



The Arc
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To: Chair & Members of the Audit &
Corporate Overview Scrutiny Committee

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Tuesday, 16th November 2021

****PLEASE NOTE TIME OF MEETING****

Dear Councillor

AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE

You are hereby summoned to attend a meeting of the Audit & Corporate Overview Scrutiny Committee of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Thursday, 25th November, 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**

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

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

**AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE
AGENDA**

**Thursday, 25th November, 2021 at 10:00 hours taking place in the Council Chamber, The
Arc, Clowne**

Item No.		Page No.(s)
1.	Apologies For Absence	
2.	Urgent Items of Business	
	To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.	
3.	Declarations of Interest	
	Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:	
	a) any business on the agenda	
	b) any urgent additional items to be considered	
	c) any matters arising out of those items	
	and if appropriate, withdraw from the meeting at the relevant time.	
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AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE

Minutes of a meeting of the Audit & Corporate Overview Scrutiny Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Tuesday, 14th September 2021 at 14:00 hours.

PRESENT:-

Members:-

Councillor Tom Munro in the Chair

Councillors Chris Kane, Tom Kirkham, Graham Parkin, Peter Roberts and Ruth Jaffray (Coopted Member).

Officers:- .

Officers:- Theresa Fletcher (Head of Finance & Resources/Section 151 Officer), Jenny Williams (Internal Audit Consortium Manager), Kath Drury (Information, Engagement and Performance Manager), Victoria Dawson (Head of Housing Management & Enforcement), Jim Fieldsend (Team Leader (Solicitor) (to Minute No **ACO28-21/22**), Joanne Wilson (Scrutiny & Elections Officer) and Alison Bluff (Governance Officer).

Also in attendance at the meeting was Councillor Clive Moesby, Portfolio Holder for Finance & Resources, Mike Norman (MAZARS), and Councillors Rita Turner (Vice Chair Customer Services Scrutiny), Jen Wilson (Chair Local Growth Scrutiny Committee) and Paul Cooper (Vice Chair Local Growth Scrutiny Committee).

ACO17-21/22 APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Jane Bryson and Donna Hales.

ACO18-21/22 URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

ACO19-21/22 DECLARATIONS OF INTEREST

Councillor Graham Parkin declared a disclosable pecuniary interest in Agenda Item 6 - Report to those charged with Governance - MAZARS Audit Completion report, as he was a South Normanton Parish Councillor, MAZARS were also auditors for the South Normanton Community Centre, run by the Post Mill Centre of which he was a Director. Also, Agenda Item 7 - BDC Statement of Accounts 2020/21, as Councillor Parkin held shares in Lloyds Bank who were the Council's banking provider.

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ACO20-21/22 MINUTES

Moved by Councillor Chris Kane and seconded by Councillor Graham Parkin
RESOLVED that the Minutes of an Audit & Corporate Overview Scrutiny Committee be approved as a correct record.

ACO21-21/22 CORPORATE AMBITIONS PERFORMANCE UPDATE - APRIL TO JUNE 2021 (Q1 - 2021/22).

Committee considered a report regarding the April to June 2021 quarter performance outturns against the Council's Ambition 2020-2024 targets and relevant service indicators.

Aim: - Our Customers – Providing excellent and accessible services

There were 10 targets in total under this aim. Eight targets were on track and two targets had been affected by Covid19, these were CUS 08 and CUS 07.

CUS.07 - *Reduce average relet times for standard voids (council properties) to 20 calendar days by March 2021 and maintain thereafter.* Housing officers were aware that the outturn for this target was some way off and that there were issues to be addressed.

CUS.08 - *Maintain high levels of tenant satisfaction with council housing and associated services.* Committee was advised that the Star Survey would be carried out in the current year and this would be an important piece of work to attain information from.

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

There were 10 targets in total under this aim. Six were on track and one target outturn for 2020/21, **ECO.05** - *Annually review housing delivery in the district and facilitate delivery to meet the annual target of 272 new homes,* had been confirmed and achieved with the outturn being 446 dwellings, exceeding the target.

In response to a Member's query regarding **ECO.02** - *Optimise business growth (as measured by gross Business Rates) by £2m by March 2023,* the Head of Finance & Resources noted that business rates would only be affected if the business premises were unoccupied. However, if the premises were occupied, the Council would receive income. She added that the Council was still awaiting for the Government's Business Reform which they had already delayed by 4- 5 years. There was a lot of growth in the District for business rates and it would be bad news if the Government decided to carry out a full business rates reset because the growth the Council had accumulated since 2012/13 would be effectively lost. The Portfolio Holder for Finance & Resources added that every effort was made by the Council to collect business rates. Currently, the Council had a low base line and if this increased, it would be bad news for the Council. It was important that Members understood what was happening and although the Council had been prudent in the past, it needed to be innovative to get money in.

With regard to **ECO.06** - *Work with partners to deliver an average of 20 units of affordable homes each year,* and **ECO.07** - *Deliver 150 new homes through the Bolsover*

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Homes Programme by March 2024, Members queried the impact of substantial increases in the cost of building materials on the affordability of the houses being built under the Bolsover Homes programme. The Head of Housing Management & Enforcement noted that the Council entered into an agreed contractual price at the outset and any increase in building costs would have to be met by the contractor. However, for future schemes, the impact of the Members' query would be seen - officers would work with the Head of Finance & Resources and look at this going forward.

Members queried why the houses and bungalows built in Whitwell under the Bolsover Homes programme were slow to be let. The Head of Housing Management & Enforcement advised Committee that although the properties looked habitable from the outside, there were currently outstanding snagging works to be completed on some so valuation of the properties and the keys could not yet be attained. However, some other properties had been advertised for let.

In relation to **ECO.01 - Deliver a Business Growth Strategy by March 2021 that will support enterprise, innovation, jobs and skills and makes the best use of our assets**, a Member queried if the Strategy would be updated. The Scrutiny & Elections Officer advised Committee that the Business Growth Strategy would be reported to the Local Growth Scrutiny Committee on a quarterly basis along with the Action Plan where Members would scrutinise how it was working. However, it needed to be remembered that Covid19 may have affected how the Strategy was now being delivered.

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

There were 11 targets under this aim of which 8 were on track and 3 had been previously achieved.

Moved by Councillor Peter Roberts and seconded by Councillor Tom Kirkham
RESOLVED that the report be noted.

ACO22-21/22 REPORT TO THOSE CHARGED WITH GOVERNANCE - MAZARS AUDIT COMPLETION REPORT

Committee considered a report from MAZARS, the Council's external auditors.

The purpose of the report was to summarise MAZARS audit conclusions on the Council's accounts ending 31st March 2021.

MAZARS audit work was substantially complete, however, there were some areas of work that were still in progress and these were summarised in section 2 of the report.

MAZARS would provide an update in relation to any significant matters identified in section 2 as outstanding through their normal follow up letter.

Audit opinion – MAZARS anticipated issuing an unqualified opinion on the Council's financial statements. Their proposed audit opinion was included in Appendix B to the report.

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Value for Money - whilst MAZARS were yet to complete their work in respect of the Council's arrangements to secure economy, efficiency and effectiveness in its use of resources, MAZARS anticipated having no significant weaknesses in arrangements to report. Further detail on MAZARS Value for Money work was provided in section 7 of the report

Whole of Government Accounts (WGA) - MAZARS had not yet received group instructions from the National Audit Office (NAO) in respect of their work on the Council's WGA submission so were unable to commence their work in that area until such instructions had been received.

Wider powers - the 2014 Act required MAZARS to give an elector, or any representative of an elector, the opportunity to question the accounting records of the Council and to consider any objection made to the accounts, however, no approaches from electors had been received by MAZARS.

Pension Liability – part of MAZARS assurance over the net pension liability was derived from specified procedures commissioned from the external auditors of the Derbyshire Pension Fund. The final report for MAZARS consideration and completion of the testing required had now been received and there were no issues of concern.

Covid 19 Grant recognition – the Government had provided substantial sums of financial support to local authorities. However, there existed a lack of clarity in the expected accounting treatment of this income source and therefore, MAZARS had identified the completeness and accuracy of this income as a risk.

To address the risk, MAZARS had reviewed the Council's approach in determining whether grants;

- were or were not ring fenced for specific areas of expenditure;
- tested grant income recorded in the ledger to grant allocations/notifications,
- and reviewed a sample of grants to ensure conditions to recognise the income in 2020/21 had or had not been met.

There were some residual audit queries to clear but audit procedures had not identified any material errors or uncertainties in the financial statements or other matters to bring to Members attention.

Land, Buildings and Investment Property Valuations – MAZARS would be meeting on site with the Council's Valuer with regard to 'uncertainty' in his current report regarding Covid19 in relation to valuation of assets.

MAZARS were pleased to report that there were no internal control weaknesses or adjustments to bring to Members attention and no material misstatements had been identified during their audit work to date.

MAZARS noted their thanks for the assistance of the financial team during their audit work.

A Member queried if the surge in property prices increasing the valuation of property would impact on the Council's housing stock and put the Authority in a more favourable position going forward. Mike Norman (MAZARS) replied that in March 2020, valuation of

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the Council's housing stock was market based with reference to sales activity – RICS - asset value increasing strengthens the value of the Council's balance sheet.

In valuing the Council's property for the accounts, there were a lot of accounting adjustments, and in local government statutory overrides existed to prevent any impact on the tax payer.

Moved by Councillor Tom Munro and seconded by Councillor Graham Parkin
RESOLVED that (1) the report be noted,

(2) the Chief Financial Officer signs the appropriate Audit Letter.

(MAZARS/Chief Financial Officer)

ACO23-21/22 BDC STATEMENT OF ACCOUNTS 2020/21

Committee considered a report in relation to the Council's Statement of Accounts for 2020/21.

The Head of Finance & Resources advised Committee that there had been no changes made to the Statement of Accounts since the document was produced in the agenda. However, there could be some changes made by MAZARS in the future.

Moved by Councillor Tom Munro and seconded by Councillor Chris Kane
RESOLVED that (1) the Statement of Accounts in respect of 2020/21 be approved,

(2) delegated powers be granted to the Chief Financial Officer in consultation with the Chair or Vice Chair of Audit and Corporate Overview Scrutiny Committee to agree any changes agreed with the Council's external auditors Mazars, which may be necessary to ensure the completion of the Statement of Accounts by 30th September 2021.

(Chief Financial Officer)

ACO24-21/22 ASSESSMENT OF GOING CONCERN STATUS

Committee considered a report in relation to an assessment of the Council as a going concern for the purposes of producing the Statement of Accounts for 2020/21.

Given the significant reduction in funding for local government in recent years and the potential threat this posed to the ongoing viability of councils as a consequence, external auditors continued to place a greater emphasis on local authorities undertaking an assessment of the going concern basis on which they prepared their financial statements.

The concept of a going concern assumed that an authority's functions and services would continue in operational existence for the foreseeable future. The provisions in the Chartered Institute of Public Finance and Accountancy (CIPFA) Code in respect of going concern reporting requirements reflected the economic and statutory environment in which local authorities operated. These provisions confirmed that as authorities cannot be created or dissolved without statutory prescription, they must prepare their financial

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statements on a going concern basis of accounting.

The report set out the position for Bolsover District Council and provided justification for the 2020/21 financial statements being prepared on a going concern basis.

Moved by Councillor Chris Kane and seconded by Councillor Graham Parkin

RESOLVED that the outcome of the assessment of the Council's going concern status for the purposes of preparing the Statement of Accounts for 2020/21 be accepted.

ACO25-21/22 SUMMARY OF PROGRESS ON THE 2021/22 INTERNAL AUDIT PLAN

Committee considered a final progress report in respect of the 2021/22 Internal Audit Plan.

Appendix 1 to the report provided a summary of 4 reports issued between 10th July 2021 and 26th August 2021 which had all been issued with substantial assurance. The definitions of the assurance levels used were provided in a table in the report. In respect of the audits being reported, it was confirmed that no issues relating to fraud were identified.

Appendix 2 to the report provided full details of the audits completed and audits in progress in respect of 2021/22. The completion of the 2020/21 internal audit plan ran into 2021/22, so was slightly behind target in comparison to previous years, however, the Internal Audit team were now concentrating fully on the current year's plan.

