any alterations where the tenant is requesting retrospective permission where a visit is needed.	iii. Permission to supply gas to a property where there is no current supply. Where permission is granted (except b,e)
d. At the end of a tenancy where a tenants is seeking to leave an installation with either no permission or the original permission was conditional on removal	iv. Most internal installations such as replacement of doors, kitchens, bathroom suites etc where permission is granted prior to start of work (except b,d,e)
e. Where the council incur additional costs in providing permission (for example if a structural inspection is needed)	v. Simple external alterations such as installation of shed or fencing where prior permission is granted.
f. When the tenant wants to complete a mutual exchange which requires an electrical safety check.	
g. Installations such as satellite dishes, CB aerals or external CCTV systems which need fitting to an external wall (permission will not be granted for fitting to a chimney).	

## **Bolsover District Council**

### **Executive**

**6th December 2021**

### **Procurement Strategy**

#### **Report of Councillor Clive Moesby, Portfolio Holder for Finance)**

**Classification:** This report is public

**Report By:** Assistant Director of Finance + Resources

**Contact Officer:** Theresa Fletcher – 01246 242458  
theresa.fletcher@bolsover.gov.uk

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#### **PURPOSE / SUMMARY**

To seek approval from the Executive for the Procurement Strategy attached at Appendix 1.

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#### **REPORT DETAILS**

##### **1 Report Details**

- 1.1 The Procurement Strategy outlines how the procurement of goods, works and services is achieved and describes the Council's Contract Procurement Rules. These provide a corporate framework for the procurement of all goods, works and services to ensure that all procurement activity is conducted with openness, honesty and accountability.
- 1.2 The policy is to comply with the requirements of the following legislation as applicable to local authorities:
- The Bribery Act (2010),
  - The Equalities Act (2010),
  - The Public Services (Social Value) Act (2012),
  - The Local Government Transparency Act (2015),
  - The Concession Contracts Regulations (2016),
  - The General Data Protection Regulations (GDPR) (2016) and Data Protection Act (2018),
  - The National Procurement Strategy (2018),
  - The Public Contract Regulations (2018).
- 1.3 The strategy will be reviewed by December 2024 unless there are substantial changes in legislation or the procurement processes of the Council before this date.

## **2 Conclusions and Reasons for Recommendation**

2.1 The Procurement Strategy has been updated to take account of all legislative and operational changes to ensure it remains fit for purpose.

## **3 Consultation and Equality Impact**

3.1 There are no consultation and equality impact implications from this report.

## **4 Alternative Options and Reasons for Rejection**

4.1 No alternatives found – the Council is required to have a strategy in order to adhere to the requirements of legislation and the Council’s Contract Procurement Rules. Both place a number of duties and responsibilities on the Council, its officers and Members.

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## **RECOMMENDATIONS**

1. That the Committee approves the Procurement Strategy as set out in Appendix 1

Approved by the Portfolio Holder - Councillor Clive Moesby, Portfolio Holder for Finance

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## **IMPLICATIONS**

**Finance and Risk:**            Yes             No

Financial issues are covered in the Policy which is attached at **Appendix 1** to this report.

There are no financial implications arising from this report

On Behalf of the Section 151 Officer

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**Legal (including Data Protection):**            Yes             No

Legal issues are covered within the attached document.

There are no data protection issues arising directly out of this report

On Behalf of the Solicitor to the Council

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**Staffing:**            Yes             No

There are no human resource implications arising from this report

On behalf of the Head of Paid Service



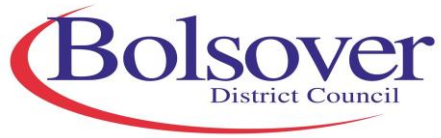
## DECISION INFORMATION

<b>Decision Information</b>	
<p><b>Is the decision a Key Decision?</b>  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><b>BDC:</b>  Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/></p> <p><b>NEDDC:</b>  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><b>Is the decision subject to Call-In?</b>  (Only Key Decisions are subject to Call-In)</p>	No
<p><b>District Wards Significantly Affected</b></p>	None Directly
<p><b>Consultation:</b>  Leader / Deputy Leader <input type="checkbox"/> Cabinet / Executive <input type="checkbox"/>  SAMT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/>  Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/></p>	<p>Yes</p> <p>Details:  Portfolio Holder</p>

<p><b>Links to Council Ambition (BDC)/Council Plan (NED) priorities or Policy Framework including Climate Change, Equalities, and Economics and Health implications.</b></p>
All

## DOCUMENT INFORMATION

Appendix No	Title
1	Procurement Strategy 2020- 2025
<p><b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)</p>	



**North East  
Derbyshire**  
District Council

**Procurement Strategy 2020– 2025**

**DRAFT DOCUMENT**

**October 2021**



North East  
Derbyshire  
District Council

*We speak your language*

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Polish

*Mówimy Twoim językiem*

---

French

*Nous parlons votre langue*

---

Spanish

*Hablamos su idioma*

---

Slovak

*Rozprávame Vaším jazykom*

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Chinese

我们会说你的语言

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If you require this publication  
in **large print**

or another format please call:

Bolsover District Council on

**01246 242424** or

North East Derbyshire District

Council on **01246 231111**

# APPENDIX 1

## CONTROL SHEET FOR PROCUREMENT STRATEGY

Policy Details	Comments / Confirmation (To be updated as the document progresses)
Policy title	Procurement Strategy
Current status – i.e. first draft v2 250619	Final
Policy author (post title only)	Procurement Manager/Solicitor to the Council
Location of policy (whilst in development) – i.e. L-drive, shared drive	
Relevant Cabinet Member (if applicable)	Portfolio Holder Finance
Equality Impact Assessment approval date	10/11/2016
Partnership involvement (if applicable)	
Final policy approval route i.e. Joint Strategic Alliance Committee, Cabinet/Executive/Council	Executive
Date policy approved	
Date policy due for review (maximum 5 years)	December 2024
Date policy forwarded to Improvement (to include on Intranet and Internet if applicable to the public)	

**Bolsover District Council**  
**Procurement Strategy 2020-2025**

## **Contents**

1. Introduction
2. What is Procurement?
3. Corporate Priorities
4. Procurement Resource
5. Governance and Responsibility
6. E-Procurement
7. Sustainable Procurement
8. Partnering and Collaboration
9. Conducting Procurement Activity and Resources
10. Performance Measures and Targets

**Appendix A** – Action Plan

**Appendix B** – Contract Procedure Rules

**Appendix C** – Glossary of Document Terms and Acronyms

# APPENDIX 1

## 1. Introduction

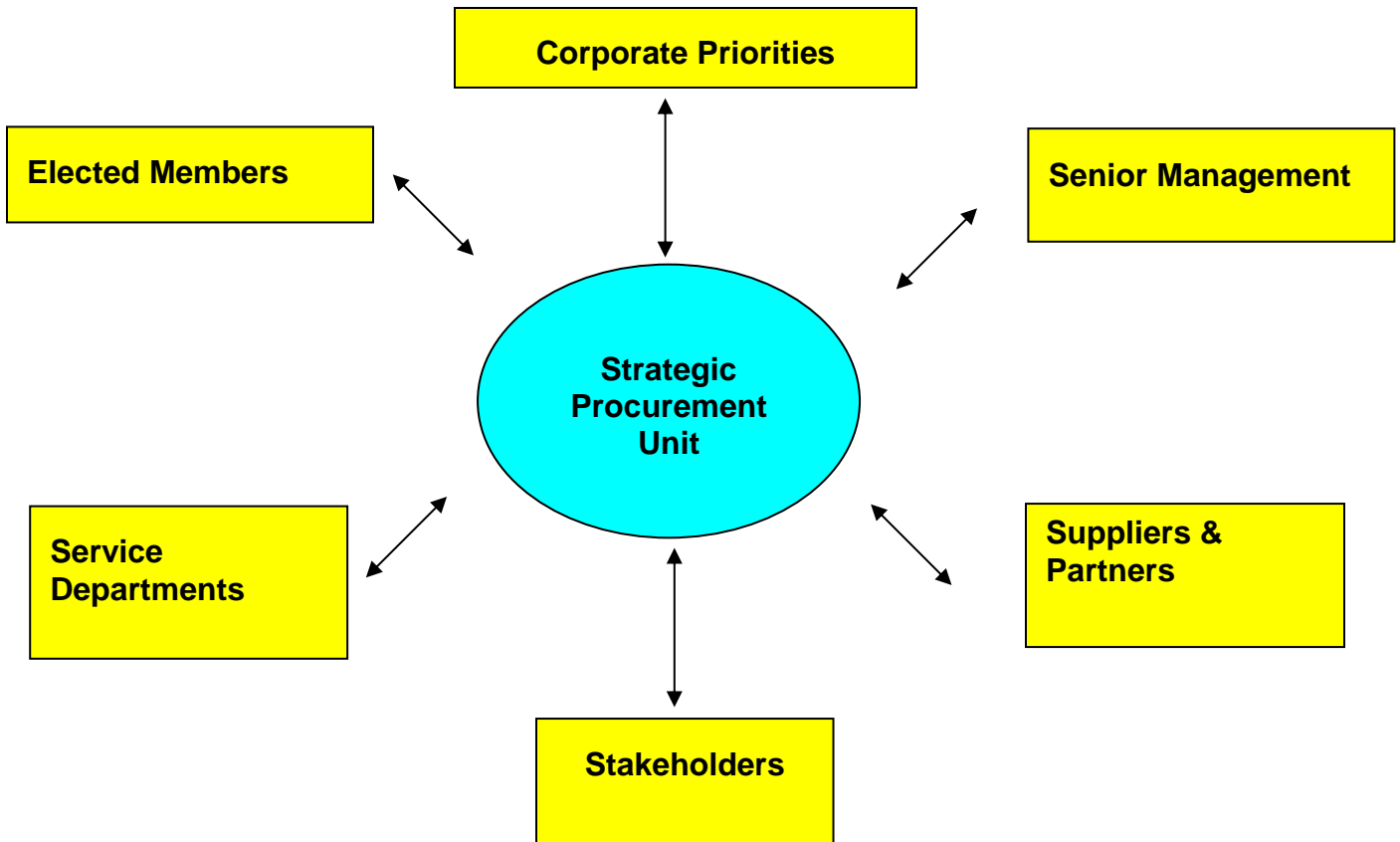
- 1.1. The local government procurement landscape is changing; this strategy document sets out Bolsover District Council's approach to Procurement within this changing environment.
- 1.2. Procurement is provided by an in-house team that was established in May 2018. The Procurement unit is shared with North East Derbyshire District Council as part of the strategic alliance arrangement. The unit also provides a service under a service level agreement to Gedling Borough Council. This collaboration allows benefits to be gained through economies of scale by procuring goods, works and services for more than one authority at the same time. The unit also provides a procurement service for parish councils and it is envisaged the team will expand to provide a service to other local authorities in the future.
- 1.3. This strategy outlines how procurement of goods, works and services is achieved and describes the Council's Contract Procurement Rules. Also called Contract Procedure Rules, these provide a corporate framework for the procurement of all goods, works and services to ensure that all procurement activity is conducted with openness, honesty and accountability. These rules have been established through legislation, case law and government guidance.
- 1.4. The strategy is to comply with the requirements of:
  - The Bribery Act (2010),
  - The Equalities Act (2010),
  - The Public Services (Social Value) Act (2012),
  - The Local Government Transparency Act (2015),
  - The Concession Contracts Regulations (2016),
  - The General Data Protection Regulations (GDPR) (2016) and Data Protection Act (2018),
  - The National Procurement Strategy (2018),
  - The Public Contract Regulations (2018).
- 1.5. The Procurement unit are responsible for ensuring that the principles of this strategy are adopted and to ensure its implementation within the Council's service departments. Elected Members are expected to use this strategy as a sense-check to review officer procurement decision making through the Executive and relevant committees. The strategy is a 'living' document that will be updated at regular intervals in accordance with Council policy or through statutory amendments.

## 2. What is Procurement?

- 2.1. Procurement is the acquisition of goods, works and services which meet the customers' and service users' needs, whilst ensuring value for money throughout the life of the product including disposal.