The Portfolio Holder for Finance & Resources thanked the Internal Audit Consortium Manager and her team for the level of work that they carried out. The Chair echoed the Portfolio Holder's comments and requested that his thanks also be passed to the Internal Audit team.

Moved by Councillor Tom Munro and seconded by Councillor Graham Parkin

RESOLVED that the report be noted.

ACO26-21/22 REVIEW OF INTERNAL AUDIT CHARTER

Committee considered a report which provided information on the results of a review of the Internal Audit Charter.

The Public Sector Internal Audit Standards (PSIAS) stated that the Head of Internal Audit must periodically review the Internal Audit Charter and present it to the relevant Committee for approval.

The Internal Audit Charter was last approved by the former Audit Committee in September 2020. It was also agreed at that meeting that the Charter would be reviewed every year to ensure it was kept up to date.

The current Internal Audit Charter had been reviewed and it was felt by the Head of

AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE

Internal Audit that it was still fit for purpose. The Internal Audit Charter was appended to the report.

In places, the previous Charter referred to “internal control” or the “control environment” - these references had now been replaced by the current best practice terminology, which was “risk management, governance and internal control processes”. Also a change in respect of the Council’s former Audit Committee now being the Audit and Corporate Overview Scrutiny Committee was reflected in the Charter.

Moved by Councillor Tom Munro and Councillor Graham Parkin

RESOLVED that (1) the outcome of the review of the Internal Audit Charter be noted,

(2) the Internal Audit Charter be agreed, and reviewed in 12 months or sooner in the event of any significant changes being made to the Public Sector Internal Audit Standards.

(Head of Internal Audit)

ACO27-21/22 ANNUAL CORPORATE GOVERNANCE STATEMENT AND LOCAL CODE OF CORPORATE GOVERNANCE

Committee considered a report which sought Members observations or recommendations, and agreement to the conclusions and content of the draft Annual Governance Statement 2021.

The draft Annual Governance Statement for 2021 was set out in Appendix 1 to the report.

One of the main purposes of the Annual Governance Statement was to assess the extent to which the Chartered Institute of Public Finance and Accountancy (CIPFA) / Society of Local Authority Chief Executives and Senior Managers (SOLACE) Framework key principles were in place within an authority and were adhered to in practice. In short it was an annual assessment process for the Council’s Governance arrangements. As part of this process the Audit and Corporate Overview Scrutiny Committee would need to give consideration to the Council’s updated Code of Corporate Governance.

While the evidence from the structured assessment carried out demonstrated that appropriate procedures and processes were in place, Members were asked to note that there remained a small number of issues of corporate governance where further work was necessary if the Council were to continue to comply with the good governance requirement. The issues that had been identified as a result of the work of external review (including external audit), internal audit, and the routine work of the Council’s own officers, would be addressed throughout the year through the performance management framework and reported to this Committee.

In response to a Member’s query, Committee was advised that the Council’s recent changes to its Senior Management Structure would be reflected in the 2022 Annual Governance Statement.

The Portfolio Holder for Finance & Resources commented that the Annual Governance Statement was a readable document and he would be available to Members if they wished to discuss the document with him.

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In response to a Member's query, the Head of Internal Audit advised the meeting that Members would always be advised of any whistleblowing, if it happened.

Moved by Councillor Graham Parkin and seconded by Councillor Peter Roberts

RESOLVED that (1) the Annual Governance Statement as set out in Appendix 1 to the report be noted,

(2) the local Code of Corporate Governance as set out in Appendix 2 to the report be approved,

(3) having reviewed the effectiveness of the Governance Framework, the Audit and Corporate Overview Scrutiny Committee were satisfied that the Council's governance and internal control arrangements were fit for purpose,

(4) delegated powers be granted to the Chief Financial Officer in consultation with the Chair or Deputy Chair of the Audit and Corporate Overview Scrutiny Committee, to agree any changes which may be necessary in order to ensure the finalisation of the external audit currently being concluded by the Council's external auditors Mazars, to ensure completion of the Statement of Accounts by the statutory deadline of 30th September 2021.

The Team Leader - Solicitor left the meeting at this point.

ACO28-21/22 AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE WORK PROGRAMME 2021/22

Committee considered their work programme 2021/22.

It was suggested that, going forward, the Chairs and Vice Chairs present an annual verbal report on the work of the three themed Scrutiny Committees, rather than on a quarterly basis, with the preference being the January Budget meetings as all Members would be able to attend. The Chief Financial Officer suggested that the setting of Council Tax also be moved to the January meetings. It was agreed that the Scrutiny & Elections Officer and the Chief Financial Officer would discuss this outside of the meeting and report the outcome at the next ACOSC meeting.

The Scrutiny & Elections Officer advised Members that in relation to the Council's Ambition Performance report, she had requested that these reports be more strategic and less detailed (as per Members request), and that only areas of concern be presented to this meeting. She added that the Chairs and Vice Chairs of the 3 themed Scrutiny Committees and the Information, Performance & Engagement Manager, could attend the ACOSC pre meetings to ascertain where any extra detail would be required.

The Portfolio Holder for Finance & Resources raised concern that not all Scrutiny Members would get to know the performance of all their Committee's targets. The Scrutiny & Elections Officer explained that the full report would still be circulated to all Scrutiny Members and any feedback or queries could be raised at the pre meetings. She added that this could be looked at again if it were found not to be sufficient.

AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE

Moved by Councillor Tom Munro and seconded by Councillor Chris Kane
RESOLVED that the Work Programme 2021/22 be noted.

ACO29-21/22 UPDATE FROM SCRUTINY CHAIRS (VERBAL REPORT).

This item was deferred until the outcome of the Scrutiny & Elections Officer and the Chief Financial Officers discussion as detailed above.

Moved by Councillor Tom Munro and seconded by Councillor Chris Kane
RESOLVED that the item be deferred until the next meeting.

The meeting concluded at 1530 hours.

The meeting concluded at Time Not Specified hours.



The Arc
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Key Decisions & Items to be Considered in Private

To be made under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Published on: 4 November 2021

INTRODUCTION

The list attached sets out decisions that are termed as “Key Decisions” at least 28 calendar days before they are due to be taken by the Executive or an officer under delegated powers.

Preparation of the list helps Executive to programme its work. The purpose of the list is to give notice and provide an opportunity for consultation on the issues to be discussed. The list is updated each month with the period of the list being rolled forward by one month and republished. The list is available for public inspection at The Arc, High Street, Clowne, S43 4JY. Copies of the list can be obtained from Sarah Sternberg, Joint Head of Service for Corporate Governance, Solicitor to the Council & Monitoring Officer at this address or by email to sarah.sternberg@bolsover.gov.uk. The list can also be accessed from the Council’s website at www.bolsover.gov.uk.

3 The Executive is allowed to make urgent decisions which do not appear in the list, however, a notice will be published at The Arc and on the Council’s website explaining the reasons for the urgent decisions. Please note that the decision dates are indicative and are subject to change.

Members of Executive are as follows:

Councillor Steve Fritchley - Leader and Portfolio Holder - Policy, Strategy, Resources and Media
Councillor Duncan McGregor - Deputy Leader and Portfolio Holder - Corporate Governance
Councillor Mary Dooley - Portfolio Holder – Enforcements and Partnerships
Councillor Clive Moesby - Portfolio Holder - Finance
Councillor Sandra Peake Portfolio Holder - Housing
Councillor David Downes - Portfolio Holder – Leisure and Tourism
Councillor Deborah Watson - Portfolio Holder - Environmental Health and Licensing
Councillor Liz Smyth - Portfolio Holder – Growth/Economic Development

The Executive agenda and reports are available for inspection by the public five clear days prior to the meeting of the Executive. The papers can be seen at The Arc at the above address. The papers are also available on the Council’s website referred to above. Background papers are listed on each report submitted to the Executive and members of the public are entitled to see these documents unless they contain exempt or confidential information. The report also contains the name and telephone number of a contact officer.

Meetings of the Executive are open to the public and usually take place in the Council Chamber at The Arc. Occasionally there are items included on the agenda which are exempt and for those items the public will be asked to leave the meeting. This list also shows the reports intended to be dealt with in private and the reason why the reports are exempt or confidential. Members of the public may make representations to the Joint Head of Corporate Governance & Monitoring Officer about any particular item being considered in exempt and why they think it should be dealt with in public.

The list does not detail *all* decisions which have to be taken by the Executive, only “Key Decisions” and “Exempt Reports”. In these Rules a “Key Decision” means an Executive decision, which is likely:

(1) **REVENUE**

- (a) Results in the Council making Revenue Savings of £75,000 or more; or
- (b) Results in the Council incurring Revenue Expenditure of £75,000 or more

(2) **CAPITAL**

- (a) Results in the Council making Capital Income of £150,000 or more; or
- (b) Results in the Council incurring Capital Expenditure of £150,000 or more

14 (3) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

In determining the meaning of “significant” the Council must have regard to any guidance for the time being issued by the Secretary of State. The Council has decided that revenue income or expenditure of £75,000 or more and capital income or expenditure of £150,000 or more is significant.

The dates for meetings of Executive can be found here:

<https://committees.bolsover.gov.uk/ieListMeetings.aspx?Committeeld=1147>

The Council hereby gives notice of its intention to make the following Key Decisions and/or decisions to be considered in private:

Matter in respect of which a decision will be taken	Decision Maker	Date of Decision	Documents to be considered	Contact Officer	Is this decision a Key Decision?	Is this key decision to be heard in public or private session
Tenant Improvement and Adaption Policy	Executive	6 Dec 2021	Report of the Portfolio Holder - Housing	Victoria Dawson, Assistant Director of Housing Management and Enforcement		
Additional Restrictions Grant 15	Executive	6 Dec 2021	Report of the Portfolio Holder - Growth / Economic Development	Natalie Etches, Business Growth Manager	Key It is likely to result in the Council making revenue savings or incurring Revenue expenditure of £75,000 or more.	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Bolsover Homes Scheme at West Street, Langwith	Executive	6 Dec 2021	Report of the Portfolio Holder - Housing	Ian Barber, Assistant Director of Property Services & Housing Repairs	Key It is likely to result in the Council making capital savings or incurring capital expenditure of £150,000 or more.	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Bolsover Homes Scheme - Market Close Cluster, Shirebrook	Executive	6 Dec 2021	Report of the Portfolio Holder - Housing	Ian Barber, Assistant Director of Property Services & Housing Repairs	Key It is likely to result in the Council making capital savings or incurring capital expenditure of £150,000 or more.	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Matter in respect of which a decision will be taken	Decision Maker	Date of Decision	Documents to be considered	Contact Officer	Is this decision a Key Decision?	Is this key decision to be heard in public or private session
<p>Disposal of Land To seek authority for the disposal of land known as Stretton Gardens for less than best consideration.</p>	Executive	6 Dec 2021	Report of the Deputy Leader and Portfolio Holder - Corporate Governance	Chris Fridlington, Assistant Director of Development and Planning	Non-Key	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)
<p>Dragonfly Funding 16</p>	Executive	6 Dec 2021	Report of the Portfolio Holder - Growth / Economic Development	Ian Barber, Assistant Director of Property Services & Housing Repairs	Key It is likely to result in the Council making capital savings or incurring capital expenditure of £150,000 or more.	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)
<p>Bolsover Homes Scheme - Moorfield Lane, Langwith</p>	Executive	31 Jan 2022	Report of the Portfolio Holder - Housing	Ian Barber, Assistant Director of Property Services & Housing Repairs	Key It is likely to result in the Council making capital savings or incurring capital expenditure of £150,000 or more.	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Matter in respect of which a decision will be taken	Decision Maker	Date of Decision	Documents to be considered	Contact Officer	Is this decision a Key Decision?	Is this key decision to be heard in public or private session
Medium Term Financial Plan 2022/23 - 2025/26	Executive	31 Jan 2022	Report of the Portfolio Holder - Finance	Theresa Fletcher, Assistant Director of Finance and Resources & Section 151 Officer	Key It is likely to result in the Council making revenue savings or incurring Revenue expenditure of £75,000 or more.	
Revised Tenancy Agreement 17	Executive	31 Jan 2022	Report of the Portfolio Holder - Housing	Victoria Dawson, Assistant Director of Housing Management and Enforcement	Non-Key	
52 Week Rent Period	Executive	31 Jan 2022	Report of the Portfolio Holder - Housing	Victoria Dawson, Assistant Director of Housing Management and Enforcement	Non-Key	
Management of Corporate Debt - Write-off of Outstanding Amounts	Executive	7 Mar 2022	Report of the Portfolio Holder - Finance	Theresa Fletcher, Assistant Director of Finance and Resources & Section 151 Officer		Fully exempt Information relating to any individual. Information relating to the financial or business affairs of any particular person (including the authority holding that information)

SCHEDULE 12A
ACCESS TO INFORMATION: EXEMPT INFORMATION

PART 1
DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) To make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Bolsover District Council

Audit and Corporate Overview Scrutiny Committee

25th November 2021

Procurement Strategy

Report of the Assistant Director of Finance and Resources

This report is public

Purpose of the Report

- To enable the Committee to consider the Procurement Strategy attached at **Appendix 1**.

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.

5 **Implications**

5.1 **Finance and Risk Implications**

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.

5.2 **Legal Implications including Data Protection**

Legal issues are covered within the attached document.

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

5.3 **Human Resources Implications**

There are no human resource implications arising from this report.

6 **Recommendations**

6.1 That the Committee considers the Procurement Strategy and recommends it to Executive for approval as set out in **Appendix 1**.

7 **Decision Information**

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC: Revenue - £75,000</i> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC: Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
Has relevant Portfolio Member been informed?	Yes
District Wards Affected	None directly
Links to Corporate Plan priorities or Policy Framework	All

8 Document Information

Appendix No	Title
1	Procurement Strategy 2020- 2025
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
Theresa Fletcher – Assistant Director of Finance & Resources	01246 242458



**North East
Derbyshire**
District Council

Procurement Strategy 2020– 2025

DRAFT DOCUMENT

October 2021

We speak your language

Polish

Mówimy Twoim językiem

French

Nous parlons votre langue

Spanish

Hablamos su idioma

Slovak

Rozprávame Vaším jazykom

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Bolsover District Council on

01246 242424 or

North East Derbyshire District

Council on **01246 231111**

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

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2. What is Procurement?
3. Corporate Priorities
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5. Governance and Responsibility
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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

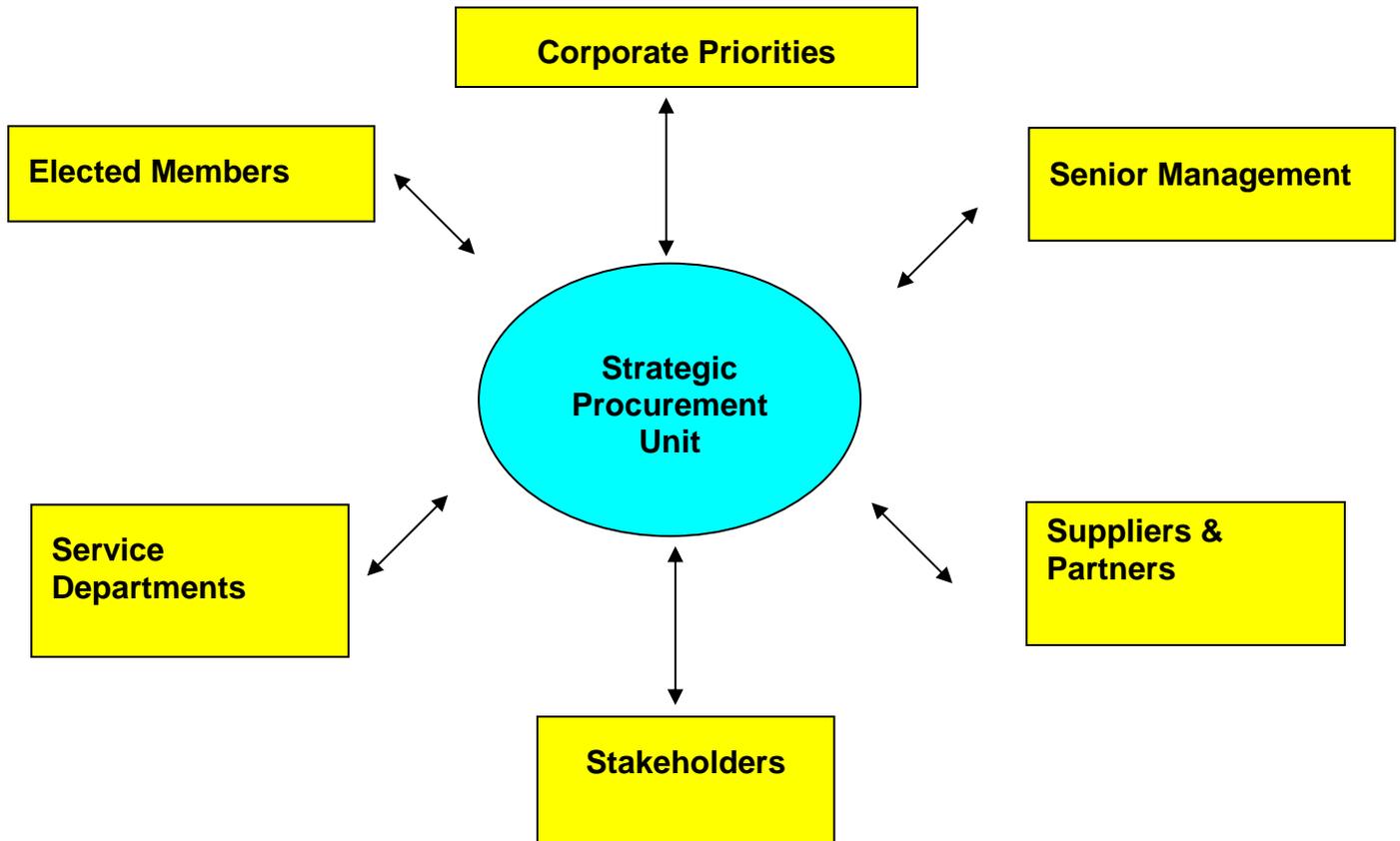
1. Introduction

- 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.

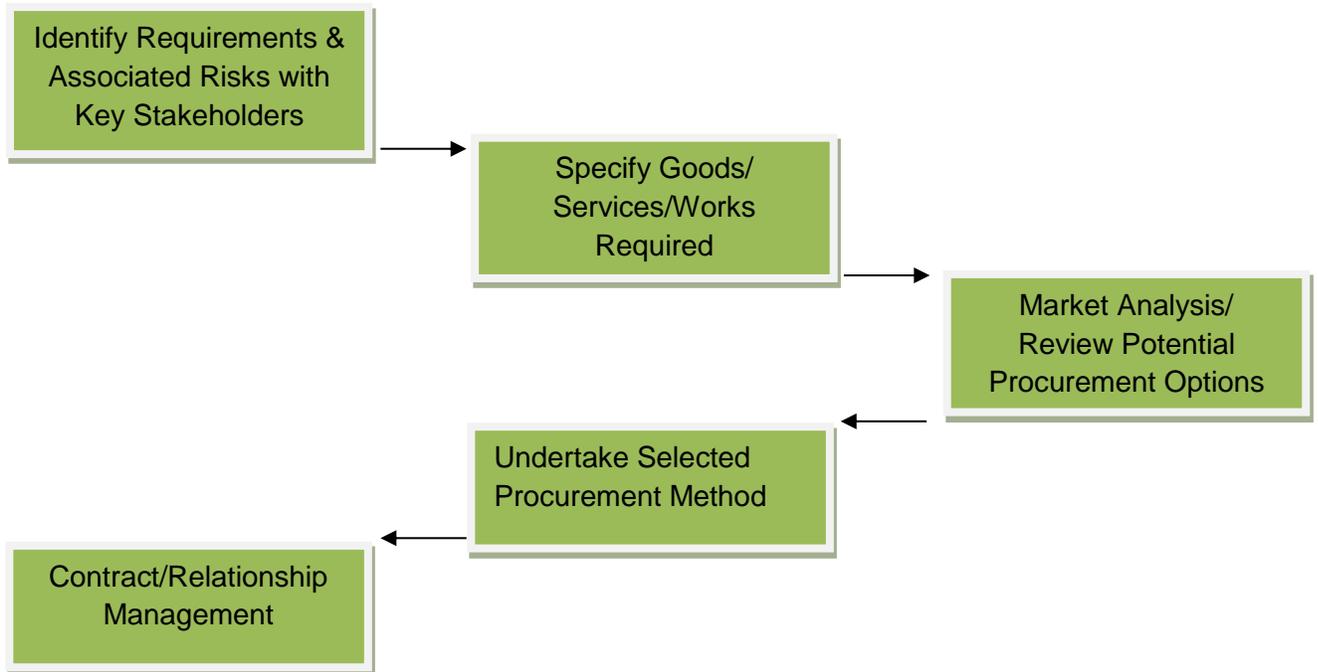
2.2. Strategic procurement is a series of activities and processes that sits at the heart of the Council, providing the framework by which the Council obtains value for money in all of the goods, works and services that it procures. This can be illustrated by the following diagram, which shows the inter-relationship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

- 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,

- 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,

- 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.

- 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:

Threshold	Requirement
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.

As at 1st 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 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.

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.

- 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.

- 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.

- 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.

Appendix A

STRATEGY ACTION PLAN

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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 Resources and Procurement Unit.		That staff who are not used to managing a contractual relationship are given some guidelines.			
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.					
Review the equalities guidance given to prospective or existing contractors.	Executive Director – Resources, Assistant Director of Finance and Resources and Procurement Unit.					

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.

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 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.

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

Audit and Corporate Overview Scrutiny Committee

1 November 2021

BUDGET MONITORING REPORT QUARTER 2 – APRIL TO SEPTEMBER 2021

Report of the Assistant Director of Finance + Resources

Classification: This report is public

Report By: Assistant Director of Finance and Resources

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PURPOSE / SUMMARY

To update Committee on the financial position of the Council following the second quarter's budget monitoring exercise for the General Fund, the Housing Revenue Account (HRA), Capital Programme and Treasury Management activity.

REPORT DETAILS

1 Background *(reasons for bringing the report)*

1.1 This report provides the current financial position following the 2021/22 quarter 2 monitoring exercise.

2. Details of Proposal or Information

General Fund Revenue Account

2.1 The General Fund Revenue Account summary is shown in **Appendix 1**. The original budget for 2021/22 showed a funding deficit of £0.291m. The current budget shows this has reduced to £0.067m deficit after the Council tax increase and other small movements are included. As savings are identified and secured they are moved into the relevant cost centres within the main General Fund Directorates. **Appendix 2** details the net cost of each cost centre within the Directorates.

2.2 After quarter 1 the salary budgets were reviewed and £0.115m was removed from budgets. This was due to a combination of vacant posts taking longer to fill, maternity leave and changes due to restructuring. Salary budgets will be reviewed for quarter 2 savings as part of the revised budget process and savings removed where possible.

2.3 The original budget was prepared based on 3 Directorates. The Senior Management Review has changed the structure to 2 Directorates. During the transition period and to ensure reporting of the financial information remains consistent, we will continue to report on the 3 Directorates basis for the time being. Within the Directorates there is the following to report:

- The Corporate Resources Directorate shows a favourable variance of £0.269m. This relates mainly to :
 1. Under spends due to invoices not yet paid and vacancies at the end of the quarter (£0.503m) – favourable.
 2. Income received in advance of any expenditure (£0.366m) – favourable
 3. Annual invoices were paid in quarter 2 which makes the profiled budget look overspent (£0.253m) – adverse.
 4. Expenditure has been spent but the income hadn't been received as it is claimed in arrears (£0.168m) – adverse.
 5. Over spends against quarter 2 budget due to less income received, new pressures or where expenditure is seasonal and not profiled over 4 quarters (£0.256m) – adverse

- The Development Directorate shows an adverse variance of £0.165m. This relates mainly to:
 1. Under spends due to invoices not yet paid and vacancies at the end of the quarter (£0.080m) – favourable.
 2. Income received in advance of any expenditure (£0.118m) – favourable.
 3. Annual invoices were paid in quarter 2 which makes the profiled budget look overspent (£0.259m) – adverse.
 4. Expenditure has been spent but the income hadn't been received as it is claimed in arrears (£0.076m) – adverse.
 5. Over spends against quarter 2 budget due to less income received, new pressures or where expenditure is seasonal and not profiled over 4 quarters (zero) – adverse.