# APPENDIX 1

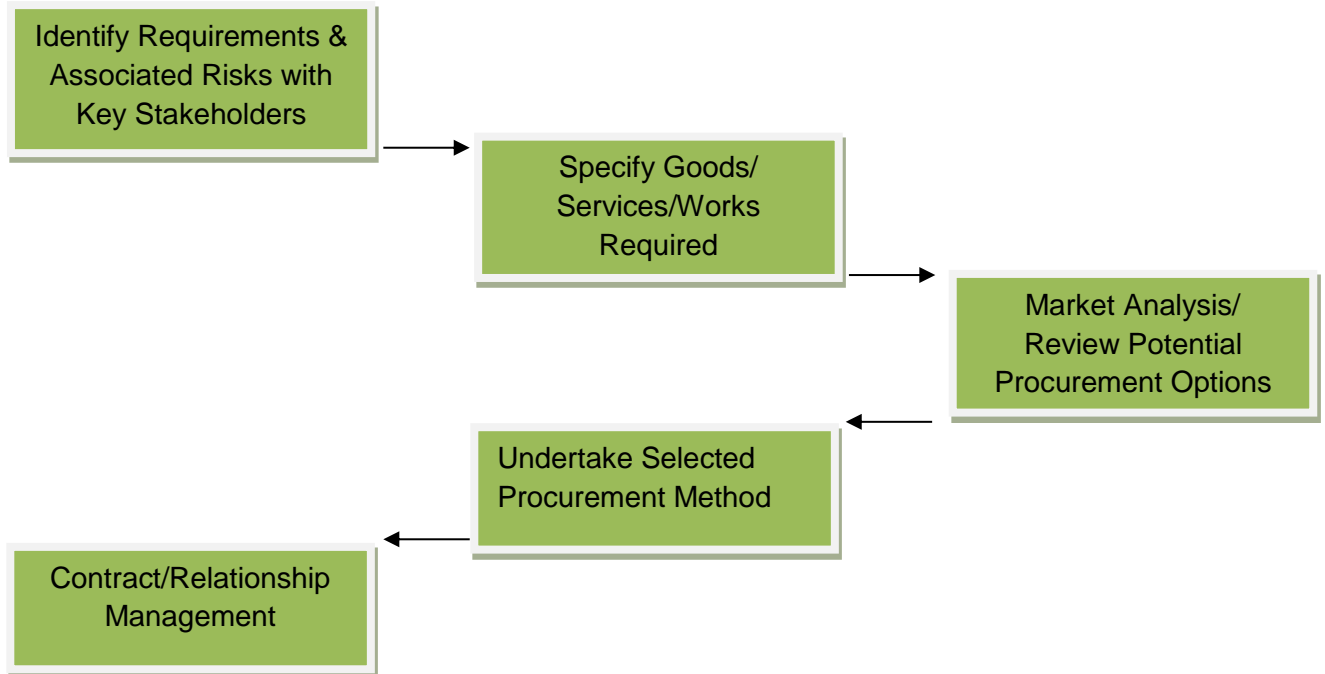
2.2. Strategic procurement is a series of activities and processes that sits at the heart of the Council, providing the framework by which the Council obtains value for money in all of the goods, works and services that it procures. This can be illustrated by the following diagram, which shows the inter-relationship between the role of the procurement unit and the Council as a whole.



2.3. The aim of effective procurement is to achieve best value through planned and skillful procurement for goods, works and services sought by the Council; to support and encourage a vibrant local supplier market; remove barriers to trade for small to medium sized enterprises and voluntary bodies and give appropriate consideration to Social Value.

2.4. Council employees are required to comply with the Council's Constitution (Contract Procurement Rules are contained in part 4.8) as well as external laws and regulations and policy guidance, at all times. This applies to every procurement exercise regardless of contract value.

2.5. The Procurement unit and service department officers will ensure that established best practice is followed to achieve best value for the Council. The procurement process takes the following steps:



### 3. Corporate Priorities

3.1. It is important to ensure that procurement decisions are legal, ethical and in accordance with the policies and procedures of the Council. Consideration should be given to the impact on the economic, social and environmental well-being of the district. Decisions should be achieved in a manner that is open, fair, transparent and auditable.

3.2. The Procurement Strategy supports the Council's Corporate Vision which is:

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

3.3. The procurement of goods, works and services aligns with the delivery of the Council's strategic plans, corporate priorities, objectives and statutory responsibilities by:

- Ensuring the procurement process reflects sustainability and environmental issues and is able to support and reflect the aim of protecting our environment for future generations,
- Ensuring procurement guidance is clear and simple and that relevant contracts are advertised and accessible to all,
- Providing feedback to bidders to support the development and overall competitiveness of Social Enterprises/Third Sector organisations,



# APPENDIX 1

- Encouraging an effective local supplier market and the promotion of local social value in contracts (such as the creation of apprenticeships and local supply chains),
- Embracing the Council's commitment to Carbon reduction and emissions,
- Aiming to use the procurement process which provides a best value solution for the Council by supporting the delivery of value for money,
- Eliminating anything that does not add value to the procurement and working closely with partner organisations such as Derbyshire County Council, Sheffield City Region, Destination Chesterfield and other partnership groups to deliver savings and efficiencies through collaboration.

## 3.4. Corporate documents linked to this Strategy:

- Corporate Plan
- Service Plans
- Financial Regulations
- Contract Procedure Rules
- Safeguarding Policies
- Carbon Reduction plan
- Health and Safety
- Equalities
- Bribery and Corruption Strategy

## 3.5. This strategy supports the Council's Corporate Plan by engaging with all parts of our community including the public and voluntary sector organisations, businesses and our residents through:

- Exploring any existing framework opportunities to ensure best value for money and that they are still fit for purpose,
- Ensuring we understand the diverse needs of our communities,
- Improving the understanding of procurement and commissioning for both internal and external stakeholders,
- Monitoring and reporting compliance with procurement policies and procedures,
- Training and developing Managers and teams in effective procurement practice,

# APPENDIX 1

- Undertaking “meet the buyer events” to engage with the local supply chain, thus encouraging how to do business with the Council.
- 3.6. Through an effective procurement process and specifications we will promote the safeguarding of our young and vulnerable residents by:
- Ensuring that arrangements are in place with contractors to safeguard children and vulnerable adults in accordance with legislation (existing contracts),
  - Ensuring that the Council's procurement process requires suppliers to comply with safeguarding requirements (new contracts).

## 4. Procurement Resource

- 4.1. Before establishing the Procurement Unit different options to provide the function were considered by the Council. It was concluded that an in-house Procurement unit would work best with the option to sell its expertise to others where possible, in the future.
- 4.2. The in-house Procurement unit provides procurement expertise for all aspects of procurement other than direct legal advice. The Council has access to fully qualified and experienced procurement professionals who are supported by a trainee within the team, thus ensuring succession planning. In addition to undertaking high value/high risk procurements, this resource also provides tailored training to departments of the Council involved in procuring goods, works and services. Full support is also provided through lead officer development of tender specifications and subsequent tender evaluation and award. The unit will maintain a contracts data base and forward plan.
- 4.3. On an ongoing basis the Procurement Unit aims to highlight new developments that may provide improvements to the Council's services. The unit will identify and report on a pre-planned annual schedule to the Councils as follows:
- The emergence of new and evolving relevant technologies which are further improving the services, i.e. Contracts Management module of the e-procurement system In-trend,
  - New or potential improvements to the services including the quality, responsiveness, procedures, benchmarking methods, performance mechanisms and customer support services in relation to the services,

# APPENDIX 1

- New or potential improvements to the interfaces or integration of the services with other services provided by third parties of the Council which might result in efficiency or productivity gains or in reduction of operational risk,
  - Optional changes in ways of working that would enable the services to be delivered at lower costs and/or bring greater benefits to the Council,
  - Providing management information to the Council as required in relation to contracts and the review of contracts.
- 4.4. The Council's Executive Director of Resources – has strategic responsibility for co-ordinating procurement across the Council with the Assistant Director of Finance and Resources having operational responsibility for the service including:
- Assisting in the delivery of an efficient and effective procurement service to elected members and officers so that the Council achieves best value and value for money when undertaking procurement.
  - Supporting our shared service partner and liaising with all departments and service areas on the planning, development and delivery of procurement across the Council.
  - Scrutinising the contract management of the shared service arrangement in relation to officer compliance with the agreed procurement processes.

## 5. Governance and Responsibility

- 5.1. The Council's Contract Procurement Rules provide a corporate framework for the procurement of goods, works and services. The Rules are designed to ensure that all procurement is conducted with openness, probity and accountability. Above all, the Rules are designed to ensure both that the Council complies with the statutory framework and obtains value for money. This should include the required level of quality and performance from all contracts that are let. These rules have been established through legislation, case law and government guidance
- 5.2. The Council will ensure that the Rules continue to be relevant and are compliant with EU regulations as required. The Council will hold the highest principles of fairness, equity, transparency and openness within all procurement activity.
- 5.3. The Rules and associated policies are detailed in the Council's Constitution which is readily available on the Council's Intranet.
- 5.4. The Portfolio Holder for Finance & Resources has the Member responsibility for Procurement.

## APPENDIX 1

- 5.5. The Procurement Unit provides training workshops for officers and Members annually with refresher courses also provided.
- 5.6. Procurement activity that falls under the Official Journal of the European Union (OJEU), must have official sign off. To begin the procurement process completion of a pro-forma is required to identify relevant budgets and give details of the request. The whole process including evaluation is endorsed and supported by the Procurement Unit and the Council's legal team.
- 5.7. All procurement must be policy compliant and consider responsibilities and requirements for:
- Safeguarding
  - Sustainability
  - Equalities
  - Social Value
  - Health and Safety
  - Data protection/GDPR
  - Modern Slavery
  - Bribery & Corruption
  - Carbon Reduction
  - Financial controls (credit safe checks)

The Procurement team undertakes full due diligence for all projects tendered.

- 5.8. Within the Council's Constitution Procurement Rules, there is a section called 'Contracting and Financial Guidelines.' This gives the procurement requirements for a quote, based on a financial threshold of the project as follows:

<b>Threshold</b>	<b>Requirement</b>
Up to £1,000	Oral or written quotation
£1,001 to £5,000	Written quotations must be obtained from three suppliers
£5,001 to £25,000	Three written quotations based on the Request for Quotation (RFQ)
£25,001 to £50,000	Either formal Request for Quotation (RFQ) or Invitation to Tender (ITT) dependent on nature of project
£50,001 to the EU threshold in force	Formal tender by Invitation to Tender (ITT)
Above the EU threshold	Formal tender complying with the relevant procurement regulations.

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As at 1<sup>st</sup> January 2019 the EU thresholds in force are as follows:-  
Supply services and design contracts £181,302  
Works contracts £4,551,413

These figures are net of VAT.

- 5.9. When contract costs are estimated above the EU thresholds the procurement process can take approximately 9 - 12 months dependent upon the nature and/or service being procured. It will be necessary to produce a formal timetable (Procurement Team will advise) incorporating the approval process and allowing time for the presentation of reports to Executive.
- 5.10. Where contract costs fall below the EU thresholds and formal tender for goods and service are sought, the time to go through the process can range between 2 to 4 months or maybe longer dependent on the nature and complexity. When giving consideration to a timetable, preparing documentation and running the tender process, determining when the meeting approval process is planned for the relevant Executive is vital. Consideration should therefore always be given to affording sufficient time in your procurement timetable and building in the formal decision making meeting.

## 6. E-Procurement

- 6.1. E-procurement is making purchases electronically. Purchase orders should be placed on the financial management system as soon as practically possible. The benefits of e-procurement include:
- It helps prevent overspending by checking funds are available to spend automatically before orders are placed,
  - It provides a framework to ease the ordering of goods, works and services whilst maintaining compliance with legislation,
  - It allows the Council to work collaboratively to achieve economies of scale.
- 6.2. The Government in conjunction with the Local Government Association set out a strategic procurement document titled the National Procurement Strategy 2014. This sets out a plan of what Procurement outcomes and milestones are necessary at each level of the Local Government hierarchy, i.e. Unitary, County, District. This places certain responsibilities on all Councils.
- 6.3. The Procurement Strategy and arrangements are available to suppliers on the Council's website and as a resource for employees on the Council's internal intranet.
- 6.4. To support the delivery of this strategy the Council will invite tenders using the In-tend system, this is e-tendering. This will ensure all opportunities are advertised in

# APPENDIX 1

one place for complete transparency. Links will also be made available via the Source Derbyshire system and Contracts Finder.

## 7. Sustainable Procurement

- 7.1. The Council is committed to ensuring that services are delivered in a way that protects the quality of the environment and minimises any adverse impact on community well-being. The Council recognises that procurement can be integral in delivering more sustainable outcomes for the District. To achieve this, it is necessary to ensure that environmental and broader sustainability considerations are taken into account throughout the procurement process, where practicable.
- 7.2. The Council will require operators of (significant) contracts to adopt whole life-cycle thinking in the delivery of any services on the Council's behalf. Where relevant, examples may include the purchase and use of vehicles, equipment, energy, water and chemicals.
- 7.3. The Council is a key stakeholder in leading the local community in minimising environmental impact. Green procurement will encourage local operators and suppliers to consider critical issues such as manufacturing processes, materials used, transportation, and waste management in operating and delivering sustainable services.
- 7.4. Sustainable procurement is the process of acquiring goods, works and services from a supplier that provides the optimum combination of whole life costs and benefits to meet the customer's requirement. In order to achieve this, the Council will:
  - Account for environmental aspects of a product alongside societal and economic aspects in the tendering process, and deliver appropriate training for staff responsible for purchasing, ensuring access to environmental information.
  - Adopt a life-cycle thinking approach to avoid shifting environmental impact. Products with Eco-labels should be purchased wherever possible.
  - Comply with identified energy efficiency standards for the procurement of goods.
  - Encourage an ethic of reduce, reuse, recycle amongst purchasing staff.
  - Ensure new vehicles supplied for the Council's services have the lowest emissions standard possible whilst remaining fit for purpose.
  - Commit to reduce its Carbon footprint and adopt processes to do so including completion of carbon reduction questionnaires for the evaluation process by suppliers.

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7.5. We will encourage a diverse and competitive supply market by ensuring that local businesses are given an equal opportunity to participate in competition for Council business, whilst still maintaining a competitive supply market by:

- Encouraging local businesses to register with the In-tend e-procurement system, and providing support to suppliers, signposting suppliers to the Source East Midlands portal and Contracts Finder.
- Providing clear advice and guidance to local businesses about how to bid for the Councils' work.
- Measuring the employment of local labour by the Council's successful contractors.
- Measuring the provision of apprenticeship opportunities and take-up by successful contractors.
- Ensuring contracts are structured so as not to prejudice local businesses.
- Exploring how to better engage with ethnic, disabled and other minority group suppliers.
- Promoting the Council's Equality Policy for service delivery.