- The Environment and Enforcement Directorate shows a favourable variance of £0.036m. This relates mainly to:
 1. Under spends due to invoices not yet being paid and vacancies at the end of the quarter (£0.116m) – favourable.
 2. Income received in advance of any expenditure (£0.534m) – favourable.
 3. Annual invoices were paid in quarter 2 which makes the profiled budget look overspent (£0.097m) – adverse.
 4. Expenditure has been spent but the income hadn't been received as it is claimed in arrears (£0.537m) – adverse.
 5. Over spends against quarter 2 budget due to less income received, new pressures or where expenditure is seasonal and not profiled over 4 quarters (zero) – adverse.

- 2.4 In order to improve the monitoring and control of Section 106 monies received by the Council, the sums due to be utilised in a financial year are now recorded within the General Fund directorate budgets with the expenditure recorded against these sums. The amount budgeted to be spent in 2021/22 is £0.174m. The earliest deadline for this to be spent is August 2022. Officers are working to ensure that this spend is undertaken in line with the S106 legal requirements.
- 2.5 The overall position at the end of quarter 2 shows that there is a favourable variance of £0.275m. This is mainly due to receiving income in advance of spend for the year. The budget pressures continuing to be caused by the pandemic such as leisure income, will be in part covered by government funding. Although we reduced the budget for planning income in the MTFP in light of the pandemic it is pleasing to see we have actually received £0.059m more than a half of the anticipated budget by the end of quarter 2.
- 2.6 The table below shows the latest position of all years in the current MTFP after updating the reported figures from the February Council report with the service budget changes, approved since. It should be remembered that for all years from 2021/22 there is a transfer into the general fund from the NNDR Growth Protection Reserve to replace the losses caused by changes in Government funding. As a Council we made it our strategy to save extra income earned in years when we received more than we estimated, to be able to use it in future years' when income was reduced.
- 2.7 These transfers are a net £0.052m into the reserve in 2021/22, then contributions from the reserve of £2.656m in 2022/23 and £2.922m in 2023/24. Any surplus made since April 2021 will be returned to the reserve to extend the use of the reserve for as long as possible.
- 2.8 This reserve is not a sustainable source of income for the general fund. For this reason during quarter 2 as part of the MTFP process, we have for the first time included estimates of potential new income from current projects and plans known about by the Council. Some of these we are working on ourselves and some are reliant on developers.

<u>Table 1</u>	2021/22 Budget £000	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000
Budget Shortfall – MTFP Feb 2021 adjusted for recycling service	291	402	690	3,632
Efficiencies identified to date (removed from budget)	(224)	(111)	(110)	(110)
Current Budget Shortfall	67	291	580	3,522
Efficiencies identified <u>not yet realised</u>	(443)	(1,306)	(2,002)	(2,571)
Pension costs to be funded by GF balance	(80)	(82)	(18)	0
Target Budget Shortfall/(Surplus)	(456)	(1,097)	(1,440)	951

2.9 Officers worked with budget managers during September and October to compile a revised budget for 2021/22. This will amend the current budgets to capture additional budget savings and losses and reduce spending where it is anticipated that there will be minimal impact upon service delivery. Where possible the budget in future years will be amended to reflect savings identified to assist with projected budget shortfalls. The revised budget position will be presented to Members in November and December.

Delays to Government Reviews and the Spending Review 2021

2.10 On the 27th of October the announcement of the Spending Review 2021 (SR21) is due. The outcome of the review is critically important to the financial health and viability of local authorities across the country. Councils are looking to the spending review to give real-terms growth in funding that will underpin our finances over the next 3 years.

2.11 Based on a number of webinar attendances, the early estimates from the Institute for Fiscal Studies, The Local Government Association and the Office for Budget Responsibility are:

- It will be a 3 year Spending Review
- It is likely to follow the path set out in the Spring Budget 2021
- Spending will grow in real terms at nearly 4% per year on average (nearly 6% in cash terms) over this Parliament
- a 1% real terms cut to unprotected departments (which includes Local Government but this excludes funding from council tax and business rates)

2.12 Once the details of the Spending Review are known the implications for Bolsover will be included in our updated MTFP. The areas of uncertainty we still have regarding Business Rates Reset, Fair Funding Review, New Homes

Bonus and the Levelling up White Paper should also be made clearer with the SR21 announcement.

Housing Revenue Account (HRA)

2.13 The Housing Revenue Account summary for the second quarter of 2021/22 is set out in **Appendix 3** to this report. At the end of quarter 2 the HRA is showing a net surplus of £0.083m.

Income

2.14 The quarter 2 income figures show an adverse variance of £0.163m. The loss in dwelling rents due to voids is £0.156m of this. At the end of quarter 2, voids are averaging 4.13% against a budget which assumed only 3%. The budget was set at 3% to take into account the property schemes we have in our capital programme and the fact that we would need to leave some properties empty to be able to carry out the capital schemes, whether it be demolishing properties and building new or updating and improving them.

2.15 The average void level assumed by housing authorities is 2% and this is the assumption made in our 30 year HRA business plan. If the actual level of voids continues to be over the 2% assumption, there is a real risk this will cause the 30 year business plan to become unsustainable in only a few years.

2.16 The other income variances are down to timing and when we produce invoices or bill customers. These will be reviewed as part of the revised budget process and the budgets updated where necessary.

Expenditure

2.17 Expenditure shows an overall favourable variance of £0.243m. The main areas to highlight are listed below:

1. Repair and Maintenance is £0.278m lower than forecast which is due to a combination of the following:
 - Staff costs are £0.119m under spent.
 - Subcontractor payments and stores issues through Travis Perkins are together £0.157m under spent.
2. Rent, Rates, Taxes and Other Charges expenditure is £0.178m over spent. This is the Council Tax liability on the management and short term void properties. The expenditure is £0.177m over the profiled budget.
3. A number of under spends on staff £0.037m; reserve funded expenditure £0.046m and utilities bills, make up the remainder.

HRA – Overall Summary

2.18 In light of the above and the expenditure patterns to date, the significant issues to report regarding the overall position for the HRA at the end of the second

quarter are the ones being caused by the voids being at a level which is higher than budgeted for.

- 2.19 The Council's 30 year HRA business plan has been prepared to ensure that it is sustainable over the life of the plan. To do this it has to be built on a set of assumptions or estimates of future income and expenditure relating to the HRA. If we veer from this plan too far it is in real danger of not having enough income to fund the day to day costs of the HRA and the capital expenditure necessary to keep the stock at a good level.
- 2.20 The management of voids is a necessary part of delivering schemes within our capital programme but this must be done in a way that has less of a detrimental impact on the finances of the HRA. This will be looked at during quarter 3 as part of revising the budgets for 2021/22 and preparing the MTFP. Simply increasing the budget for voids however, will not solve the problem. Officers are currently working on ways to reduce the number of voids and therefore increase the income to the HRA.

Capital Programme

- 2.21 The capital programme summary for the second quarter of 2021/22 is provided in **Appendix 4** to this report.
- 2.22 In headline terms, the capital programme profiled budget for quarter 2 is £13.330m and the actual spend and known commitments total £7.831m, which is £5.499m behind the planned spend position. The main areas to highlight are listed below:
1. The new 3G playing pitch has only just received planning permission and not yet really started so is showing £0.370m under spent.
 2. The purchase of gym equipment and spin bikes looks over spent at £0.196m but it is within the total budget and has been ordered in bulk.
 3. The Disabled Facility Grants are under spent at this time being £0.245m below budget.
 4. Dragonfly loan and acquisition of share capital are showing as £1.061m under spent which is due to a delay to the start of the next phase of the scheme.
 5. The GF vehicle replacement programme is currently £0.309m behind the profile budget. This is possibly just 1 vehicle.
 6. The new build HRA properties are together £2.989m under spent for the quarter due to the phasing of the individual schemes.
 7. The Public Sector Housing schemes on our own properties are currently £0.862m under spent at the end of the second quarter.
- 2.23 Whilst there are no significant financial issues to report regarding capital expenditure at the end of the second quarter, it must be noted that the delivery of the approved capital programme is behind the profiled position as at quarter 2.

Capital Resources

- 2.24 HRA – The Council has sufficient capital resources in place to finance the HRA actual expenditure and commitments at the end of the second quarter.

General Fund – The financing of the General Fund part of the capital programme is in line with the approved financing arrangements.

Treasury Management

- 2.25 The treasury management function covers the borrowing and investment of Council money. This includes both the management of the Council's day to day cash balances and the management of its long term debt. All transactions are conducted in accordance with the Council's approved strategy and the CIPFA Code of Practice. Good treasury management plays an important role in the sound financial management of the Council's resources.
- 2.26 The Council approved the 2021/22 Treasury Management Strategy at its meeting in February 2021. **Appendix 5** identifies the Treasury Management activity undertaken during the second quarter of 2021/22 and demonstrates that this is in line with the plans agreed as part of the strategy. The income received from investments is currently higher than budgeted although interest rates being received on investments is generally lower than estimated.
- 2.27 We have been able to fix a number of investments for longer than 3 months to take advantage of slightly higher rates because we don't have an immediate need to use the cash. Careful monitoring of our cash balances is being undertaken on a daily basis to ensure this can be maintained for as long as possible. A full assessment of this will be done as part of the revised budgets process.

3 Reasons for Recommendation

- 3.1 The report summarises 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.

4 Alternative Options and Reasons for Rejection

- 4.1 The Budget Monitoring report for 2021/22 is primarily a factual report which details progress against previously approved budgets. Accordingly, there are no alternative options to consider.

RECOMMENDATIONS

1. That Audit and Corporate Overview Scrutiny Committee notes the monitoring position of the General Fund at the end of the second quarter as detailed on **Appendix 1** (A net favourable variance of £0.275m against the profiled budget) and the key issues highlighted within this report.

2. That Audit and Corporate Overview Scrutiny Committee notes the position on the Housing Revenue Account (HRA), the Capital Programme and Treasury Management at the end of the second quarter (**Appendices 3, 4 and 5**).

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

IMPLICATIONS

Finance and Risk: **Yes** **No**

Details:

Financial implications are covered throughout this report.

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 there may be pressures on all of the Council's main budgets as these have been or are being reduced to minimum levels. These will need to be managed carefully during the course of this financial year if we are to protect the existing level of financial balances.

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

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

Staffing: **Yes** **No**

Details:

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

On behalf of the Head of Paid Service

DECISION INFORMATION

Decision Information	
<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:</p> <p>BDC: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/></p> <p>NEDDC: Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Please indicate which threshold applies</p>	No
<p>Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)</p>	No
District Wards Significantly Affected	None
<p>Consultation: 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>

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

DOCUMENT INFORMATION

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

GENERAL FUND SUMMARY - 2021/22

	Per Council	Per FMS			
	3/2/21	Current	6 months	6 months	6 months
	Original	Budget	Budget	Actuals	Variance
	Budget	Budget	Budget	Actuals	Variance
	£	£	£	£	£
Corporate Resources	3,593,153	3,849,157	1,924,579	1,655,692	(268,886)
Development	1,840,284	1,968,002	984,001	1,149,011	165,010
Environment and Enforcement	4,865,102	5,265,812	2,632,906	2,597,315	(35,591)
<u>S106 due in year</u>					
Corporate Resources	8,633	154,890	77,445	22,054	(55,391)
Development	0	19,464	9,732	(70,245)	(79,977)
Net Cost of Services	10,307,172	11,257,325	5,628,663	5,353,828	(274,834)
Debt Charges	967,656	967,656	483,828	483,828	0
Investment Interest	(56,972)	(56,972)	(28,486)	(28,486)	0
Contributions to Reserves	1,313,785	763,785	381,893	381,893	0
Contributions from Earmarked Reserves	(523,647)	(4,796,316)	(2,398,158)	(2,398,158)	0
Contribution (from)/to S106 Holding A/cs, Grant A/cs and Miscellaneous Holding A/cs	(259,314)	(643,260)	(321,630)	(321,630)	0
Parish Precepts	3,241,198	3,294,344	1,647,172	1,647,172	0
Total Spending Requirement	14,989,878	10,786,562	5,393,281	5,118,447	(274,834)
Revenue Support Grant	(1,194,913)	(1,194,913)	(597,457)	(597,457)	0
Business Rate Retention	(4,752,753)	(4,752,753)	(2,376,377)	(2,376,377)	0
New Homes Bonus Grant	(724,765)	(724,765)	(362,383)	(362,383)	0
BDC Council Tax Requirement	(3,993,153)	(3,992,970)	(1,996,485)	(1,996,485)	0
Parish Council Council Tax Requirement	(3,241,198)	(3,294,344)	(1,647,172)	(1,647,172)	0
COVID-19 Related Support	(791,591)	(791,591)	(395,796)	(395,796)	0
Covid-19 Business Grants	0	4,031,915	2,015,958	2,015,958	0
Funding Requirement	(14,698,373)	(10,719,421)	(5,359,711)	(5,359,711)	0
Funding gap/(surplus)	291,505	67,141	33,571	(241,264)	(274,834)

General Fund Detail

APPENDIX 2

List of net budgets per cost centre per directorate		Full Years	6 months	6 months	6 months	
		Budget	Budget	Actuals	Variance	
		£	£	£	£	
G001	Audit Services	123,520	61,760	123,520	61,760	Budget committed for the full year (call-off order).
G002	I.C.T.	911,900	455,950	411,109	(44,841)	Business software contracts paid for full year £109k. North East invoice o/s £110k. Various other invoices not yet paid £40k.
G003	Communications, Marketing + Design	315,160	157,580	145,018	(12,562)	
G006	Partnership, Strategy & Policy	431,768	215,884	198,138	(17,746)	
G011	Head of Leader's Executive Team	70,415	35,208	34,826	(381)	
G012	Community Champions	116,434	58,217	91,435	33,218	Grant and holding account budget can't be 1/4ly profiled.
G014	Customer Contact Service	763,494	381,747	369,047	(12,700)	
G015	Customer Service + Improvement	127,943	63,972	58,067	(5,904)	
G016	Skills Audit	49,999	25,000	17,419	(7,580)	
G038	Concessionary Fares & TV Licenses	(10,453)	(5,227)	(251)	4,976	
G040	Corporate Management	171,431	85,716	85,994	279	
G041	Non Distributed Costs	688,609	344,305	209,480	(134,825)	September superann payment £80k not due until October. Added years commitment for Q2 not yet on - £50k.
G044	Financial Services	301,990	150,995	126,134	(24,861)	Extra miscellaneous income received £7k and vacancy savings £10k.
G052	Human Resources	212,517	106,259	105,803	(456)	
G054	Electoral Registration	181,996	90,998	83,417	(7,581)	
G055	Democratic Representation & Management	530,725	265,363	262,672	(2,690)	
G056	Land Charges	(3,248)	(1,624)	(3,868)	(2,244)	
G057	District Council Elections	5,000	2,500	16,687	14,187	

General Fund Detail

APPENDIX 2

List of net budgets per cost centre per directorate		Full Years	6 months	6 months	6 months	
		Budget	Budget	Actuals	Variance	
		£	£	£	£	
G058	Democratic Services	251,659	125,830	107,200	(18,629)	
G060	Legal Services	242,253	121,127	111,147	(9,980)	
G061	Bolsover Wellness Programme	78,325	39,163	54,398	15,235	
G062	Extreme Wheels	4,064	2,032	(15,180)	(17,212)	
G063	This Girl Can	0	0	(3,579)	(3,579)	
G064	Bolsover Sport	143,589	71,795	69,240	(2,554)	
G065	Parks, Playgrounds & Open Spaces	40,159	20,080	25,449	5,369	
G069	Arts Projects	49,543	24,772	21,065	(3,707)	
G070	Outdoor Sports & Recreation Facilities	19,567	9,784	(487)	(10,270)	
G072	Leisure Services Mgmt & Admin	267,010	133,505	115,535	(17,970)	
G084	Head of Partnerships and Transformation	38,289	19,145	18,425	(719)	
G086	Alliance	7,250	3,625	3,250	(375)	
G094	Director of Corporate Resources	55,581	27,791	9,806	(17,984)	
G100	Benefits	475,609	237,805	107,827	(129,978)	£48k new funding received in advance. £71k Localised Council Tax Support Administration Subsidy received for the year in Q1. Bad debt provision not charged until 31st March £33k under spent and vacancies £12k.
G103	Council Tax / NNDR	421,706	210,853	94,477	(116,376)	Salaries showing £16k under spent due to a vacancy. £120k over achieved income due to new burdens funding received for the yr in Q1, fees + charges income not transferred until year end showing £73k under for the qtr. Court fees £17k under spent and Covid hardship budget not used until 31st March £20k.
G111	Shared Procurement	44,584	22,292	25,567	3,275	

General Fund Detail

APPENDIX 2

List of net budgets per cost centre per directorate		Full Years	6 months	6 months	6 months	
		Budget	Budget	Actuals	Variance	
		£	£	£	£	
G116	Parish Council Elections	0	0	17,348	17,348	
G117	Payroll	75,997	37,999	35,269	(2,730)	
G122	County Council Elections	0	0	5,374	5,374	
G125	S106 Percent for Art	1,815	908	(10,724)	(11,631)	
G126	S106 Formal and Informal Recreation	44,318	22,159	(11,205)	(33,364)	Income received from developer, can't be 1/4ly profiled.
G129	Bolsover Apprenticeship Programme	0	0	(2,000)	(2,000)	
G146	Pleasley Vale Outdoor Activity Centre	59,140	29,570	9,261	(20,309)	Income received in advance.
G155	Customer Services	31,175	15,588	15,285	(302)	
G157	Controlling Migration Fund	119,636	59,818	29,570	(30,248)	External funding not yet spent.
G158	Police Commissioners Election	0	0	(10,697)	(10,697)	
G161	Rent Rebates	(92,577)	(46,289)	(46,289)	(1)	
G162	Rent Allowances	(39,293)	(19,647)	(19,647)	(1)	
G164	Support Recharges	(4,020,859)	(2,010,430)	(2,010,429)	0	
G168	Multifunctional Printers	39,900	19,950	26,708	6,758	
G170	S106 Outdoor Sports	108,757	54,379	43,983	(10,396)	Income received from developer, can't be 1/4ly profiled.
G177	Discretionary Housing Payments	0	0	0	0	
G179	School Sports Programme	0	0	3,402	3,402	
G180	Special Events	0		133	133	
G181	STEP	0		628	628	
G186	PL\$S Satellite Programme	0		11	11	

General Fund Detail

APPENDIX 2

List of net budgets per cost centre per directorate		Full Years	6 months	6 months	6 months	
		Budget	Budget	Actuals	Variance	
		£	£	£	£	
G191	Bolsover Community Lottery	0	0	(2,261)	(2,261)	
G192	Scrutiny	22,458	11,229	10,408	(821)	
G195	Head of Governance + Monitoring	38,742	19,371	18,984	(387)	
G197	Head of Finance + Resources	71,389	35,695	34,999	(696)	
G204	Construction Skills for the Unemployed	4,000	2,000	0	(2,000)	
G207	Cycling	120	60	(131)	(191)	
G216	Raising Aspirations	0	0	61,500	61,500	Self financing cost centre, spend cannot be profiled quarterly.
G218	I-Venture/Namibia Bound	(9,516)	(4,758)	3,121	7,879	
G220	Locality Funding	(20,665)	(10,333)	(66,294)	(55,962)	Expenditure not yet incurred. Can't be 1/4ly profiled.
G221	Sports Leaders	0	0	(118)	(118)	
G228	Go Active Clowne Leisure Centre	238,170	119,085	398,012	278,927	Income £256k under achieved, business rates bill paid 12 months for £82k, various other net underspends £59k.
G238	HR Health + Safety	115,727	57,864	54,911	(2,953)	
G241	Community Rail	0	0	(26,025)	(26,025)	External funding received in advance.
G244	Bolsover Business Growth Fund	87,225	43,613	35,871	(7,741)	
	Total for Corporate Resources Directorate	4,004,047	2,002,024	1,677,745	(324,279)	
G073	Planning Policy	283,785	141,893	129,292	(12,600)	
G074	Planning Development Control	322	161	(59,452)	(59,613)	Income of £59k over achieved due to an increase in planning applications in Q1 + 2.
G076	Planning Enforcement	117,721	58,861	49,480	(9,380)	
G079	Senior Urban Design Officer	22,348	11,174	18,993	7,819	
G080	Engineering Services (ESRM)	99,800	49,900	79,990	30,090	Business rates bill paid for 12 months.

General Fund Detail

APPENDIX 2

List of net budgets per cost centre per directorate		Full Years	6 months	6 months	6 months	
		Budget	Budget	Actuals	Variance	
		£	£	£	£	
G082	Tourism Promotion + Development	17,140	8,570	13,275	4,705	
G083	Building Control Consortium	55,000	27,500	9,108	(18,392)	
G085	Economic Development	87,430	43,715	70,505	26,790	Invoices paid or committed for full year.
G088	Derbyshire Economic Partnership	15,000	7,500	0	(7,500)	
G089	Premises Development	(46,286)	(23,143)	(9,561)	13,582	
G090	Pleasley Vale Mills	(58,858)	(29,429)	50,157	79,586	Hired & Contract budget and repairs budget committed for the year £123k + income received in advance £60k, business rates paid for 12 months £11k.
G091	CISWO Duke St Building	5,000	2,500	6,570	4,070	
G092	Pleasley Vale Electricity Trading	(62,000)	(31,000)	(34,954)	(3,954)	
G095	Estates + Property	530,087	265,044	266,722	1,679	
G096	Building Cleaning (General)	102,649	51,325	52,313	989	
G099	Catering	500	250	4	(246)	
G109	Director of Development	110,353	55,177	56,016	840	
G110	Assistant Director of Development	70,934	35,467	34,989	(478)	
G114	Strategic Investment Fund	0	0	23,457	23,457	Can't be 1/4ly profiled.
G128	S106 - Community Facilities	0	0	(58,460)	(58,460)	Income received from developer, can't be 1/4ly profiled.
G132	Planning Conservation	82,169	41,085	40,377	(707)	
G133	The Tangent Business Hub	(51,297)	(25,649)	8,867	34,515	Hired & Contract budget & Telephone budget committed for the year £18k + quarterly rents invoices to be sent in October £12k, business rates paid for 12 month £8k.
G138	Bolsover TC Regeneration Scheme	19,745	9,873	0	(9,873)	
G151	Street Lighting	37,625	18,813	8,206	(10,606)	

General Fund Detail

APPENDIX 2

List of net budgets per cost centre per directorate		Full Years	6 months	6 months	6 months	
		Budget	Budget	Actuals	Variance	
		£	£	£	£	
G156	The Arc	106,765	53,383	77,869	24,486	Business rates bill paid for full year £33k.
G167	Facilities Management	13,724	6,862	13,112	6,250	
G169	Closed Churchyards	10,000	5,000	0	(5,000)	
G172	S106 - Affordable Housing	1,116	558	0	(558)	
G188	Cotton Street Contact Centre	29,080	14,540	19,918	5,378	
G193	Economic Development Management + Admin	334,764	167,382	220,344	52,962	Waiting for Holding account budgets to be rolled forward
G200	Head of Property + Housing Repairs	7,077	3,539	3,413	(126)	
G227	S106 - Public Health	18,348	9,174	(11,785)	(20,959)	Can't be 1/4ly profiled.
G237	Joint Venture (LLP)	27,425	13,713	0	(13,713)	
	Total for Development Directorate	1,987,466	993,733	1,078,767	85,034	
G007	Community Safety - Crime Reduction	49,981	24,991	9,392	(15,599)	
G008	Community Safety Grant	0	0	12,997	12,997	
G010	Neighbourhood Management	66,196	33,098	32,505	(593)	
G013	Community Action Network	278,182	139,091	158,062	18,971	
G017	Private Sector Housing Renewal	82,919	41,460	37,054	(4,405)	
G018	Environmental Health Covid Team	36,519	18,260	(103,602)	(121,862)	Grant Received for year £128k - cannot be profiled. Awaiting recharges from NE, showing £23k under spent and income due £25k.
G020	Public Health	(70,000)	(35,000)	70,000	105,000	£70k income accrual still outstanding from CBC. Usually paid in July. 2021/22 income will not be received until July 2022, showing £35k under achieved for Q2.
G021	Pollution Reduction	220,044	110,022	102,269	(7,753)	
G022	Env Health - Health + Safety	0	0	(470)	(470)	