## 8. Partnering and Collaboration

8.1. The Council acknowledges the importance of partnerships in delivering services. It already benefits from partnerships with other local authorities, parish councils and other government bodies.

8.2. Partnering in the context of the Council's procurement is defined as the creation of sustainable, collaborative relationships with suppliers to deliver services, carry out projects and acquire goods.

8.3. Collaboration is defined as the process of working with other local authorities, organisations, or agencies to combine buying power and leverage based on higher or aggregated levels of spend, to gain more favourable pricing and terms from suppliers when procuring goods, works or services.

8.4. The Council welcomes partnership opportunities such as those which share or support the corporate priorities for the community.

Therefore the Council will:

- Include partnership options when undertaking service reviews and other appraisals.

# APPENDIX 1

- Through the Procurement service and in collaboration with neighbouring authorities participate in sub regional and local procurement programmes.
- Where appropriate, consider alternatives to public sector first procurement options for the management of contracts as well as provision of goods, works and services.
- Support the voluntary sector to engage with the Council and explore the potential for partnerships with local voluntary sector agencies interested in the provision of services for local people.
- Explore partnering opportunities with other organisations for significant construction projects.

## 9. Conducting Procurement Activity and Resources Social Value

- 9.1. The Public Services (Social Value) Act 2012 requires service related procurements over the EU threshold to consider social value. The Act requires considerations to be proportionate and relevant to the particular requirement. Therefore where appropriate, the Council will use the full procurement cycle to consider how to improve the economic, social and environmental well-being of the Council.
- 9.2. Considerations will be built in to the procurement process as appropriate including adapting evaluation criteria or a requirement for contractors to support an apprenticeship scheme.
- 9.3. In complying with the statutory equality duties under S149 of the Equality Act 2010, the Council will take equalities factors into consideration in decision-making. The business case will address equalities issues to identify whether there is scope to improve the economic and social impacts of the proposed contract. To help us achieve this, the Council requires officers of the Councils to:
  - when appropriate, undertake a (proportionate) Equality Impact Assessment when planning a procurement and consider equalities issues as well as economic and sustainability issues within the business case for projects,
  - make provision within the tender specification (where appropriate) to include equality related award criteria or specific equalities outcomes to reflect the needs of different services users.
- 9.4. Procurement processes and documentation will reflect the Council's Equality and Diversity Policy for Service Delivery.



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- 9.5. The Council will work with partners and suppliers to ensure that suppliers are, as a minimum, compliant with the relevant legislation, both at the inception of contracts and through their effective life.
- 9.6. Guidance regarding Equality and Diversity is provided for all existing or potential new suppliers to the Council.
- 9.7. All services commissioned by the Council must operate within the requirements of the Council's safeguarding policies. Where relevant, contractors will need to demonstrate that they meet these requirements.
- 9.8. Procurement activity will be treated proportionately to the health and safety risks which arise from the contract. Potential risks will be assessed and contractors must provide evidence to demonstrate that their organisation actively promotes and manages health and safety. This evidence will include a contractor's track record of health and safety performance.
- 9.9. Any procurement decision will aim to remove or minimise harm to the environment to the lowest possible level, and to promote conservation of natural resources.
- 9.10. Forward Planning, particularly of major expenditure, is essential to maximise the potential savings through efficient and effective procurement.
  - Forward planning and timely reviews will be a key focus within the procurement process, particularly within contract management, identification of need and analysis of the requirement considerations.
  - Wherever possible specifications will be output based with robust performance measures. Output based specifications will allow greater flexibility of design and support innovation and creativity throughout the supply chain.
- 9.11. Planning and reviewing annual procurement activity, linked with robust monitoring and reporting with the procurement unit, will enable the Council to become a more efficient buyer of goods, works and services.
- 9.12. Effective procurement is measured by the outcomes and not by the completion of the process.
  - Contracts will be managed throughout their life to ensure that the benefits identified in any business case are delivered. Planned review meetings with incumbent suppliers will ensure that Key Performance Indicators (KPIs) are set and Service Level Agreements (SLA) are achieved and maintained – where possible exceeded.

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- The Council will proactively build on areas of success and identified areas of best practice.
  - Risk registers shall be prepared for all major procurement processes and will be revisited at key milestones in the procurement process and throughout the life of the contract.
  - When suppliers and contractors handle information on behalf of the Council, we will ensure that established internal Council standards are met or seek to influence our supplier's and contractor's standards to a mutually acceptable level.
- 9.13. The Council will expect contractors to have appropriate information/data handling policies/procedures in place to handle confidential and commercially sensitive information, including personal and sensitive data. This is to ensure compliance with the Data Protection Act (2018) and work within Public Service Network (PSN) requirements.
- 9.14. The Council will ensure that all relevant contracts include provisions relating to the ownership and control of any Intellectual Property created for, during and at the end of a contract.
- 9.15. The Council is a relevant authority for the purpose of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. The Council will expect that contractors will support and assist the Council in discharging obligations in responding to requests for information.
- 9.16. The Council will preserve the highest standards of honesty, integrity, impartiality and objectivity and shall comply with the Council's Codes of Conduct and Rules at all times.
- 9.17. In awarding contracts the Council will generally evaluate offers received on the basis of either the lowest or the most economically advantageous tender; (MEAT), and within this where appropriate, will take into account a balance between cost and quality.
- 9.18. In any procurement the Council will ensure that the approach to the market is consistent with these principles.
- 9.19. The Procurement Unit will ensure that all relevant Council policies and procedures are complied with in any procurement publicity or process.
- 9.20. Fraud, Bribery and Corruption will not be tolerated and will be dealt with robustly by the Council. This includes compliance with related Acts and the Council's policies including the Whistleblowing Policy.

## 10. Performance Measures and Targets

10.1. Procurement activity, like all other Council activities, should be undertaken in a performance management environment. Procurement influences the attainment of some national performance indicators.

10.2. Projects are monitored through the Council's performance management arrangements. Significant projects and exemptions are monitored separately and reported to Elected Members.

10.3. The procurement unit delivery performance will be measured by:

- Professionally qualified procurement full time equivalents (FTE's) maintained as a % of total procurement FTE's in the team.
- Percentage of publicised invitations to tender (ITT) within 2 working days from receipt of specification sign-off from lead officers.
- Percentage of ITT processed and returned within two working days from submission deadline to lead officer for evaluation.
- Percentage of contract award notifications sent out within 2 working days from confirmation of tender acceptance from lead officer.
- Percentage of officers satisfied with Procurement service, (to be identified through satisfaction survey results).
- Audit measure of Procurement at least 'reasonable' level.

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## Appendix A

### STRATEGY ACTION PLAN

Action	Lead Officer(s)	Target Date	Expected Outcome	Resources	Progress Update	Actual Outturn
Staff development/training for those regularly procuring contracts.	Executive Director – Resources, Assistant Director of Finance and Resources and Procurement Unit.	Annual training session	That appropriate staff have the relevant knowledge and understanding to effectively undertake the procurement function. This should include procurement and legal staff and staff commissioning the services, works or goods. This will include equalities issues.			
Staff development/training for those who do not regularly procure contracts.	Executive Director – Resources, Assistant Director of Finance and Resources and Procurement Unit.		That appropriate staff have the relevant knowledge and understanding to effectively undertake the procurement function when required to do so and with knowledge of where to seek assistance. This will include equalities issues.			
Staff development/training on contract management.	Executive Director – Resources, Assistant Director of Finance and		That staff who are not used to managing a contractual relationship are given some guidelines.			

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	Resources and Procurement Unit.					
Develop electronic and other opportunities to promote how to do business with the Council e.g. Contracts Finder and Source Derbyshire	Executive Director – Resources, Assistant Director of Finance and Resources and Procurement Unit.		An Increased awareness amongst local business of how to tender for Council business.			
Ensure that procurement results in Value for money	Executive Director – Resources, Assistant Director of Finance and Resources and Procurement Unit.					
Strive for sustainability	Executive Director – Resources, Assistant Director of Finance and Resources and Procurement Unit.		Contracts resulting from reasoned evaluation of environmental factors such as materials, packaging and transportation			
Introduce a monitoring mechanism to establish how well the Council are using their procurement opportunities to advance their corporate aims. Annual review of Procurement outcomes.	Executive Director – Resources, Assistant Director of Finance and Resources and Procurement Unit.					
Ensure the Transparency Agenda is complied with by publishing upcoming contracts.	Executive Director – Resources, Assistant Director of Finance and Resources and Procurement Unit.					

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Review the equalities guidance given to prospective or existing contractors.	Executive Director – Resources, Assistant Director of Finance and Resources and Procurement Unit.					
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## Appendix B

The Rules – these are contained in the Council Constitution.

Links are:-

Bolsover – <http://www.bolsover.gov.uk/your-council/constitution>

## Appendix C

### Glossary of Document Terms and Acronyms

**Best Value:** Often defined as ‘value for money’, Best Value is the optimum combination of whole life costs and quality to meet the customer’s requirement.

**BME:** Black and Minority Ethnic.

**Collaboration:** In this context, public sector organisations that engage in a joint procurement for works, services or supplies with the intention of obtaining better value for money through economies of scale and reduced tendering costs.

**Commissioning:** Commissioning is the process of specifying, securing and monitoring services to meet people’s needs at a strategic level. (Source – Audit Commission)

**Competitive Tendering:** Awarding contracts following a process of obtaining competing tenders.

**Contract:** A binding agreement between two or more parties that is enforceable in law.

**Contract Management:** The activities of a buyer before, during and after a contract period to ensure that all parties to the contract fulfil their contractual obligations.

**The Rules:** Rules for procurement and award of contracts for goods and services which ensure open and transparent competition and protect the Council from any undue risk of challenges of anti-competitive behaviour. These are contained in the Council’s Constitution and are called Procurement Rules. In this Strategy they are referred to as the Rules.

**E-Procurement:** is the ability to publicise/purchase/sell through electronic trading via the Internet.

**Evaluation:** A detailed assessment and comparison of offers made by the Council in accordance with published criteria of responses to a request for quotations or tenders.

**Framework Agreement:** A framework agreement is a general term for agreements with suppliers which sets out terms and conditions under which specific purchases (call-offs) can be made throughout the term of the agreement.

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**Invitation to Tender (ITT):** A formal document inviting an organisation to tender to provide services or, supply goods to or carry out works for the Council. It will include the instructions for submitting a tender, the specification for the requirement, the criteria against which the tender will be assessed, the proposed terms and conditions for the contract and, sometimes, a business questionnaire.

**Key Performance Indicator (KPI):** KPIs are placed against certain elements of a contract or SLA and indicate the items that are to be measured to see if the contractor has achieved the required contract standard.

**Method Statement:** A document used in the invitation to quote or to tender which sets out specific questions for the bidder to answer to explain to the Council how a service is to be delivered/works to be carried out. It will be evaluated and form a part of the contract.

**Official Journal of the European Union (OJEU):** The on-line publication in which notices advertising a Council tender that fall within the EU thresholds must be placed at the start and end of all the procurement.

**Procurement:** Often used interchangeably with **Purchasing**. Procurement is the totality of acquisition starting from the identification of a requirement to the disposal of that requirement at the end of its life. It therefore includes pre-contract activities e.g. sourcing and post contract activities e.g. contract management, supplier relationship management activities. Procurement generally relates to goods, works and service(s) requirements.

**Public Procurement Directives:** The EU procurement Directives set out the legal framework for public procurement. They apply when public authorities and utilities seek to acquire goods, services, and works. They set out procedures which must be followed before awarding a contract when its value exceeds set thresholds.

**Quotation:** An offer by a supplier to supply goods or services or to carry out works requested either orally or in writing.

**Regulations:** The Public Contracts Regulations 2015 that implement the various EU Procurement Directives

**Risk Management:** Involves three key activities, risk analysis, risk assessment, and risk mitigation, all of which facilitate the taking of decisions and actions to control risk appropriately by providing a disciplined and objective approach. (Source: [www.cips.org](http://www.cips.org) Knowledge Summary on risk management)

**RFQ:** Request for Quotation.

**SME:** In this context Small and Medium Enterprises (businesses).

**Specification/Statement of Requirements:** A description of the requirements for the service or of the service to be provided.



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**Target Operating Model (TOM):** is a description of the desired state of the operating model of an organisation. A philosophy accepted as a way of working and operating\delivering services.

**Tender:** The offer submitted by the tenderer in response to the Invitation to Tender.

## Bolsover District Council

### Executive

6 December 2021

## MEDIUM TERM FINANCIAL PLAN – REVISED BUDGETS 2021/22

### Report of the Portfolio Holder for Finance

Classification: This report is public

Report By: Assistant Director of Finance and Resources

Contact Officer: Theresa Fletcher – 01246 242458  
theresa.fletcher@bolsover.gov.uk

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### **PURPOSE / SUMMARY**

To seek Executive approval of the 2021/22 revised budget for the General Fund, Housing Revenue Account and Capital Programme.

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### **REPORT DETAILS**

#### **1 General Fund Revenue Account**

- 1.1 The revised budget process is now complete and the proposed 2021/22 revised budget for the General Fund is attached at **Appendix 1**. The appendix shows the original budget for 2021/22 which was approved by Council in February 2021, the current budget which reflects budget transfers and approved changes during the financial year, and the proposed revised budget for 2021/22.
- 1.2 The revised budget on **Appendix 1** shows that Net Cost of Services has increased to £10.779m which is £0.472m above the original budget figures. This movement in the Net Cost of Services reflects approvals during the year to fund new expenditure, predominantly funded from either earmarked reserves, new grant allocations or new income received, since the original budget was set.
- 1.3 The original budget showed a funding deficit of £0.291m. The current budget position before changes from the revised budget process were included was a shortfall of £0.067m. This included the council tax increase of £0.110m and the quarter 1 vacancy savings of £0.117m.
- 1.4 **Table 1** below shows the revised budget position for 2021/22. During the revised budget process, finance have worked with budget managers to review all income and expenditure. Additional budget savings were captured as well

as unavoidable budget pressures. Government funding assumptions were updated where necessary and corporate costs such as debt charges and investment interest were also revised.