General Fund Detail

APPENDIX 2

List of net budgets per cost centre per directorate		Full Years	6 months	6 months	6 months	
		Budget	Budget	Actuals	Variance	
		£	£	£	£	
G023	Pest Control	31,357	15,679	13,137	(2,542)	
G024	Street Cleansing	322,694	161,347	158,263	(3,084)	
G025	Food, Health & Safety	125,691	62,846	61,173	(1,672)	
G026	Animal Welfare	116,375	58,188	47,158	(11,029)	
G027	Emergency Planning	19,556	9,778	107,217	97,439	Expenditure covered by Covid grant, not 1/4ly profiled.
G028	Domestic Waste Collection	972,894	486,447	466,644	(19,803)	
G030	Street Trading	0	0	(20)	(20)	
G032	Grounds Maintenance	714,879	357,440	336,639	(20,800)	Agency income from DCC raised for 12 months showing over achieved by £24k for the quarter.
G033	Vehicle Fleet	904,099	452,050	476,354	24,304	Income from sale of items to t/f to capital £52k. Lodge tyre committed for the year, showing £47k over spent. MOT income under achieved by £9k due to coronavirus pandemic. Equipment committed more than 2/4 £24k.
G036	Environmental Health Mgmt & Admin	241,987	120,994	118,678	(2,315)	
G043	Director of Environmental + Enforcement	56,006	28,003	46,354	18,351	
G046	Homelessness	177,776	88,888	(21,836)	(110,724)	Additional grant funding received £127k and hired and contract £26k committed for more than 1/2 year.
G048	Town Centre Housing	(10,600)	(5,300)	0	5,300	
G053	Licensing	30,965	15,483	21,947	6,464	
G097	Groundwork & Drainage Operations	68,809	34,405	33,068	(1,337)	
G106	Housing Anti Social Behaviour	109,191	54,596	49,044	(5,551)	
G113	Parenting Practitioner	35,836	17,918	16,729	(1,189)	
G123	Riverside Depot	174,514	87,257	86,936	(321)	
G124	Street Servs Mgmt & Admin	19,747	9,874	15,616	5,743	

General Fund Detail

APPENDIX 2

List of net budgets per cost centre per directorate		Full Years	6 months	6 months	6 months	
		Budget	Budget	Actuals	Variance	
		£	£	£	£	
G135	Domestic Violence Worker	43,126	21,563	(11,060)	(32,623)	Grant Received for year £32k - Cannot Profile 1/4ly
G142	Community Safety - CCTV	6,407	3,204	1,470	(1,734)	
G143	Housing Strategy	58,597	29,299	27,053	(2,245)	
G144	Enabling (Housing)	40,578	20,289	19,619	(670)	
G148	Commercial Waste	(140,600)	(70,300)	(297,779)	(227,479)	Income over achieved by £171k as sundry debtor invoices have been raised for Mth 1-12. Waste disposal cost £54k under spent.
G149	Recycling	375,354	187,677	459,180	271,503	Income accrual outstanding for Q4 Recycling credits plus Q1+Q2 not raised yet £310k. Staff costs £20k under spent and £19k under spent on hired & contract and equipment for 1/2 year.
G153	Housing Advice	14,361	7,181	7,352	171	
G176	Affordable Warmth	21,271	10,636	9,745	(890)	
G198	Head of Housing (GF)	28,154	14,077	13,668	(409)	
G199	Head of Street Scene	38,467	19,234	19,267	33	
G229	Housing Standards	0	0	(2,308)	(2,308)	
G239	Housing + Comm Safety Fixed Penalty Acc	4,480	2,240	(200)	(2,440)	
	Total for Environment + Enforcement Directorate	5,265,812	2,632,906	2,597,315	(35,591)	
	Total Net Cost of Services	11,257,325	5,628,663	5,353,827	(274,836)	

Appendix 3

Housing Revenue Account - 2021/22

	Full Years Budget £	6 months Budget £	6 months Actuals £	6 months Variance £
Expenditure				
Repairs and Maintenance	5,224,954	2,612,477	2,334,785	(277,692)
Supervision and Management	5,389,863	2,694,932	2,692,974	(1,958)
Rents, Rates, Taxes + Other Charges	191,708	95,854	273,966	178,112
Special Services	458,212	229,106	174,519	(54,587)
Housing Related Support - Wardens	635,544	317,772	278,219	(39,553)
Housing Related Support - Central Control	272,954	136,477	132,104	(4,373)
Tenants Participation	71,850	35,925	36,445	520
New Build Schemes Evaluations	400,000	200,000	154,093	(45,907)
New Bolsover Project	5,000	2,500	495	(2,005)
Debt Management Expenses	8,240	4,120	8,145	4,025
Total Expenditure	12,658,325	6,329,163	6,085,745	(243,418)
Income				
Dwelling Rents	(20,819,238)	(10,409,619)	(10,253,958)	155,661
Non-dwelling Rents	(140,709)	(70,355)	(73,347)	(2,993)
Leasehold Flats and Shops Income	(14,480)	(7,240)	(3,426)	3,814
Repairs and Maintenance	(13,500)	(6,750)	(14,741)	(7,991)
Supervision and Management	(562)	(281)	(886)	(605)
Special Services	(44,663)	(22,332)	(13,047)	9,285
Housing Related Support - Wardens	(294,387)	(147,194)	(132,788)	14,406
Housing Related Support - Central Control	(283,872)	(141,936)	(150,240)	(8,304)
Total Income	(21,611,411)	(10,805,706)	(10,642,433)	163,273
Net Cost of Services	(8,953,086)	(4,476,543)	(4,556,688)	(80,145)
Appropriations				
Provision for Doubtful Debts	180,000	90,000	90,000	-
Interest Costs	3,190,231	1,595,116	1,595,116	-
Investment Interest Income	(1,435)	(718)	(718)	-
Depreciation	4,274,630	2,137,315	2,137,315	-
Transfer to Major Repairs Reserve	1,112,070	556,035	556,035	-
Contribution to HRA Reserves	630,000	315,000	315,000	-
Use of HRA Earmarked Reserves	(400,000)	(200,000)	(200,000)	-
Contribution from HRA Balance	(38,693)	(19,347)	(19,347)	-
Net Operating (Surplus) / Deficit	(6,283)	(3,142)	(83,286)	(80,145)

CAPITAL PROGRAMME SUMMARY

	Full Years Budget £	6 months Budget £	6 months Actuals £	6 months Variance £
General Fund				
Asset Management Plan				
Investment Properties	4,799	2,400	2,840	441
Leisure Buildings	30,359	15,180	29,763	14,584
Pleasley Vale Business Park	135,309	67,655	105,077	37,423
Riverside Depot	39,174	19,587	7,159	(12,428)
The Arc	72,825	36,413	70,697	34,285
The Tangent	15,000	7,500	0	(7,500)
Asset Management Plan not yet allocated to an individual scheme	47,234	23,617	0	(23,617)
	344,700	172,350	215,536	43,186
Engineering Asset Management Plan				
Car Parks	25,000	12,500	21,000	8,500
Shelters	10,000	5,000	10,000	5,000
Lighting	15,000	7,500	5,680	(1,821)
Churchyards	17,000	8,500	16,757	8,257
	67,000	33,500	53,437	19,937
Assets				
Car Parking at Clowne	13,416	6,708	0	(6,708)
Pleasley Vale Mill - Dam Wall	100,410	50,205	3,796	(46,409)
Electric Charging Points	37,107	18,554	27,828	9,275
	150,933	75,467	31,624	(43,843)
ICT Schemes				
ICT infrastructure	234,216	117,108	34,627	(82,481)
Revs & Bens Comino Workflow 360	34,140	17,070	32,880	15,810
	268,356	134,178	67,507	(66,671)
Leisure Schemes				
Playing Pitch Improvements (Clowne)	762,500	381,250	10,860	(370,390)
Toning Tables (Leisure)	80,000	40,000	77,163	37,163
Go-Active Gym flooring	40,000	20,000	39,979	19,979
Gym Equipment & Spin Bikes	392,100	196,050	392,093	196,043
Go Active Equipment	7,900	3,950	6,869	2,919
	1,282,500	641,250	526,964	(114,286)
Private Sector Schemes				
Disabled Facility Grants	1,134,054	567,027	322,344	(244,683)
	1,134,054	567,027	322,344	(244,683)
Financial Schemes				
Economic Loan Fund - Capital	10,000	5,000	10,000	5,000
	10,000	5,000	10,000	5,000
Joint Venture				
Dragonfly Joint Venture Shares	369,150	184,575	0	(184,575)
Dragonfly Joint Venture Loan	1,753,202	876,601	0	(876,601)
	2,122,352	1,061,176	0	(1,061,176)
Vehicles and Plant				
Vehicle Fleet Management System	3,260	1,630	0	(1,630)
Vehicle Replacements	1,287,275	643,638	334,938	(308,700)
Vehicle Wash Area	1,000	500	811	311
CAN Rangers Equipment	14,231	7,116	0	(7,116)
	1,305,766	652,883	335,749	(317,134)
Total General Fund	6,685,661	3,342,831	1,563,161	(1,779,670)

CAPITAL PROGRAMME SUMMARY

	Full Years Budget £	6 months Budget £	6 months Actuals £	6 months Variance £
Housing Revenue Account				
New Build Properties				
Avant Creswell	583,736	291,868	158,100	(133,768)
Ashbourne Extension	100,000	50,000	54,204	4,204
Bolsover Homes-yet to be allocated	5,542,810	2,771,405	0	(2,771,405)
Keepmoat Properties at Bolsover	194,267	97,134	129,223	32,090
Langwith/Shirebrook Architects	90,000	45,000	89,715	44,715
Sandy Lane/Thorpe Ave Whitwell	3,226,650	1,613,325	991,642	(621,683)
The Whitwell Cluster	1,456,998	728,499	1,205,536	477,037
West Street Langwith land purchase	40,540	20,270	457	(19,813)
	11,235,001	5,617,501	2,628,877	(2,988,624)
Vehicle Replacements	225,000	112,500	118,418	5,918
	225,000	112,500	118,418	5,918
Public Sector Housing				
Bramley Vale	750,000	375,000	12,985	(362,015)
Electrical Upgrades	125,000	62,500	99,187	36,687
Environmental Works	85,976	42,988	0	(42,988)
External Door Replacements	110,741	55,371	110,145	54,775
External Wall Insulation	1,954,000	977,000	601,409	(375,591)
Flat Roofing	40,000	20,000	25,114	5,114
Heating Upgrades	20,000	10,000	15,309	5,309
House Fire Damage	109,723	54,862	52,024	(2,838)
Kitchen Replacements	200,000	100,000	93,363	(6,637)
Re Roofing	750,000	375,000	305,182	(69,818)
Regeneration Mgmt & Admin	94,888	47,444	47,444	0
Safe & Warm	2,066,664	1,033,332	914,206	(119,126)
Soffit and Facia	30,000	15,000	0	(15,000)
Unforeseen Reactive Capital Works	137,827	68,914	35,250	(33,664)
Welfare Adaptations	415,425	207,713	271,602	63,890
	6,890,244	3,445,122	2,583,220	(861,902)
HRA ICT Schemes				
Careline Upgrade	46,000	23,000	16,609	(6,391)
Open Housing	98,727	49,364	87,773	38,410
	144,727	72,364	104,382	32,019
New Bolsover Scheme				
New Bolsover-Regeneration Scheme	1,478,696	739,348	832,642	93,294
	1,478,696	739,348	832,642	93,294
Total HRA	19,973,668	9,986,834	6,267,539	(3,719,295)
TOTAL CAPITAL EXPENDITURE	26,659,329	13,329,665	7,830,700	(5,498,965)

CAPITAL PROGRAMME SUMMARY

	Full Years Budget £	6 months Budget £	6 months Actuals £	6 months Variance £
Capital Financing				
General Fund				
Better Care Fund	1,134,054	567,027	322,344	(244,683)
Reserves	4,460,386	2,230,193	955,472	(1,274,721)
Capital Receipts	467,072	233,536	195,323	(38,214)
External Funding	624,149	312,075	90,022	(222,053)
	6,685,661	3,342,831	1,563,161	(1,779,670)
HRA				
Major Repairs Allowance	6,229,217	3,114,609	2,570,502	(544,107)
Prudential Borrowing	1,155,885	577,943	886,901	308,959
Vehicle Reserve	369,727	184,864	222,800	37,937
Development Reserve	1,608,615	804,308	583,460	(220,848)
Bolsover Homes Capital Reserve	9,000,000	4,500,000	1,136,018	(3,363,982)
Capital Receipts	670,501	335,251	447,858	112,608
External Funding	939,723	469,862	420,000	(49,862)
	19,973,668	9,986,834	6,267,539	(3,719,295)
TOTAL CAPITAL FINANCING	26,659,329	13,329,665	7,830,700	(5,498,965)

Treasury Management Update - Quarter 2 2021/22

The Council's main current account is held with Lloyds Bank and the current contract is due to expire on 30th April 2022, although we have requested an extension to 9th February 2025.