**Table 1**

	<b>2021/22 Original Budget £000</b>	<b>2021/22 Current Budget £000</b>	<b>2021/22 Revised Budget £000</b>
Budget Shortfall - MTFP Feb 2021	291	291	291
Efficiencies identified to date (removed from budget)	0	(224)	(210)
<b>Current Budget Shortfall</b>	<b>291</b>	<b>67</b>	<b>81</b>
Efficiencies Identified <u>not yet realised</u>	(210)	0	0
Pension costs to be funded by GF balance	(81)	(81)	(81)
<b>Closing Budget Surplus</b>	<b>0</b>	<b>(14)</b>	<b>0</b>

1.5 The revised budget funding gap is £0.080m which is the planned use of the general fund balance for 2021/22 as agreed in 2020/21. This was the £0.261m surplus which we added to the general fund balance in 2020/21 to fund the increased pension costs for each of the next 3 years.

1.6 The main variances between the current and revised budget positions (£0.067m and £0.080m) are given in **Table 2** below:

**Table 2**

	£000
Go Active - increase in income	(58)
Planning fees – increase in income	(83)
Q2 Salaries variances (net)	(76)
Debt Charges/Investment Interest	(74)
Net t/f to reserves including the NNDR Growth Protection Reserve	2,496
NNDR growth income from 2020/21 + 2021/22 ndr1	(1,002)
New burdens Covid funding for work done by staff	(165)

<i>Table 2 continued</i>	£000
Collection fund Covid transactions from reserves	(896)
Non-staff miscellaneous variances	(129)
<b>Net reduction in expenditure/increase in income</b>	<b>13</b>

1.7 An explanation of each of the variances in **table 2** is as follows:

- The higher than anticipated level of customers returning to the leisure centre has meant we can increase the estimate of income for the remainder of the year by £0.058m.
- Likewise the number of planning applications received so far this year means we've been able to increase the income budget by £0.083m.
- In the first 6 months of the year, £0.193m has been saved through vacancy management, maternity leave and changes due to restructuring. Each vacancy is considered to ensure there is still a business need for it before recruiting. The requirements of the service are also considered to ensure no negative impact is caused by delaying or changing the staffing provision. This reduction is net of a 1% increase which it has been necessary to add to the pay award estimate for the current year.
- Debt charges and investment interest budgets have been updated to reflect the 31<sup>st</sup> March position and this has resulted in combined reductions in cost of £0.074m.
- Net savings resulting from the revised budget process mean £1.766m more than estimated can be transferred to the NNDR Growth Protection Reserve. This reserve will be used to help mitigate against future changes to Government funding by allowing the flow of income back to general fund in a controlled and manageable manner. Net transfers to other reserves have increased by £0.730m.
- Our share of the business rates pool - redistributed growth, for 2020/21 was not known in time to be included in last year. Additionally, as is usual, the extra income calculated in the nndr1 return for the current year was not included in the original budget. This is completed in January each year after the MTFP process is complete. Therefore, we are able to increase the budget for NNDR income by £1.002m for 2021/22.
- We have received funding from Government to compensate us for the work our staff have done and continue to do, in relation to Covid-19. This amount was not known about to be included in the original budget and totals £0.165m.

- At 31<sup>st</sup> March 2021, a number of entries had to be carried out on the NNDR Collection fund which resulted in a temporary deficit. This is to be funded by the Government funding we received in 2020/21. The net transfer between the reserve and general fund grant account is £0.896m and this is a variance as it was not known about for the original budget.
  - The net movement in miscellaneous income and expenditure is a benefit to general fund of £0.129m. This is made up of a number of small increases and decreases.
- 1.8 The final position on the general fund revenue account will clearly be dependent on the actual financial performance out-turning in line with the revised budgets as there may be further costs and/or savings identified as the year progresses.
- 1.9 Government support for the Coronavirus pandemic has now ended and any loss of income still occurring is being funded by us. Any changes to the Government guidelines over the winter may have an effect on the level of this cost. **Appendix 2** details the net cost of each cost centre by Directorate.

### **Housing Revenue Account (HRA)**

- 1.10 The Housing Revenue Account revised budget for 2021/22 is set out in **Appendix 3** to this report.

#### Expenditure

- 1.11 Expenditure on the HRA is showing a net increase against current budgets of £0.476m.
- 1.12 The approval during the year of new expenditure to be funded by earmarked HRA reserves relates to £0.439m.
- 1.13 The council tax liability on the management and short-term void properties is an increase of £0.122m.
- 1.14 Vacancies of £0.070m have been removed from the budget after an increase of 1% has been added to the pay award estimate for 2021/22.

#### Income

- 1.15 In total, income is £0.182m lower than the current budget. The main variance is Dwelling rents which have been reduced by £0.278m since the original budget. The number of empty properties (voids) is higher than originally estimated. Members will be aware, this year voids have been between 3.17% in quarter 1 and 4.13% by quarter 2 which is higher than the original estimate of 3%.
- 1.16 The revised budget has been set with an estimate for voids of 4% for the remainder of 2021/22. This is to allow officers to embed new operating methods now bought in, on managing properties being held intentionally empty for capital schemes, to reduce the number of voids at any one time.

- 1.17 Income from Non-dwelling rents is also reduced, again in preparation for capital schemes to take place.
- 1.18 Income from both Housing Related Support schemes has increased since the current budget. This is due to Derbyshire County Council extending the Careline Service contracts until March 2022.
- 1.19 Taking account of the proposed budget changes detailed above, the HRA is anticipated to deliver a surplus in the current financial year of £0.006m, which is in-line with the current budget.

### **Capital Programme**

- 1.20 The Council's capital programme is shown in **Appendix 4**. It has been updated from the original budgets to reflect approvals within the year and the profiling of the individual schemes following approved changes by Members and from detailed discussions with budget officers.
- 1.21 As part of the revised budget process, officers have estimated the likely level of spend in the current financial year. As a result £4.677m has been removed from the current budget and put in 2022/23 as this is when the work is likely to be undertaken. The proposed estimated outturn for 2021/22 is therefore a budget of £22.359m.
- 1.22 The changes that are shown in the revised capital programme mean that the financing is adjusted accordingly to meet the anticipated spend. There are no issues to report with regard to the financing of the 2021/22 capital programme.

## **2 Reasons for Recommendation**

- 2.1 The purpose of this report is to set revised budgets as early as possible within the financial year to ensure that identified budget savings are realised, that all budget managers are working to the revised budgets and to allow any planned changes to be delivered.

## **3 Alternative Options and Reasons for Rejection**

### **3.1 General Fund and HRA**

Any surplus on the Council's two main revenue accounts will result in an increase in financial balances at the year-end which are available to protect services at a time of declining central government support. It is proposed that additional resources would be transferred to reserves in preparation for future expenditure.

### **3.2 Capital**

There are no alternative options being considered with regard to the proposed allocations from the Capital Programme budget as it ensures the Council's assets meet health and safety requirements in that they are maintained in a fit for purpose state that ensures they remain fully operational.

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## RECOMMENDATIONS

- 1 That Executive approves the revised General Fund budget for 2021/22 as set out in **Appendix 1** and detailed in **Appendix 2**.
- 2 That Executive approves the revised HRA budget for 2021/22 as set out in **Appendix 3**.
- 3 That Executive approves the revised Capital Programme for 2021/22 as set out within **Appendix 4**.

Approved by the Portfolio Holder - Cllr Clive Moesby, Executive Member for Finance

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## IMPLICATIONS

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**Finance and Risk:**            Yes             No

**Details:**

The issue of Financial Risks is covered throughout the report. In addition, however, it should be noted that the risk of not achieving a balanced budget is outlined as a key risk within the Council's Strategic Risk Register. While officers are of the view that these risks are being appropriately managed it needs to be recognised that continued reductions in budgets may mean that adverse variances arising from particular issues or pressures may not be able to be absorbed from favourable variances in other budgets

Similarly the income on the HRA needs to be carefully managed to ensure the HRA continues to be sustainable over the life of the 30 year business plan.

On Behalf of the Section 151 Officer

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**Legal (including Data Protection):**            Yes             No

**Details:**

There are no legal or data protection issues arising directly from this report.

On Behalf of the Solicitor to the Council

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**Staffing:**            Yes             No

**Details:**

There are no human resource issues arising directly from this report.

On behalf of the Head of Paid Service

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## DECISION INFORMATION

<b>Decision Information</b>	
<p><b>Is the decision a Key Decision?</b>  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><b>BDC:</b>  Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/></p> <p><b>NEDDC:</b>  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><b>Is the decision subject to Call-In?</b>  (Only Key Decisions are subject to Call-In)</p>	No
<b>District Wards Significantly Affected</b>	None
<p><b>Consultation:</b>  Leader / Deputy Leader <input checked="" type="checkbox"/> Cabinet / Executive <input type="checkbox"/></p> <p>SAMT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/></p> <p>Members <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/></p>	<p>Yes</p> <p>Details:  Portfolio Holder</p>

**Links to Council Ambition (BDC)/Council Plan (NED) priorities or Policy Framework including Climate Change, Equalities, and Economics and Health implications.**

## DOCUMENT INFORMATION

Appendix No	Title
1	General Fund Summary
2	General Fund Detail
3	HRA Summary
4	Capital Programme
5	Treasury Management Update
<p><b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)</p>	
None	



**BOLSOVER DISTRICT COUNCIL  
GENERAL FUND**

**APPENDIX 1**

Description	Original Budget 2021/22 £	Current Budget 2021/22 £	Revised Budget 2021/22 £
Corporate Resources	3,593,153	3,856,924	3,466,499
Development	1,840,284	2,010,502	2,024,104
Environment and Enforcement	4,865,102	5,265,812	5,171,020
<u>S106 Expenditure</u>			
Corporate Resources	8,633	154,890	156,430
Development	0	(38,996)	(38,996)
<b>Net Cost of Services</b>	<b>10,307,172</b>	<b>11,249,132</b>	<b>10,779,057</b>
Debt Charges	967,656	967,656	925,686
Investment Interest	(56,972)	(56,972)	(89,167)
<b>Appropriations:</b>			
Contributions to Reserves	763,785	763,785	910,740
Contribution from Earmarked Reserves	(523,647)	(4,899,057)	(4,374,323)
Contribution from NNDR Growth Protection Reserve	439,964	52,474	1,818,693
Contribution from Grant Accounts	(5,320)	(5,320)	(5,320)
Contribution from Holding Accounts	(245,361)	(463,586)	(444,444)
Contribution from S106 Holding A/cs	(8,633)	(115,894)	(117,434)
<b>TOTAL EXPENDITURE</b>	<b>11,638,644</b>	<b>7,492,218</b>	<b>9,403,488</b>
Parish Precepts	3,294,344	3,294,344	3,294,344
<b>TOTAL SPENDING REQUIREMENT</b>	<b>14,932,988</b>	<b>10,786,562</b>	<b>12,697,832</b>
Revenue Support Grant	(1,194,913)	(1,194,913)	(1,194,913)
Business Rates Retention	(4,752,753)	(4,752,753)	(5,754,814)
Business Rates collection fund deficit due to Covid reliefs	0	0	3,196,936
New Homes Bonus Grant	(258,817)	(258,817)	(258,817)
Lower Tier Services Grant	(228,904)	(228,904)	(228,904)
Council Tax	(7,177,461)	(7,287,314)	(7,287,314)
COVID-19 Related Support	(791,591)	3,240,324	(852,291)
<b>TOTAL FUNDING</b>	<b>(14,641,483)</b>	<b>(10,719,421)</b>	<b>(12,617,161)</b>
<b>FUNDING GAP</b>	<b>291,505</b>	<b>67,141</b>	<b>80,671</b>

## APPENDIX 2

List of net budgets per cost centre per directorate

	<b>Original Budget 2021/22 £</b>	<b>Current Budget 2021/22 £</b>	<b>Revised Budget 2021/22 £</b>	
G001	Audit Services	123,520	123,520	123,903
G002	I.C.T.	903,400	911,900	869,366
G003	Communications, Marketing + Design	333,154	315,160	285,944
G006	Partnership, Strategy + Policy	428,117	431,768	453,250
G011	Head of Leader's Executive Team	70,415	70,415	71,219
G012	Community Champions	0	116,434	126,077
G014	Customer Contact Service	762,884	763,494	760,440
G015	Customer Service + Improvement	127,943	127,943	117,015
G016	Skills Audit	0	49,999	34,840
G038	Concessionary Fares + TV Licenses	(10,453)	(10,453)	(10,283)
G040	Corporate Management	171,431	171,431	170,565
G041	Non Distributed Costs	688,609	688,609	685,609
G044	Financial Services	313,726	301,990	303,739
G052	Human Resources	218,090	220,284	220,635
G054	Electoral Registration	185,021	181,996	182,130
G055	Democratic Representation + Management	530,725	530,725	534,284
G056	Land Charges	(3,248)	(3,248)	1,099
G057	District Council Elections	5,000	5,000	16,688
G058	Governance	259,371	251,659	307,729
G060	Legal Services	242,253	242,253	254,969
G061	Bolsover Wellness Programme	79,103	78,325	120,549
G062	Extreme Wheels	4,064	4,064	(6,758)
G064	Bolsover Sport	140,889	143,589	140,734
G065	Parks, Playgrounds + Open Spaces	37,469	40,159	39,832
G069	Arts Projects	49,543	49,543	49,930
G070	Outdoor Sports + Recreation Facilities	19,567	19,567	19,849
G072	Leisure Services Mgmt + Admin	267,010	267,010	261,096
G084	AD of Transformation + Organisation	38,289	38,289	37,638
G086	Alliance	7,250	7,250	5,250
G094	Director of Corporate Resources	55,581	55,581	18,954
G100	Benefits	487,394	475,609	317,857
G103	Council Tax / NNDR	400,929	421,706	222,077
G111	Shared Procurement	44,584	44,584	46,779
G117	Payroll	75,997	75,997	73,228
G125	S106 Percent for Art	0	1,815	1,815

## APPENDIX 2

List of net budgets per cost centre per directorate

	Original Budget 2021/22 £	Current Budget 2021/22 £	Revised Budget 2021/22 £
G126 S106 Formal + Informal Recreation	8,633	44,318	45,858
G129 Bolsover Apprenticeship Programme	0	0	(2,000)
G146 Pleasley Vale Outdoor Activity Centre	59,140	59,140	54,218
G155 Customer Services (Complaints)	31,175	31,175	36,596
G157 Controlling Migration Fund	0	119,636	121,469
G161 Rent Rebates	(92,577)	(92,577)	(112,204)
G162 Rent Allowances	(39,293)	(39,293)	24,701
G164 Support Recharges	(4,020,859)	(4,020,859)	(4,020,859)
G168 Multifunctional Printers	39,900	39,900	39,900
G170 S106 Outdoor Sports	0	108,757	108,757
G179 School Sports Programme	0	0	(5,377)
G180 Special Events	0	0	(317)
G191 Bolsover Community Lottery	0	0	(2,290)
G192 Scrutiny	22,458	22,458	22,626
G195 AD of Governance + Monitoring	38,742	38,742	39,192
G197 AD of Finance + Resources	71,389	71,389	72,077
G204 Construction Skills for the Unemployed	4,000	4,000	4,000
G207 Balanceability	0	120	1,586
G218 I-Venture/Namibia Bound	(9,516)	(9,516)	(9,516)
G220 Locality Funding	0	(20,665)	(20,665)
G228 Go Active Clowne Leisure Centre	238,170	238,170	171,289
G238 HR Health + Safety	105,572	115,727	96,763
G241 Community Rail	0	0	(26,025)
G244 Bolsover Business Growth Fund	87,225	87,225	125,102
<b>Total for Corporate Resources Directorate</b>	<b>3,601,786</b>	<b>4,011,814</b>	<b>3,622,929</b>
G073 Planning Policy	252,935	283,785	295,092
G074 Planning Development Control	5,147	322	(97,232)
G076 Planning Enforcement	122,895	117,721	115,994
G079 Senior Urban Design Officer	22,348	22,348	22,698
G080 Engineering Services (ESRM)	99,800	99,800	98,081
G082 Tourism Promotion + Development	13,774	17,140	17,025
G083 Building Control Consortium	55,000	55,000	55,000
G085 Economic Development	29,425	97,430	97,130
G088 Derbyshire Economic Partnership	15,000	15,000	15,000
G089 Premises Development	(44,456)	(46,286)	(38,122)

## APPENDIX 2

List of net budgets per cost centre per directorate

	<b>Original Budget 2021/22 £</b>	<b>Current Budget 2021/22 £</b>	<b>Revised Budget 2021/22 £</b>	
G090	Pleasley Vale Mills	(63,905)	(58,858)	(56,388)
G091	CISWO Duke St Building	5,000	5,000	7,000
G092	Pleasley Vale Electricity Trading	(62,000)	(62,000)	(62,000)
G095	Estates + Property	529,278	530,087	526,123
G096	Building Cleaning (General)	102,649	102,649	103,546
G099	Catering	500	500	500
G109	Director of Development	110,353	110,353	114,231
G110	AD of Planning + Development	70,934	70,934	71,718
G114	Strategic Investment Fund	0	0	30,984
G128	S106 - Community Facilities	0	(58,460)	(58,460)
G132	Planning Conservation	82,169	82,169	82,885
G133	The Tangent Business Hub	(51,297)	(51,297)	(54,356)
G138	Bolsover TC Regeneration Scheme	0	19,745	19,745
G151	Street Lighting	37,625	37,625	37,625
G156	The Arc	107,985	106,765	142,717
G167	Facilities Management	11,038	13,724	13,724
G169	Closed Churchyards	10,000	10,000	10,000
G172	S106 Affordable Housing	0	1,116	1,116
G188	Cotton Street Contact Centre	29,080	29,080	29,745
G193	Business Growth Management + Admin	341,930	367,264	391,165
G200	AD of Housing Repairs + Property Services	7,077	7,077	7,049
G227	S106 - Public Health	0	18,348	18,348
G237	Joint Venture (LLP)	0	27,425	27,425
<b>Total for Development Directorate</b>				
	<b>1,840,284</b>	<b>1,971,506</b>	<b>1,985,108</b>	
G007	Community Safety - Crime Reduction	58,975	49,981	52,179
G010	Neighbourhood Management	66,196	66,196	65,268
G013	Community Action Network	270,803	278,182	291,881
G017	Private Sector Housing Renewal	82,919	82,919	83,845
G018	Environmental Health - Covid Team	36,519	36,519	(91,770)
G020	Public Health	(70,000)	(70,000)	(98,000)
G021	Pollution Reduction	220,044	220,044	202,492
G022	Env Health - Health + Safety	0	0	(470)
G023	Pest Control	31,357	31,357	45,594
G024	Street Cleansing	321,057	322,619	319,979
G025	Food, Health & Safety	125,691	125,691	133,331

## APPENDIX 2

List of net budgets per cost centre per directorate

	<b>Original Budget 2021/22 £</b>	<b>Current Budget 2021/22 £</b>	<b>Revised Budget 2021/22 £</b>
G026 Animal Welfare	116,375	116,375	99,136
G027 Emergency Planning	16,447	19,556	135,172
G028 Domestic Waste Collection	926,306	972,819	979,449
G032 Grounds Maintenance	707,746	714,804	694,635
G033 Vehicle Fleet	805,262	904,024	973,410
G036 Environmental Health Mgmt & Admin	241,987	241,987	239,970
G043 Director of Environment + Enforcement	56,006	56,006	95,291
G046 Homelessness	177,776	177,776	159,170
G048 Town Centre Housing	(10,600)	(10,600)	(10,600)
G053 Licensing	30,965	30,965	25,591
G097 Groundwork + Drainage Operations	69,634	68,809	69,693
G106 Housing Anti Social Behaviour	109,191	109,191	120,379
G113 Parenting Practitioner	35,836	35,836	35,481
G123 Riverside Depot	168,034	174,514	153,407
G124 Street Servs Mgmt + Admin	19,747	20,047	44,984
G135 Domestic Violence Worker	43,126	43,126	43,468
G142 Community Safety - CCTV	0	6,407	6,407
G143 Housing Strategy	58,597	58,597	52,441
G144 Enabling (Housing)	40,578	40,578	34,402
G148 Commercial Waste	(140,600)	(140,600)	(145,758)
G149 Recycling	145,875	375,354	254,178
G153 Housing Advice	14,361	14,361	15,295
G176 Affordable Warmth	21,271	21,271	21,124
G198 AD of Enforcement + Housing Management (GF)	28,154	28,154	28,362
G199 AD of Street Scene	38,467	38,467	39,851
G229 Housing Standards	0	0	(2,500)
G239 Housing + Comm Safety Fixed Penalty Acc	1,000	4,480	4,253
<b>Total for Environment + Enforcement Directorate</b>	<b>4,865,102</b>	<b>5,265,812</b>	<b>5,171,020</b>
<b>Total Net Cost of Services</b>	<b>10,307,172</b>	<b>11,249,132</b>	<b>10,779,057</b>

### APPENDIX 3

#### Housing Revenue Account

	Original Budget 2021/22 £	Current Budget 2021/22 £	Revised Budget 2021/22 £
<b>Expenditure</b>			
Repairs and Maintenance	5,223,954	5,224,954	5,283,929
Rents, Rates, Taxes + Other Charges	191,708	191,708	302,766
Supervision and Management	5,389,863	5,377,073	5,499,360
Special Services	458,212	458,212	426,341
Housing Related Support - Wardens	635,544	635,544	611,483
Housing Related Support - Central Control	272,954	272,954	306,714
Tenants Participation	71,850	84,640	84,405
New Build Schemes Evaluations	400,000	400,000	600,000
New Bolsover Project	5,000	5,000	4,808
Leasehold Flats	-	-	6,606
Debt Management Expenses	8,240	8,240	8,146
<b>Total Expenditure</b>	<b>12,657,325</b>	<b>12,658,325</b>	<b>13,134,558</b>
<b>Income</b>			
Dwelling Rents	(20,819,238)	(20,819,238)	(20,541,465)
Non-dwelling Rents	(140,709)	(140,709)	(112,812)
Leasehold Flats and Shops Income	(14,480)	(14,480)	(14,480)
Repairs and Maintenance	(12,500)	(13,500)	(17,538)
Supervision and Management	(562)	(562)	(562)
Special Services	(44,663)	(44,663)	(32,145)
Housing Related Support - Wardens	(294,387)	(294,387)	(404,924)
Housing Related Support - Central Control	(283,872)	(283,872)	(304,466)
New Bolsover Project	-	-	(808)
<b>Total Income</b>	<b>(21,610,411)</b>	<b>(21,611,411)</b>	<b>(21,429,200)</b>
<b>Net Cost of Services</b>	<b>(8,953,086)</b>	<b>(8,953,086)</b>	<b>(8,294,642)</b>
<b>Appropriations:</b>			
Increase in Bad Debt Provision	180,000	180,000	180,000
Capital Interest Costs	3,190,231	3,190,231	3,170,593
Investment Interest Income	(1,435)	(1,435)	(1,335)
Depreciation	4,274,630	4,274,630	4,274,630
Transfer to Major Repairs Reserve	1,112,070	1,112,070	1,112,070
Contribution to HRA Reserves	630,000	630,000	430,000
Use of HRA Earmarked Reserves	(400,000)	(400,000)	(838,906)
Contribution from HRA Balance	(38,693)	(38,693)	(38,693)
<b>Net Operating (Surplus)</b>	<b>(6,283)</b>	<b>(6,283)</b>	<b>(6,283)</b>

## CAPITAL PROGRAMME SUMMARY

## APPENDIX 4

	Original Budget 2021/22 £	Current Budget 2021/22 £	Revised Budget 2021/22 £
<b>General Fund</b>			
<b>Asset Management Plan</b>			
Investment Properties	0	4,799	4,799
Leisure Buildings	0	30,359	30,359
Pleasley Vale Business Park	0	135,309	105,078
Riverside Depot	0	39,174	7,159
The Arc	0	103,774	103,774
The Tangent	0	15,000	15,000
Asset Management Plan not yet allocated to an individual scheme	260,000	16,285	78,531
	<b>260,000</b>	<b>344,700</b>	<b>344,700</b>
<b>Engineering Asset Management Plan</b>			
Car Parks	25,000	25,000	25,000
Shelters	10,000	10,000	10,000
Lighting	15,000	15,000	15,000
Church yards	0	17,000	16,758
	<b>50,000</b>	<b>67,000</b>	<b>66,758</b>
<b>Assets</b>			
Car Parking at Clowne	0	13,416	13,416
Pleasley Vale Mill - Dam Wall	0	100,410	3,796
Electric Charging Points	0	37,107	27,828
Commercial Buildings on Portland St	0	120,000	120,000
Shirebrook Crematorium	0	242,000	242,000
	<b>0</b>	<b>512,933</b>	<b>407,040</b>
<b>ICT Schemes</b>			
ICT infrastructure	137,000	268,356	217,333
	<b>137,000</b>	<b>268,356</b>	<b>217,333</b>
<b>Leisure Schemes</b>			
Playing Pitch Improvements (Clowne)	0	762,500	762,500
Go Active Café Equipment	20,000	0	0
Gym Equipment & Spin Bikes	365,000	392,100	392,100
Go Active Equipment	15,000	7,900	15,000
Go Active Gym Flooring	0	40,000	40,000
Toning Tables	0	80,000	80,000
	<b>400,000</b>	<b>1,282,500</b>	<b>1,289,600</b>
<b>Private Sector Schemes</b>			

## CAPITAL PROGRAMME SUMMARY

## APPENDIX 4

	Original Budget 2021/22 £	Current Budget 2021/22 £	Revised Budget 2021/22 £
Disabled Facility Grants	999,472	1,134,054	500,000
	<b>999,472</b>	<b>1,134,054</b>	<b>500,000</b>
<b>Financial Schemes</b>			
Economic Loan Fund - Capital	0	10,000	10,000
	<b>0</b>	<b>10,000</b>	<b>10,000</b>
<b>Joint Venture</b>			
Dragonfly Joint Venture Shares	0	369,150	519,150
Dragonfly Joint Venture Loan	0	1,753,202	1,753,202
	<b>0</b>	<b>2,122,352</b>	<b>2,272,352</b>
<b>Vehicles and Plant</b>			
Vehicle Fleet Management System	0	3,260	0
Vehicle Replacements	999,000	1,293,257	1,222,256
Vehicle Wash Area	0	1,000	1,000
CAN Rangers Equipment	0	14,231	14,231
	<b>999,000</b>	<b>1,311,748</b>	<b>1,237,487</b>
<b>Total General Fund</b>	<b>2,845,472</b>	<b>7,053,643</b>	<b>6,345,270</b>