PWLB Borrowing

As at 1 April 2021 the Authority's total outstanding PWLB debt amounted to £97,100,000.

The Council has not taken any new loans from the PWLB during the first six months.

At 30 September 2021 nothing has been repaid to the PWLB as no repayments were due.

The profile of the outstanding debt is analysed as follows:

PWLB Borrowing Term	Maturity Profile 30-Sep-21 £
12 Months	5,700,000
1-2 years	2,000,000
2-5 years	12,600,000
5-10 years	22,800,000
10-15 years	24,000,000
over 15 years	30,000,000
Total PWLB Debt	97,100,000

PWLB Interest

The total interest cost to the Council of the PWLB debt for 2021/22 is estimated at £3,379,700. This cost is split between the HRA and General Fund based on the level of debt outstanding. Interest paid to the PWLB in the six months was £1,726,850.

Temporary Borrowing

Cash flow monitoring and management identifies the need for short term borrowing to cover delays in the receipt of income during the year. Minimal interest charges were incurred during the first six months on overdrawn bank balances (<£10). At 30 September 2021 the only temporary borrowing undertaken by the Council was £962,905 which is the investment balances held on behalf of Parish Councils.

Compliance with Treasury Limits

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

	Actual to Date 2021/22	Approved Limits 2021/22
Authorised Limit (Total Council external borrowing limit)	£117,031,783	£136,518,022
Operational Boundary	£117,031,783	£131,518,022

Treasury Management Update - Quarter 2 2021/22

Temporary Investments

Interest Received

The performance of the Council's investments is as follows:

	6 months Actual	6 months Budget	6 months Variance
Interest generated (£)	(27,315)	(20,353)	(6,962)
Average rate of interest	0.17%	0.10%	-
Bank of England base rate	0.10%	0.10%	-

The investments have been made in accordance with the Council's Treasury Management Strategy.

The Bank of England base rate is currently 0.10%, the above actual figure is the 6 month average rate.

Interest rates offered by most institutions remain low.

The following tables show the investments and interest earned to 30 September 2021:

Investments on call

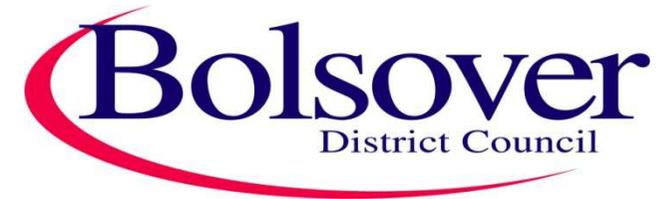
Counterparty	Balance at 1/4/21	Deposits	Withdrawals	Interest received	Balance at 30/09/21
	£	£	£	£	£
Aberdeen (MMF)	2,500,000	8,000,000	(5,500,151)	151	5,000,000
Federated (MMF)	5,000,000	0	(251)	251	5,000,000
Invesco (MMF)	0	11,500,000	(6,500,173)	173	5,000,000
CCLA (MMF)	5,000,000	0	(662)	662	5,000,000
Aviva (MMF)	0	5,000,000	(3,500,017)	17	1,500,000
Santander	5,000,000	0	0	3,009	5,003,009
	<u>17,500,000</u>	<u>24,500,000</u>	<u>(15,501,254)</u>	<u>4,263</u>	<u>26,503,009</u>

Budget Monitoring Report Q2 - April to September 2021

A refresher of the basics

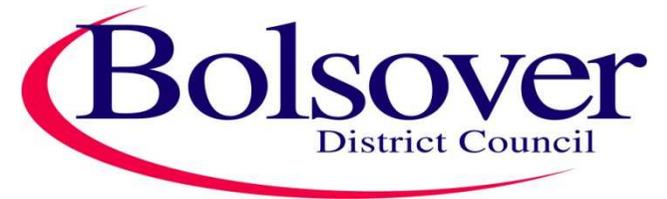
- General Fund is every service except housing stock related.
- Council tax and business rates, finance general fund.
- Housing rents funds the HRA.
- We have revenue budgets made up of income and expenditure for general fund and HRA but we keep them separate.
- We also have capital budgets for general fund and HRA.

General Fund – the latest position for all years



	2021/22 Budget £'000	2022/23 Budget £'000	2023/24 Budget £'000	2024/25 Budget £'000
Budget Shortfall – MTFP Feb 2021	291	402	690	3,632
Efficiencies identified to date	(224)	(111)	(110)	(110)
Current Budget Shortfall	67	291	580	3,522
Efficiencies identified not yet realised	(443)	(1,306)	(2,002)	(2,571)
Pension costs to be funded by GF balance	(80)	(82)	(18)	0
Closing Budget Shortfall	(456)	(1,097)	(1,440)	951

General Fund



-
- The overall position at service level at the end of Q2 is a favourable variance of £0.275m.
 - This is mainly due to receiving income in advance of spend for the year.

HRA

-
- The Q2 position is an adverse variance of £0.163m.
 - The main cause of this is the level of void properties being higher than budgeted.
 - Officers are working on reducing the voids numbers.
 - Expenditure is not an issue overall.

Capital Programme

-
- The capital programme spend is currently behind the budget for Q2.
 - This is not causing an issue so far and is very common with capital expenditure.
 - Any expenditure will be carried forward to 22/23 as long as funding allows.

Treasury Management



-
- Treasury management continues to be no issues to report.
 - Investment interest is slightly better than predicted. (£7k).
 - The expected .15% increase in rates didn't occur.
 - Likely to happen in December now.

Council Tax Options
for setting of
2022/23
Council Tax

Financial Position

- The latest table in the quarter 2 budget monitoring report:

	2022/23 £000	2023/24 £000	2024/25 £000
Opening Budget Shortfall	402	690	3,632
⁷⁸ Council Tax increase 2021/22	(111)	(110)	(110)
Current realised budget shortfall	291	580	3,522
Efficiencies identified not yet realised *	(1,306)	(2,002)	(2,571)
Pension costs to be funded by general fund balance	(82)	(18)	0
General Fund (surplus)/Budget Shortfall	(1,097)	(1,440)	951

* includes an estimate of all future council tax increases

The surplus will actually be used to reduce the amount of the NNDR growth protection reserve being used in each year.

Council Tax options - History

- Decisions taken for 2019/20 to 2021/22 based on a Band D property

Council Tax year	District part of the Council Tax bill	Percentage Increase	Annual Increase per property	Weekly increase per property	Extra Revenue to the District Council
2019/20	£176.29	2.99%	£5.12	0.10	£112,494
2020/21	£181.29	2.83%	£5.00	0.10	£110,789
2021/22	£186.28	2.75%	£4.99	0.10	£109,853

The level of increase each year affects the base for that year and for future years. The base for 2022/23 contains the increases of £112,494 £110,789 and £109,853.

Council Tax options – New Year

- Options for 2022/23 based on a Band D property

Council Tax year	District part of the Council Tax bill	Percentage Increase	Annual Increase per property	Weekly increase per property	Extra Revenue to the District Council
2022/23	£188.14	1%	£1.86	0.04	£41,548
2022/23	£189.98	1.99%	£3.71	0.07	£82,956
2022/23	£191.28	2.68%	£5.00	0.10	£111,991

The extra revenue will benefit 2022/23 and future years if an increase is agreed.

As the taxbase for 22/23 is currently being finalised these figures are indicative at this time.

Council Tax options – Future Years

- The financial information for 2022/23 – 2024/25 is currently being updated as part of the budget process. Figures are being calculated for 2025/26 for the first time.
- There have been some big changes expected to Local Government finances over the last few years but these were thrown into uncertainty by the Coronavirus pandemic.
- Changes to Business Rates Retention, the introduction of the Fair Funding Review and the Business Rates Reset in particular will affect us as a district council, probably detrimentally, when or if they now occur.
- The recent Spending Review announcement did not enlighten us at all.

Council Tax options – Future Years

- Something we are sure of, is that the Government will again assume we have increased our Council Tax by the maximum allowed when they calculate any grants or limits payable to us.
- Therefore by 2023/24 when the changes are now likely to hit us, the Government will assume we've made the following increases:

	2021/22	2022/23
Increase from 2019/20	(112,494)	(112,494)
Increase from 2020/21	(110,789)	(110,789)
Increase from 2021/22	(109,853)	(109,853)
Maximum increase allowed for 2022/23 *	(111,991)	(111,991)

*Referendum details not yet confirmed by DLUHC but we are likely to be limited to 1.99% and it is assumed £5.00 will be the maximum amount, whichever is the greater.

Council Tax options – Future Years (cont'd)

- If we increased our Council Tax each year by the maximum allowed as per the Government assumption, the extra council tax raised by the end of the current Medium Term Financial Plan would be as follows:

⌘	2022/23	2023/24	2024/25	2025/26
Maximum increase allowed for 2022/23 * (no increase in tax base)	(111,991)	(111,991)	(111,991)	(111,991)
Maximum increase allowed for 2023/24 * (no increase in tax base)	0	(111,991)	(111,991)	(111,991)
Maximum increase allowed for 2024/25 * (no increase in tax base)	0	0	(111,991)	(111,991)
Maximum increase allowed for 2025/26 * (no increase in tax base)	0	0	0	(111,991)
Total by 2025/26 of cumulative increases				£(447,964)

* Referendum £5 and taxbase to be confirmed

Bolsover District Council

Audit and Corporate Overview Scrutiny Committee

25th November 2021

ROLE AND EFFECTIVENESS OF THE COMMITTEE

Report of the Assistant Director of Finance and Resources

Classification: This report is public

Report By: Assistant Director of Finance and Resources

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

PURPOSE / SUMMARY

To present for members' information, CIPFA's Position Statement: Audit Committees in Local Authorities and Police, to enable the new Committee to undertake a self-assessment.

REPORT DETAILS

1 Background (reasons for bringing the report)

- 1.1 In November 2019 the Audit Committee at the time, undertook this self-assessment and an action plan arising from the assessment was presented to the 28th January 2020 meeting. Unfortunately due to the pandemic the action plan was not followed up.
- 1.2 It is proposed, now that we have a new Audit and Corporate Overview Scrutiny Committee, we undertake the self-assessment again and produce a new action plan based on the new committee.

2. Details of Proposal or Information

- 2.1 In 2018, CIPFA produced guidance 'Audit Committees: Practical Guidance for Local Authorities and Police, 2018 Edition'. This is available via the following link:

<file:///S:\Finance%20and%20Revs&Bens\Finance%20BDC\PUB\ACOSC%20documents>

- 2.2 The publication sets out CIPFA's guidance on the function and operation of audit committees in local authorities and police bodies, and represents best practice for audit committee in local authorities throughout the UK.

2.3 Incorporated in the publication at chapter 2 is CIPFA's Position Statement: Audit Committees in Local Authorities and Police (2018), which sets out CIPFA's view of the role and functions of an audit committee and replaces the previous 2013 Position Statement. The Position Statement is included at **Appendix 1** to this report.

2.4 The Position Statement emphasises the importance of audit committees being in place in all principal local authorities and recognises that they are a key component of governance:

"The purpose of an audit committee is to provide to those charged with governance, independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes. Audit committees are an important source of assurance about an organisation's arrangements for managing risk, maintaining an effective control environment and reporting on financial and other performance. The way in which an audit committee is organised will vary depending on the specific political and management arrangements in place in any organisation."