## Housing Revenue Account

### New Build Properties

Avant Creswell	490,000	583,736	583,736
Ashbourne Extension	0	100,000	100,000
Bolsover Homes-yet to be allocated	9,000,000	5,542,810	1,500,000
Keepmoat Properties at Bolsover	57,500	194,267	194,267
Langwith/Shirebrook Architects	0	90,000	90,000
Sandy Lane/Thorpe Ave Whitwell	0	3,226,650	3,226,650
The Whitwell Cluster	1,456,998	1,456,998	1,456,998
West Street Langwith land purchase	0	40,540	40,540
	<b>11,004,498</b>	<b>11,235,001</b>	<b>7,192,191</b>

### Vehicle Replacements

	204,000	225,000	288,000
	<b>204,000</b>	<b>225,000</b>	<b>288,000</b>

### Public Sector Housing

Bramley Vale	750,000	482,000	50,000
Electrical Upgrades	125,000	125,000	125,000
Environmental Works	50,000	85,976	85,976
External Door Replacements	20,000	128,741	128,741
External Wall Insulation	400,000	1,954,000	1,954,000



## CAPITAL PROGRAMME SUMMARY

## APPENDIX 4

	Original Budget 2021/22 £	Current Budget 2021/22 £	Revised Budget 2021/22 £
Flat Roofing	40,000	40,000	40,000
Heating Upgrades	0	20,000	120,000
House Fire Damage	0	109,723	109,723
Kitchen Replacements	200,000	200,000	200,000
Public Sec Housing - not yet allocated	0	0	332,000
Re Roofing	750,000	1,000,000	1,000,000
Regeneration Mgmt. & Admin	94,888	94,888	94,888
Safe & Warm	2,361,000	2,066,664	2,066,664
Soffit and Facia	30,000	30,000	30,000
Unforeseen Reactive Capital Works	165,812	137,827	137,827
Welfare Adaptations	400,000	415,425	415,425
	<b>5,386,700</b>	<b>6,890,244</b>	<b>6,890,244</b>
<b>HRA ICT Schemes</b>			
Careline Upgrade	0	46,000	46,000
Open Housing	40,000	98,727	118,233
	<b>40,000</b>	<b>144,727</b>	<b>164,233</b>
<b>New Bolsover Scheme</b>			
New Bolsover-Regeneration Scheme	1,200,000	1,478,696	1,478,696
	<b>1,200,000</b>	<b>1,478,696</b>	<b>1,478,696</b>
<b>Total HRA</b>	<b>17,835,198</b>	<b>19,973,668</b>	<b>16,013,364</b>
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>20,680,670</b>	<b>27,027,311</b>	<b>22,358,634</b>

## Capital Financing

### General Fund

Better Care Fund	(999,472)	(1,134,054)	(500,000)
Reserves	(1,396,000)	(4,828,368)	(5,230,400)
Capital Receipts	(450,000)	(467,072)	0
External Funding	0	(624,149)	(614,870)
	<b>(2,845,472)</b>	<b>(7,053,643)</b>	<b>(6,345,270)</b>

### HRA

Major Repairs Allowance	(5,386,700)	(6,229,217)	(6,229,217)
Prudential Borrowing	(10,060,148)	(1,155,885)	(1,155,885)
Vehicle Reserve	(244,000)	(369,727)	(452,233)
Development Reserve	(1,543,000)	(1,608,615)	(1,608,615)
Bolsover Homes Capital Reserve	0	(9,000,000)	(4,331,107)
Capital Receipts	(601,350)	(670,501)	(670,501)

**CAPITAL PROGRAMME SUMMARY****APPENDIX 4**

	<b>Original Budget 2021/22 £</b>	<b>Current Budget 2021/22 £</b>	<b>Revised Budget 2021/22 £</b>
External Funding	0	(939,723)	(1,565,806)
	<b>(17,835,198)</b>	<b>(19,973,668)</b>	<b>(16,013,364)</b>
<b>TOTAL CAPITAL FINANCING</b>	<b>(20,680,670)</b>	<b>(27,027,311)</b>	<b>(22,358,634)</b>

## Bolsover District Council

### Executive

6<sup>th</sup> December 2021

#### Ambition Targets Performance Update – July to September 2021 (Q2 – 2021/22)

#### Report of Councillor McGregor, Portfolio Holder for Corporate Governance

Classification: This report is public

Report By: Kath Drury, Information, Engagement and Performance Manager

Contact Officer: Kath Drury, Information, Engagement and Performance Manager

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#### **PURPOSE / SUMMARY**

To report the Quarter 2 outturns for the Council's Ambition targets 2020-2024

Out of the 31 targets:

- 20 (65%) are on track
  - 1 (3%) continues to be affected by Covid 19
  - 3 (10%) have been placed on alert (as unlikely to meet their outturns in 21/22)
  - 1 (3%) achieved (partially) this quarter, and
  - 6 (19%) achieved previously.
- 

#### **REPORT DETAILS**

##### **1 Background**

1.1 The attached appendix contains the performance outturn as of 30th September 2021.

##### **2. Details of Proposal or Information**

2.1 The attached contains the performance outturn as of 30th September 2021 (Information compiled on 16<sup>th</sup> November 2021).

2.2 A summary by Council Ambition aim is provided below:

##### **2.3 Our Customers – Providing excellent and accessible services**

- 10 targets in total
- 8 targets are on track

- 1 target has been placed on alert as it is unlikely to meet its intended outturn in 2021/22:
  - **CUS.07** - *Reduce average relet times for standard voids (council properties) to 20 calendar days by March 2021 and maintain thereafter*
- 1 target continues to be affected by Covid19 (CUS 09)

## 2.4 **Our Environment – protecting the quality of life for residents and businesses, meeting environmental challenges and enhancing biodiversity**

- 11 targets in total
- 6 targets are on track
- 2 targets have been placed on alert as they are unlikely to meet their intended outturns in 2021/22:
  - **ENV.06** - *Increase the number of fixed penalty notices issued for litter and dog fouling offences by 20% over 5 years (2023/24).*
  - **ENV.08** - *Bring 5 empty properties back into use per year through assistance and enforcement measures.*
- 3 targets achieved previously (ENV 07, ENV 09, ENV 10)

## 2.5 **Our Economy – by driving growth, promoting the District and being business and visitor friendly**

- 10 targets in total
- 6 targets are on track
- 1 target partially achieved this time
  - **ECO.08** - *Deliver identified transformation projects and initiatives which forecast to deliver £1m of revenue efficiencies or additional income by 2023.*
- 3 target achieved previously (ECO 09, ECO 04, ECO 01)

2.6 Details have been provided in the appendix for those at exception including those affected by Covid19.

## **3 Reasons for Recommendation**

3.1 Out of the 31 Council plan targets, 20 are on track (65%), 1 has been affected by Covid 19 (3%), 3 are on alert (10%), 1 partially achieved this time (3%) and 6 achieved previously (16%).

3.2 This is an information report to keep Members informed of progress against the Council Ambition targets noting achievements and any areas of concern.

## **4 Alternative Options and Reasons for Rejection**

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

## **RECOMMENDATIONS**

1. That quarterly outturns against the Council Ambition 2020-2024 targets be noted.

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## IMPLICATIONS

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**Finance and Risk:**      Yes       No

**Details:**

On Behalf of the Section 151 Officer

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**Legal (including Data Protection):**      Yes       No

**Details:**

On Behalf of the Solicitor to the Council

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**Staffing:**      Yes       No

**Details:**

On behalf of the Head of Paid Service

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## DECISION INFORMATION

Decision Information	
<b>Is the decision a Key Decision?</b> 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:  <b>BDC:</b> Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input checked="" type="checkbox"/> <b>NEDDC:</b> Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
<b>Is the decision subject to Call-In?</b> (Only Key Decisions are subject to Call-In)	No
<b>District Wards Significantly Affected</b>	None
<b>Consultation:</b> Leader / Deputy Leader <input type="checkbox"/> Cabinet / Executive <input type="checkbox"/> SAMT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Cabinet Members/SLT informed on route via the quarterly performance process  Details: Ward Members

**Links to Council Ambition (BDC)/Council Plan (NED) priorities or Policy Framework including Climate Change, Equalities, and Economics and Health implications.**





All

**DOCUMENT INFORMATION**

Appendix No	Title
1	Council Ambition Performance Update – Q2 July to September 2021
<p><b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)</p>	
All details on the PERFORM system	

**Bolsover District Council**  
**Council Ambition Performance Update – Q2 – July to September 2021**

**Status Key**

<b>Target Status</b>	Usage
 On Track	The target is progressing well against the intended outcomes and intended date.
 Achieved	The target has been successfully completed within the target date.
 Alert	<ul style="list-style-type: none"> <li>• To reflect any target that does not meet the expected outturn for the reporting period (quarterly).</li> <li>• The target is six months off the intended completion date and the required outcome may not be achieved.</li> <li>• To flag annual targets within a council plan period that may not be met.</li> </ul>
 Covid Affected	The target has been affected by the Covid 19 Pandemic

**79 Council ambition targets achieved and by exception**

**Partially achieved**

<p>ECO.08 - Deliver identified transformation projects and initiatives which forecast to deliver £1m of revenue efficiencies or additional income by 2023.            Note This covers transformation programme 2 which started in 2018</p>	<p>Resources  <i>Cllr Moesby</i></p>	<p><b>Partially Achieved</b></p>	<p>The tracking of this target has stopped. The deficit reduction strategy is now based upon growth and the Council’s investments relating to the development company. The 5% and 10% budget reduction work in relation to the transformation programme has been paused and is not the preferred strategy for deficit reduction.</p> <p>A continuous approach to improvement and transformation is expected to be embedded throughout the entire organisation and will no longer be dealt with as a specific project.</p> <p>The Medium Term Financial Plan (MTFP) has been adjusted to take into account the deficit reduction strategy ‘Bridging the Gap’ i.e. plans for growth, increased council tax and business rates. The revised MTFP will</p>
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			<p>be presented to Members in the usual way through Council.</p> <p>Note: £880k (88% of target) of the target achieved or forecast to achieve, up to Oct 2020 when the approach was changed. Additional income is expected to far exceed the remaining £120k remaining within the original target.</p>
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## Alert

08

<p>CUS.07 - Reduce average relet times for standard voids (council properties) to 20 calendar days by March 2021 and maintain thereafter</p>	<p>Strategy and Development</p> <p><i>Cllr Peake</i></p>	<p>Alert</p>	<p>The current average time for minor voids is 89 days. The measures previously reported are starting to take effect and there remains a huge focus on reducing void times. Following feedback from a number of members we are also looking at Decoration, Wet rooms, Clearances and other elements of voids to see where and if further improvements can be made.</p> <p>The outturn has improved each quarter during 2021/22 and remains a priority area for the team and management.</p> <p>Note: Placed on alert as unlikely to hit the target by March 2022.</p>
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<p>ENV.08 - Bring 5 empty properties back into use per year through assistance and enforcement measures.</p>	<p>Strategy &amp; Development</p> <p><i>Cllr Peake</i></p>	<p>Alert</p>	<p>2 long term empty properties have been brought back into use through Council intervention during 2021/22 with a further 4 that are in the process of being brought back into use.</p> <p>The freedom project have started work on a long term problematic empty property in Bolsover, to bring it back into use as affordable housing. They are also still exploring ways to fund the renovation and return to use of a long term empty property in Langwith. If this isn't viable, the Council will force the sale of the property to bring it back into use.</p> <p>Action Housing have commenced renovation works on a long term empty property in Whitwell which will see further affordable housing being delivered.</p>
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			<p>A long term problematic property in Palterton has recently been renovated and brought back into use through a partnership with an energy company. The property will be offered as private rented accommodation.</p> <p><u>Note:</u> Placed on alert as unlikely to hit the target of 5 by March 2022 however the team continues to work hard with partners to bring back empty properties into use.</p>
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<p>ENV.06 - Increase the number of fixed penalty notices issued for litter and dog fouling offences by 20% over a five year period (2024/25).</p>	<p>Resources <i>Cllr Watson</i></p>	<p>Alert</p>	<p>Face to face enforcement patrols have now resumed. Incremental annual targets have been set to achieve a 20% increase on the baseline year by 2024-25, however it is unlikely that the overall annual target will be achieved this year as an increase was not achievable within the Covid restrictions. The team is currently recruiting to two vacancies; with operational capacity 40% below establishment it has not been possible to 'over perform' to make up for the impact of Covid.</p> <p>8 FPN issued 2020-21 - Target 59 2021-22</p>
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### Covid Affected

<p>CUS.09 - Increase participation/attendances in leisure, sport, recreation, health, physical and cultural activity by 3,000 per year.</p>	<p>Resources <i>Councillor Downes</i></p>	<p>Covid Affected</p>	<p>The Go Active facility reopened fully on 19th July 2021 and outreach work commenced in schools and community sessions. For the half year we attracted 120,602 users to our sessions</p>
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## Council ambition target full listing by aim

### Aim: Our Customers – providing excellent and accessible services

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 2021/22 Progress Update
CUS.01 - Measure customer satisfaction in all front facing service areas at least every two years on a rolling programme	Resources <i>Cllr McGregor</i>	<p>Continued high levels of satisfaction have been reported through the Citizens Panel - 90% overall satisfaction with the burgundy and green bin service respectively and 93% for the black bin service. More information is available on the published Citizens' Panel Report June 2021 on Ask Derbyshire - <a href="https://www.askderbyshire.gov.uk/index.php/component/consultation/324?view=consultation">https://www.askderbyshire.gov.uk/index.php/component/consultation/324?view=consultation</a>.</p> <p>Housing currently have the STAR (survey of tenants and residents) survey out in the field for completion.</p>
CUS.02 - Improve the overall performance and usability of the website by achieving a minimum score of 90% using the Silktide* tool by Dec 2022.	Resources <i>Councillor Downes</i>	<p>The latest figures from Silktide show the following: Content - 90 (excellent); Accessibility - 84 (great); User Experience - 93 (excellent); Marketing - 90 (excellent). Please note that the scores continually change depending upon the pages and documents added.</p>
CUS.03 - Ensure that at least 50% of transactions are made through digital channels by Dec 2024	Resources <i>Cllr Downes</i>	<p>Customer Services data for Q2 :</p> <p>Online Digital Transactions - 30,672 this is including Housing Revenues and Planning online forms accessed via the website</p> <p>Tel and Non Digital contact - 42,723 all staff assisted transactions</p> <p>Total contact transactions 73,335 = 42% via a digital method</p>
CUS.04 - Work with partners to deliver the	Strategy & Development	<p>Development of the priorities and understanding gaps in provision continue with mapping across the partnership to understand current provision to then identify our</p>

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 2021/22 Progress Update	
Sustainable Communities Strategy and publish an evaluation report annually	Cllr Dooley		focus. The new themes are: Increasing Prosperity Strengthen Resilience for individuals and communities Promoting inclusion and/ increasing connectivity Vulnerable Groups Young People
CUS.05 - Monitor performance against the corporate equality objectives and publish information annually	Resources Cllr McGregor	On track	A second year review of the Council's Single Equality Scheme 2019-2023 and its equality objectives has taken place. A report will be going to SMT on 14/10/21 and then onto Executive. Thereafter it will be published and publicised. The draft review includes many varied examples of improvements and support to enhance the lives of residents, customers and staff.
CUS.06 - Prevent homelessness for more than 50% of people who are facing homelessness each year	Resources Cllr Peake	On track	56 approaches from people facing homelessness. 15 cases prevented from becoming homeless (this includes 40 cases still open) Equates to 98% prevented
CUS.07 - Reduce average relet times for standard voids (council properties) to 20 calendar days by March 2021 and maintain thereafter	Strategy and Development Cllr Peake	Alert	<p>The current average time for minor voids is 89 days. The measures previously reported are starting to take effect and there remains a huge focus on reducing void times. Following feedback from a number of members we are also looking at Decoration, Wet rooms, Clearances and other elements of voids to see where and if further improvements can be made.</p> <p>The current average for Minor (Standard voids) is 100 days. In the last quarter we have met a number of times to look at the end to end process and identify where improvements can be made through closer working. The delay on the lifting of restrictions has meant that we are now looking at the 1st of September to begin undertaking pre-termination inspections. We are also looking at how advertising properties earlier in the void process can deliver additional improvements. We have also undertaken a number of void visits with members and are keen to continue this</p>

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 2021/22 Progress Update	
			with other members who may be interested in learning more about the process and reasoning behind void inspections.
CUS.08 - Maintain high levels of tenant satisfaction with council housing and associated services	Resources <i>Cllr Peake</i>	On Track	<p>The Star survey has been agreed and is being sent out to all tenants which will cover all aspects of the Housing service both Housing Management and Repairs. This is a national survey which will allow us to compare accurately with other organisations. We continue to receive a much greater % of compliments than complaints.</p> <p>All operatives have been tasked with asking tenants to complete the questionnaire wherever comfortable to do so. The new open housing reporting tool still not interfacing with PDA data but IT are working on a solution. Data is being collated ready for when IT can extract it for reports.</p>
CUS.09 - Increase participation/attendances in leisure, sport, recreation, health, physical and cultural activity by 3,000 per year.	Resources <i>Councillor Downes</i>	Covid Affected	The Go Active facility reopened fully on 19th July 2021 and outreach work commenced in schools and community sessions. For the half year we attracted 120,602 users to our sessions
CUS.10 - Deliver a health intervention programme which provides 500 adults per year with a personal exercise plan via the exercise referral scheme	Resources <i>Councillor Downes</i>	On Track	The health referral programme recommenced in May 2021 with restrictions and fully from 19th July 2021, for the half year we have seen 377 health referral clients start the programme.

**Aim: Our Environment – protecting the quality of life for residents and businesses, meeting environmental challenges and enhancing biodiversity**

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 2021/22 Progress Update
<p>85</p> <p>ENV.01 - Develop an externally facing climate change communication strategy targeting communities and stakeholders by October 2020 and deliver an annual action plan</p>	<p>Resources <i>Cllr Dooley</i></p>	<p>On track</p> <p>In August we launched the environment e-newsletter with a focus on educating and inspiring residents to make small, simple changes. Issues set fortnightly and include a regular 'Simple swaps' feature showing how to replace wasteful products in the home with recyclable or reusable ones. We also included the EWI scheme on Bolsover TV (August 13) and news. In September edition of InTouch we included stories on Fly-tipping, EWI Insulation. The Fly-tipping story was also on Bolsover TV (3 September) and news. We featured an Eco-board business on Bolsover TV (17 September) showcasing a local business working on environmentally friendly products. For October we are looking to feature the Woodlands Planting scheme for Creswell on Bolsover TV, news releases, etc.</p> <p>Publicity of environmental initiatives and coverage of local businesses and groups in the area who are working to improve the environment will continue. Environment e-newsletter will begin to feature council-wide 'green' initiatives as and when they occur.</p>
<p>ENV.02 Reduce the District Council's carbon emissions by - 100 tonnes CO2 in 20/21 - 125 tonnes CO2 in 21/22 - 200 tonnes CO2 in 22/23 - 300 tonnes CO2 in 23/24</p>	<p>Resources <i>Cllr Dooley</i></p>	<p>On track</p> <p>Due to capacity constraints, work on the strategy refresh has been delayed. However, this has not stopped progress on decarbonising the Council. A trial of Bio-diesel and/or Hydrated Vegetable Oil (HVO) fuel has commenced which anticipates a 40% to 60% reduction in CO2 in comparison to diesel. The Council has also secured £100k from the Low Carbon Skills Fund to develop deliverable decarbonisation plans for corporate buildings.</p>
<p>ENV.03 - Achieve a combined recycling and composting rate of 50% by March 2023.</p>	<p>Resources <i>Cllr Watson</i></p>	<p>On track</p> <p>Q2 (2021\22) performance is <u>estimated</u> based on Q2 2020\21 Waste Data Flow figures at 4,275tonnes of recyclable\ compostable materials collected, equating to a combined recycling and composting rate of</p>

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 2021/22 Progress Update	
		<p>47%. This will be updated when the actual figures become available from WDF January 2022.</p> <p>Q1 (2021\22) <u>Actual</u> recyclable\compostable material collected within this period was 4720 tonnes as reported by way of Waste Data Flow, equating to a combined recycling\composting rate of 44.3%.</p>	
ENV.04 - Sustain standards of litter cleanliness to ensure 96% of streets each year meet an acceptable level as assessed by Local Environment Quality Surveys (LEQS).	Resources <i>Cllr Watson</i>	<p>On track</p> <p>Q2 (2021\22) LEQS's established 3% of streets and relevant land surveyed fell below grade B cleanliness standards representing 97% fell within the 96% target standard set.</p>	
98	ENV.05 - 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).	Resources <i>Cllr Watson</i>	<p>On track</p> <p>Q2 LEQS's established 0% of streets and relevant land surveyed fell below grade B cleanliness standards and within the 2% target standard set.</p>
ENV.06 - Increase the number of fixed penalty notices issued for litter and dog fouling offences by 20% over 5 years (2023/24).	Resources <i>Cllr Watson</i>	<p>Alert</p> <p>Face to face enforcement patrols have now resumed. Incremental annual targets have been set to achieve a 20% increase on the baseline year by 2024-25, however it is unlikely that the overall annual target will be achieved this year as an increase was not achievable within the Covid restrictions. The team is currently recruiting to two vacancies; with operational capacity 40% below establishment it has not been possible to 'over perform' to make up for the impact of Covid.</p> <p>8 FPN issued 2021-22 - Target 59 2021-22</p>	
ENV.08 - Bring 5 empty properties back into use per year through assistance and enforcement measures.	Strategy and Development <i>Cllr Peake</i>	<p>Alert</p> <p>The freedom project have started work on a long term problematic empty property in Bolsover, to bring it back into use as affordable housing. They are also still exploring ways to fund the renovation and return to use of a long term empty property in Langwith. If this isn't viable, the Council will force the sale of the property to bring it back</p>	

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 2021/22 Progress Update	
			<p>into use.</p> <p>Action Housing have commenced renovation works on a long term empty property in Whitwell which will see further affordable housing being delivered.</p> <p>A long term problematic property in Palterton has recently been renovated and brought back into use through a partnership with an energy company. The property will be offered as private rented accommodation.</p>
87 ENV.11 - Resolve successfully 60% of cases following the issuing of a Community Protection Warning by 2024	Resources Cllr Peake	On track	<p>Of the 27 CPWs served so far this year 18 (64%) have been a success, 4 have failed (14%), 1 was cancelled because the tenancy was terminated (4%) and 4(14%) are within their monitoring period.</p> <p>The cases are continually monitored for the duration of the case (usually 12 months) and are only deemed to be failed if the case progresses to a Community Protection Notice (CPN).</p> <p>Combining those within their monitoring period (and the cancelled one) and the successful CPW the outturn is 85%.</p>

**Aim: Our Economy – by driving growth, promoting the District and being business and visitor friendly**

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 2021/22 Progress Update	
ECO.02 - Optimise business growth (as measured by gross	Resources Cllr Moesby	On track	Quarter 2 21/22: Outturn Q2 21/22 = £66,279,231, Baseline (Outturn 20/21) £65,350,671 = <u>difference +£928,560</u> , +1.42%



Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 2021/22 Progress Update	
Business Rates) by £2m by March 2023.			
ECO.03 - Working with partners to bring forward employment and development opportunities at Coalite and Clowne Garden Village strategic sites by 2023.	Strategy & Development <i>Cllr Smyth</i>	On track	Clowne Garden Village - developer in ongoing discussions with Derbyshire County Council re: highway improvements at the Treble Bob roundabout and revised 106 agreement  Coalite - site preparation works ongoing, site being actively marketed and interest reported to be high.
∞	ECO.05 - Annually review housing delivery in the district and facilitate delivery to meet the annual target of 272 new homes	Strategy & Development <i>Cllr Peake</i>	On track  Following the annual survey, quarterly information is now collected on major housing sites in relation to S106 Agreement monitoring and this indicates that we are on track to meet the annual target.  The quarterly survey looks at a sample of the big sites currently building so it does not represent an actual quarter of the overall number of dwellings built by March 2022, quarterly figure at end of September was 79 new dwellings built between 1 <sup>st</sup> July and 30 <sup>th</sup> September.
ECO.06 - Work with partners to deliver an average of 20 units of affordable homes each year.	Strategy & Development <i>Cllr Peake</i>	On track	91 affordable homes are currently being developed/planned across the District.
ECO.07 - Deliver 150 new homes through the Bolsover Homes Programme by March 2024	Strategy & Development <i>Cllr Peake</i>	On track	4 of the sites in Whitwell are now completed which have delivered 16 new homes. A further 21 homes are under construction on the remaining site in Whitwell. Planning permission has been received for a further 19 homes in Whaley Thorns with an additional 5 sites in the planning process.  16 properties have been completed.



Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 2021/22 Progress Update	
			<p>For more information - Bolsover Homes celebrates 1st anniversary  <a href="https://www.bolsover.gov.uk/index.php?option=com_content&amp;view=article&amp;id=504">https://www.bolsover.gov.uk/index.php?option=com_content&amp;view=article&amp;id=504</a></p>
<p>ECO.08 - Deliver identified transformation projects and initiatives which forecast to deliver £1m of revenue efficiencies or additional income by 2023.            Note This covers transformation programme 2 which started in 2018</p>	<p>Resources  <i>Cllr Moesby</i></p>	<p>Partially Achieved</p>	<p>The tracking of this target has stopped. The deficit reduction strategy is now based upon growth and the Council's investments relating to the development company. The 5% and 10% work in relation to the transformation programme has been paused and is not the preferred strategy for deficit reduction. A continuous approach to improvement and transformation is expected to be embedded throughout the entire organisation and will no longer be dealt with as a specific project.</p> <p>The Medium Term Financial Plan (MTFP) has been adjusted to take into account the deficit reduction strategy 'Bridging the Gap' i.e. plans for growth, increased council tax and business rates. The revised MTFP will be presented to Members in the usual way through Council.</p> <p><u>Note:</u> £880k (88% of target) of the target achieved or forecast to achieve, up to Oct 2020 when the approach was changed. Additional income is expected to far exceed the remaining £120k remaining within the original target.</p>
<p>ECO.10 - Working with partners to grow the visitor economy, the number of tourists and the amount of tourism spending in the District by 2023.</p>	<p>Strategy &amp; Development  <i>Cllr Downes</i></p>	<p>On track</p>	<p>Tourism Strategy adopted by Council. Report for a new Senior Economic Development Officer (Tourism and Visitor Economy) is to be presented to Council on 3 November for approval - as a full-time permanent position.</p>

## Bolsover Derbyshire District Council

### Executive

6<sup>th</sup> December 2021

### Single Equality Scheme 2019 - 2023 Review Year 2

#### Report of Councillor McGregor, Portfolio Holder for Corporate Governance

Classification: This report is public

Report By: Kath Drury, Information, Engagement and Performance Manager

Contact Officer: Kath Drury, Information, Engagement and Performance Manager

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#### **PURPOSE / SUMMARY**

To consider the second year review of the Single Equality Scheme 2019-2023 and to note the achievements.

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#### **REPORT DETAILS**

##### **1 Background**

1.1 The attached appendix contains the second year review of the Single equality scheme 2019-2023.

##### **2. Details of Proposal or Information**

2.1 The Single Equality Scheme 2019-2023 provides a framework for implementing the Councils' obligations with regard to the general and specific equality duties and encompasses the range of protected characteristics as defined within the Equality Act 2010.

2.2 The Scheme sets out the Council's legal responsibilities, four corporate equality objectives with actions and measures, performance monitoring arrangements and responsibilities for equality.

2.3 The Councils' equality objectives are:

- (1) Everyone can access our services, facilities and information
- (2) Decision making and services take into account the needs of residents and communities
- (3) Discrimination, harassment and hate crime is not tolerated
- (4) Our workforce, and workforce policies, support equality

2.4 Appendix 1 provides some examples of the achievements and progress under the general equality duty and the Council's specific equality objectives. It is pleasing

to see the variety of work being undertaken to support and enhance the lives of customers and residents, and employees too.

2.5 The review document has been collated from work undertaken and/or supported by the Improvement Officers, updates from officers including feedback from SLT, information on the PERFORM system and published sources such as InTouch.

2.6 A designed version of the appendix will be published on the Council's website.

### **3 Reasons for Recommendation**

3.1 This is an information report to keep the Executive informed of progress against the Single Equality Scheme and to note achievements.

### **4 Alternative Options and Reasons for Rejection**

4.1 It is a statutory requirement to publish information to demonstrate compliance with the general equality duty.

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## **RECOMMENDATIONS**

1. To note the progress made and achievements under the second year review of the Single Equality Scheme 2019-2023.

Approved by the Deputy Leader and Portfolio Holder (Corporate Governance),  
Councillor Duncan McGregor

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## **IMPLICATIONS**

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**Finance and Risk:**            Yes             No

**Details:**

On Behalf of the Section 151 Officer

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**Legal (including Data Protection):**            Yes             No

**Details:**

On Behalf of the Solicitor to the Council

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**Staffing:**            Yes             No

**Details:**

On behalf of the Head of Paid Service

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## DECISION INFORMATION

<b>Decision Information</b>	
<p><b>Is the decision a Key Decision?</b>  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><b>BDC:</b>  Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input checked="" type="checkbox"/></p> <p><b>NEDDC:</b>  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><b>Is the decision subject to Call-In?</b>  (Only Key Decisions are subject to Call-In)</p>	No
<p><b>District Wards Significantly Affected</b></p>	None
<p><b>Consultation:</b>  Leader / Deputy Leader <input type="checkbox"/> Cabinet / Executive <input type="checkbox"/>  SAMT <input checked="" type="checkbox"/> Relevant Service Manager <input type="checkbox"/>  Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/></p>	Comments and contributions have been sought from relevant Service Managers and SLT

<p><b>Links to Council Ambition (BDC)/Council Plan (NED) priorities or Policy Framework including Climate Change, Equalities, and Economics and Health implications.</b></p>
All

## DOCUMENT INFORMATION

Appendix No	Title
1	Single Equality Scheme 2019-2023 BDC Review 2020-2021
<p><b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)</p>	

**Public Sector Equality Duty  
Bolsover District Council Single Equality Scheme 2019-2023  
Review 2021**

Some examples of how we are meeting our equality duty:

**Eliminating discrimination, victimisation and harassment**

[Hate crime reporting](#)

- Online reporting form for victims available via the Council's self-service portal at [selfservice.bolsover.gov.uk](https://selfservice.bolsover.gov.uk)
- We continue to provide support and assistance to any victims of hate crime incidents which include referrals to partner agencies. Two non-crime incidents were reported during 2021 and victims were supported.

[Safeguarding](#)

- Corporate safeguarding training is provided during induction to all new starters and refresher training is also provided to elected members. The last session took place on 24/06/21 and the next is on 21/09/21.
- Contact Centre staff have received Safeguarding training and are able to recognise and report safeguarding concerns.

[Training/Guidance](#)

- A refresher equalities training programme was delivered to existing 'office based' staff and alongside these sessions, smaller sessions were delivered to our Contact Centre staff.
- Equalities training was delivered to newly recruited staff as part of their induction.
- Training for accessibility regulations awareness was delivered to a number of staff needing to publish documents on the Council's website; it's important these documents are compatible with screen readers

[Corporate Complaints](#)

- One complaint received during 2020/21 alleging discrimination when using a council service. This was investigated under the Council's complaints policy and was not upheld.
- Under the complaints policy reasonable adjustments were made to enable three individuals to exercise their right to make a complaint to the Council.

## Resident perceptions - Citizens Panel October 2020

- 194 respondents (94%) said they had not experienced discrimination in using Council services which is almost identical to the findings in 2018 where 93% stated the same, whereas 11 people said they had experienced discrimination which is substantially less than the 30 residents who said they had in 2018.
- Not including dealing with the Council, 89% stated that over the past year they had not experienced discrimination in the District while 95% said they had not in 2018 reflecting a 6% increase. Age and disability were the two main areas identified.
- 68% agree that their local area is a place where people from different backgrounds get on well together which is a 5% increase from 63% in 2018.

## **Advancing equality of opportunity**

### Health & wellbeing

- The Physical Activity and Sports Development Team deliver various activities in the community which include Social Activity Hubs, Premier League Kicks (a weekly community football session for the young people of New Bolsover featuring informal games accompanied by music), as well as a **new** '5 o' clock Club' which runs three evenings a week at Go!Active for children from toddlers to seniors featuring various sports and physical activity. The Physical Activity and Sports Development also organised and supported the Palterton Flower Pot Festival encouraging local residents to get involved and raise funds for St Luke's Mission.
- Physical activities delivered at 21 different venues across the District, 108 different types of sessions with 1,691 attendances at these sessions in total.
- Chair-based exercise classes catering to those with mobility challenges.
- Two Holiday Activity Fund Programmes at Doe Lea, Creswell and New Bolsover – these targeted sessions were for children who have free school meals; sessions involved physical activity and included a nutritious lunch.
- The Council continues to partner with Active Derbyshire's PALS programme which aims to change behaviours and find solutions to help people face their daily challenges, allowing them to concentrate more on their health and wellbeing. This programme helps to assess needs, unpick situations and provide consistent support in an effort to improve lifestyles of customers helping them to become physically active.

## Building Resilience

- Staff continue to deliver Tuesday 'Drop In' sessions for Polish/ EU residents at our Shirebrook Contact Centre. Since April 2021 we have seen 391 customers during these sessions.
- We have created a Community Advisor role responsible for attending events throughout the District, sharing relevant information about how to access services while also promoting digital awareness and our online services available. The Community Advisor has attended the following events to date since the lifting of Covid restrictions: Armed Forces Day (30/07/21), Anti-Social Behaviour Awareness at The Arc, Clowne (21/07/21) and Sports Direct (31//08/21) to continue sessions previously delivered through the Building Resilience Programme.

## Access and Support

- Three more properties in Whitwell have been built as part of the £36million Bolsover Homes project to build four hundred Council houses over the next four years to meet local communities housing needs. The houses have been built to meet the Lifetime Homes Standard which ensure they can be adapted easily to fit the needs of those living there.
- Bolsover Partnership's flagship project, Raising Aspirations (RA) is a responsive approach to children and young people (in Years 6 to 11 identified as not being able to reach their potential for a variety of factors) and our project provides bespoke support to address the individual needs of each student. In total, 763 beneficiaries were supported during 2021.
- The Bolsover Partnership supported financial inclusion locally by using COVID-19 response monies allocated by Public Health. The project, run by Release Community Money Advice Centre, helped provide free, confidential and non-judgemental debt advice to those in need. The project ran until 30th June 2021 and supported 84 clients with debts over £140,000.
- The Council continues to record and contact customers registering for the support developed during the first lockdown. We have also been offering information on grants for financial assistance during the lockdown/furlough period and 'self-service' forms remain available on the Council's website.
- A local foodbank, Storehouse Community Shop opened in the District (Shirebrook) in March 2021 specifically for those families experiencing hardship. With thanks to grants from Bolsover Partnership and Bolsover District Council, we have been able to support those in need in the community. Membership is available to low income families and help will still be available to those requiring ad hoc support in urgent cases. Storehouse Community Shop now has 192 members and 58 partners.

- Bolsover District Council have formed a new Community Rail Partnership with East Midlands Rail called the 'Robin Hood Line' which runs from Worksop to Nottingham and has a total of thirteen stations (four of which fall within Bolsover District including Whitwell, Creswell, Langwith and Shirebrook). The benefits of this Community Rail Partnership includes engagement with a diverse range of local communities creating improved station facilities, enhanced support for rail-users and ensuring inclusivity for all passengers.
- The Council was awarded the sum of £188,833 from the Ministry of Housing, Communities & Local Government which was used to employ four (full time equivalent ) Community Champion Link Workers to disseminate Covid-related information. Additional support was offered to those in the communities to access the help they needed, be it mental health support or financial hardship assistance. The funds made a meaningful difference to those identified as being at most risk, e.g. people with disabilities and those in migrant communities.
- The Council ensures that information is available in other formats, if required and also ensures that key documents, such as the compliments, comments and complaints booklet and customer service standards leaflet are displayed in prominent positions in reception areas. We also offer to help if residents are having difficulty in filling in a form and always provide useful information that will help resolve problems or assist in filling in forms.
- Used [Language is Everything](#) service four times to support service delivery (3 interpretations and 1 translation into a number of languages).

## Fostering Good Relations

### [Promoting understanding](#)

- **Youth engagement through the pandemic:** More than 3,000 young people across Bolsover District received advice and help from our Extreme Outreach service; a new and innovative service developed by the Extreme Wheels team in response to Covid-19 and services being closed to young people overnight. Extreme Outreach was funded by the Community Safety Partnership, Building Resilience and a number of Parish Councils, with the teams visiting Bolsover, Barlborough, Shirebrook, Tibshelf and South Normanton.
- **A Rural Hardship Fund:** Our Council helped promote accessibility to the Rural Action Derbyshire Fund which provided one-off small grants of up to £250 to people in rural areas who suffered hardship during the Covid-19 pandemic. The grants were provided to improve the health and well-being of the rural community in cases where circumstances led to a significant deterioration in an individual's health and well-being. The fund was



particularly welcomed by residents living and working in isolated rural locations with little support.

- We continue to actively encourage **Armed Forces** veterans and serving personnel to register on the Council's database to support this group more effectively. We have also been actively registering veterans for our Council Newsletter so they receive council information about local events and important information via email.

## Equality Objectives

How we are meeting our specific objectives:

### Objective 1: Everyone can access our services, facilities and information

- [Hidden disabilities](#) – the Council has joined the scheme and has actively promoted it to staff and the public to raise awareness of the **Hidden Disabilities Sunflower Lanyard** which helps our residents by alerting staff in a discreet manner that they may require additional assistance or time by wearing the lanyard. Hidden disabilities are those which cannot be seen or easily recognised; from a sensory disability such as deafness to a mental health disorder such as anxiety or autism.
- We have undertaken a number of Equality Impact Assessments (EIAs) for new and reviewed policies, services, consultations and functions and have published these where required on the Bolsover District Council website.
- Deaf residents whose first or preferred language is BSL (British Sign Language) can now use the InterpretersLive! Video Interpreting Service to contact the Council. Residents can access this service on their computer, tablet or phone. Information is available on the [Council's](#) and [InterpretersLive!](#) website.
- Customers who do not have English as a first language – who need help with interpretation and translation services – are assisted by our staff who use 'Language is Everything' to support customer needs.
- We make reasonable adjustments to our service and provide appropriate support to those customers who require it, including providing a response to customers in the format they require, for instance, large print, audio recordings, coloured paper. Seven requests for alternative formats have been received through the self-service [portal](#).

### Objective 2: Decision-making and services take into account the needs of residents and communities

- Our Housing Department has relaunched its Tenants Newsletter for council tenants and leaseholders – [Bolsover Homes](#). This newsletter is

packed with information to keep our tenants well informed, seeks feedback and encourages tenants to get involved.

- Our authority publishes consultations and satisfaction surveys/reports on the Council's website and on [Ask Derbyshire](#) where opinions are sought and results are shared.

### **Objective 3: Discrimination, harassment and hate crime is not tolerated**

- Please refer to the aforementioned 'eliminating discrimination, victimisation and harassment' section.

### **Objective 4: Our workforce, and workforce policies, support equality**

- We are in the process of consulting on 'accessibility of meetings' in Council Chambers; this impacts Elected Members, visitors and staff. Findings will be published in the next Review.
- The Council has introduced an Agile Working policy which offers employees the option to work more flexibly to suit service/ employee needs. Options include working from home, hybrid working or compressed working hours.

# Agenda Item 11

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

Document is Restricted

## Agenda Item 12

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

Document is Restricted