2.5 The guidance also covers:

- The purpose of Audit Committees
- The core functions of an Audit Committee
- Possible wider functions of an Audit Committee
- Independence and accountability
- Membership and effectiveness

2.6 Appendix D of CIPFA's publication includes a self-assessment of good practice. This provides a high-level review that incorporates the key principles set out in CIPFA's Position Statement and publication. Where an audit committee has a high degree of performance against the good practice principles, then it is an indicator that the committee is soundly based and has in place a knowledgeable membership. These are the essential factors in developing an effective audit committee.

2.7 It is proposed that the self-assessment of good practice in the guidance is completed. **Appendix 2** is a replication of the new self-assessment of good practice. Once completed, this will be reviewed and an action plan will be presented to a future meeting of the Audit and Corporate Overview Scrutiny Committee.

3 Reasons for Recommendation

3.1 To inform Members of CIPFA's publication 'Audit Committees Practical Guidance for Local Authorities and Police 2018 Edition' and to enable the new Committee to undertake a self-assessment.

4 **Alternative Options and Reasons for Rejection**

4.1 This report is for information.

RECOMMENDATIONS

1. That the Audit and Corporate Overview Scrutiny Committee note the CIPFA guidance for Local Authority Audit Committees.
 2. That the Audit and Corporate Overview Scrutiny Committee undertake the self-assessment in **Appendix 2** of the report.
 3. That the completed self-assessment is reviewed and if necessary, an action plan be presented to a future meeting of the Committee.
-

IMPLICATIONS

Finance and Risk: Yes No

Details:

There are no direct financial implications arising from this report.

There are no direct risk implications however, failure to have in place an effective committee would increase governance risk to the Council.

On Behalf of the Section 151 Officer

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

Staffing: Yes No

Details:

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

On behalf of the Head of Paid Service

DECISION INFORMATION

Decision Information	
<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:</p> <p>BDC: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/></p> <p>NEDDC: Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Please indicate which threshold applies</p>	No
<p>Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)</p>	No
<p>District Wards Significantly Affected</p>	None
<p>Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Cabinet / Executive <input type="checkbox"/> SAMT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/></p>	<p>Yes</p> <p>Details: Chair of Committee 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	CIPFA'S Position Statement; Audit Committees in Local Authorities and Police.
2	Audit Committee Self-Assessment.
<p>Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)</p>	
None	

CHAPTER 2

CIPFA's Position Statement: Audit Committees in Local Authorities and Police

The scope of this Position Statement includes all principal local authorities in the UK, the audit committees for PCCs and chief constables in England and Wales, and the audit committees of fire and rescue authorities.

- 1 Audit committees are a key component of an authority's governance framework. Their function is to provide an independent and high-level resource to support good governance and strong public financial management.
- 2 The purpose of an audit committee is to provide to those charged with governance independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and governance processes. By overseeing both internal and external audit it makes an important contribution to ensuring that effective assurance arrangements are in place.
- 3 Authorities and police audit committees should adopt a model that establishes the committee as independent and effective. The committee should:
 - act as the principal non-executive, advisory function supporting those charged with governance
 - in local authorities, be independent of both the executive and the scrutiny functions and include an independent member where not already required to do so by legislation
 - in police bodies, be independent of the executive or operational responsibilities of the PCC or chief constable
 - have clear rights of access to other committees/functions, for example, scrutiny and service committees, corporate risk management boards and other strategic groups
 - be directly accountable to the authority's governing body or the PCC and chief constable.
- 4 The core functions of an audit committee are to:
 - be satisfied that the authority's assurance statements, including the annual governance statement, properly reflect the risk environment and any actions required to improve it, and demonstrate how governance supports the achievement of the authority's objectives
 - in relation to the authority's internal audit functions:
 - oversee its independence, objectivity, performance and professionalism
 - support the effectiveness of the internal audit process

- promote the effective use of internal audit within the assurance framework
 - consider the effectiveness of the authority’s risk management arrangements and the control environment, reviewing the risk profile of the organisation and assurances that action is being taken on risk-related issues, including partnerships and collaborations with other organisations
 - monitor the effectiveness of the control environment, including arrangements for ensuring value for money, supporting standards and ethics and for managing the authority’s exposure to the risks of fraud and corruption
 - consider the reports and recommendations of external audit and inspection agencies and their implications for governance, risk management or control
 - support effective relationships between external audit and internal audit, inspection agencies and other relevant bodies, and encourage the active promotion of the value of the audit process.
 - review the financial statements, external auditor’s opinion and reports to members, and monitor management action in response to the issues raised by external audit.
- 5 An audit committee can also support its authority by undertaking a wider role in other areas including:
- considering governance, risk or control matters at the request of other committees or statutory officers
 - working with local standards and ethics committees to support ethical values
 - reviewing and monitoring treasury management arrangements in accordance with Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes (CIPFA, 2017)
 - providing oversight of other public reports, such as the annual report.
- 6 Good audit committees are characterised by:
- a membership that is balanced, objective, independent of mind, knowledgeable and properly trained to fulfil their role. The political balance of a formal committee of a council will reflect the political balance of the council, however, it is important to achieve the right mix of apolitical expertise
 - a membership that is supportive of good governance principles and their practical application towards the achievement of organisational objectives
 - a strong independently minded chair – displaying a depth of knowledge, skills and interest. There are many personal qualities needed to be an effective chair, but key to these are:
 - promoting apolitical open discussion
 - managing meetings to cover all business and encouraging a candid approach from all participants
 - an interest in and knowledge of financial and risk management, audit, accounting concepts and standards, and the regulatory regime
 - unbiased attitudes – treating auditors, the executive and management fairly
 - the ability to challenge the executive and senior managers when required.

- 7 To discharge its responsibilities effectively the committee should:
- meet regularly – at least four times a year, and have a clear policy on those items to be considered in private and those to be considered in public
 - be able to meet privately and separately with the external auditor and with the head of internal audit
 - include, as regular attendees, the CFO(s), the chief executive, the head of internal audit and the appointed external auditor. Other attendees may include the monitoring officer (for standards issues) and the head of resources (where such a post exists). These officers should also be able to access the committee, or the chair, as required
 - have the right to call any other officers or agencies of the authority as required, while recognising the independence of the chief constable in relation to operational policing matters
 - report regularly on its work to those charged with governance, and at least annually report an assessment of their performance. An annual public report should demonstrate how the committee has discharged its responsibilities.

Self-Assessment of Good Practice

This appendix provides a high-level review that incorporates the key principles set out in CIPFA's Position Statement and this publication. Where an audit committee has a high degree of performance against the good practice principles, then it is an indicator that the committee is soundly based and has in place a knowledgeable membership. These are the essential factors in developing an effective audit committee.

A regular self-assessment can be used to support the planning of the audit committee work programme and training plans. It can also inform an annual report.

Good Practice Question		Yes	Partly	No
<i>Audit committee purpose and governance</i>				
1	Does the authority have a dedicated audit committee?			
2	Does the audit committee report directly to full council?			
3	Do the terms of reference clearly set out the purpose of the committee in accordance with CIPFA's Position Statement?			
4	Is the role and purpose of the audit committee understood and accepted across the authority?			
5	Does the audit committee provide support to the authority in meeting the requirements of good governance?			
6	Are the arrangements to hold the committee to account for its performance operating satisfactorily?			
7	Do the committee's terms of reference explicitly address all the core areas identified in CIPFA's Position Statement?			
	<ul style="list-style-type: none"> • Good governance 			
	<ul style="list-style-type: none"> • Assurance framework, including partnerships and collaboration arrangements 			
	<ul style="list-style-type: none"> • Internal Audit 			

Good Practice Question		Yes	Partly	No
	<ul style="list-style-type: none"> External Audit 			
	<ul style="list-style-type: none"> Financial Reporting 			
	<ul style="list-style-type: none"> Risk Management 			
	<ul style="list-style-type: none"> Value for money or best value 			
	<ul style="list-style-type: none"> Counter-fraud and corruption 			
	<ul style="list-style-type: none"> Supporting the ethical framework 			
8	Is an annual evaluation undertaken to assess whether the committee is fulfilling its terms of reference and that adequate consideration has been given to all core areas?			
9	Has the audit committee considered the wider areas of CIPFA's Position Statement and whether it would be appropriate for the committee to undertake them?			
10	Where coverage of core areas has been found to be limited, are plans in place to address this?			
11	Has the committee maintained its advisory role by not taking on any decision-making powers that are not in line with its core purpose?			
<i>Membership and support</i>				
12	Has an effective audit committee structure and composition of the committee been selected? This should include:			
	<ul style="list-style-type: none"> Separation from the executive 			
	<ul style="list-style-type: none"> An appropriate mix of knowledge and skills among the membership 			
	<ul style="list-style-type: none"> A size of a committee that is not unwieldy 			
	<ul style="list-style-type: none"> Consideration has been given to the inclusion of at least one independent member(where it is not already a mandatory requirement). 			

Good Practice Question		Yes	Partly	No
13	Have independent members appointed to the committee been recruited in an open and transparent way and approved by the full council?			
14	Does the chair of the committee have appropriate knowledge and skills?			
15	Are arrangements in place to support the committee with briefings and training?			
16	Has the membership of the committee been assessed against the core knowledge and skills framework and found to be satisfactory?			
17	Does the committee have good working relations with key people and organisations, including external audit, internal audit and the chief financial officer?			
18	Is adequate secretariat and administrative support to the committee provided?			
19	Has the committee obtained feedback on its performance from those interacting with the committee or relying on its work?			
20	Are meetings effective with a good level of discussion and engagement from all the members?			
21	Does the committee engage with a wide range of leaders and managers, including discussion of audit findings, risks and action plans with the responsible officers?			
22	Does the committee make recommendations for the improvement of governance, risk and control and are these acted on?			
23	Has the committee evaluated whether and how it is adding value to the organisation?			
24	Does the committee have an action plan to improve any areas of weakness?			
25	Does the committee publish an annual report to account for its performance and explain its work?			

Bolsover District Council

Audit and Corporate Overview Scrutiny Committee

25th November 2021

Risk Management

Report of the Executive Director of Resources

Classification: This report is public
Report By: Executive Director of Resources
Contact Officer: Karen Hanson

PURPOSE / SUMMARY

- To update members of the Audit and Corporate Overview Scrutiny Committee of the current position regarding risk management arrangements and the Council's Strategic Risk Register.
-

RECOMMENDATIONS

1. That the Audit and Corporate Overview Scrutiny Committee notes the report and Strategic Risk Register as set out in **Appendix 1**.

Approved by the Portfolio Holder – Yes

IMPLICATIONS

Finance and Risk: Yes No

Details:

There are no additional financial implications arising out of this report. Whilst, where appropriate, additional mitigation measures have been identified and implemented during the course of preparing the strategic and operational risk registers, the cost of implementing this mitigation is met from within existing service budgets.

Risk management issues are covered throughout the body of the main report.

On Behalf of the Section 151 Officer

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

Details:

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

On Behalf of the Solicitor to the Council

Staffing: **Yes** **No**

Details:

There are no human resource issues arising directly out of this report.

On behalf of the Head of Paid Service

DECISION INFORMATION

Decision Information	
Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: BDC: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input checked="" type="checkbox"/> NEDDC: Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
District Wards Significantly Affected	None directly
Consultation: Leader / Deputy Leader <input type="checkbox"/> Cabinet / Executive <input checked="" type="checkbox"/> SAMT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Yes Details:

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

All

REPORT DETAILS

1 Background

1.1 The Council's Audit Committee has previously endorsed the Council's Risk Management Strategy which has also been approved by Executive in March 2020. The Strategy includes but is not limited to the following;

- The nature of 'risk' both the 'threats' and the 'opportunities'
- The benefits of a robust risk management approach
- The Council's risk appetite
- Risk categorisation – Operational, Governance, Strategic
- Project and Partnership risk
- The Council's risk management approach and arrangements including a new 'Risk Management Group'
- Roles and responsibilities including Senior Risk Officer and Senior Information Risk Officer (SRO and SIRO)

1.2 The Strategy also details the work of the Risk Management Group. This is chaired by the appropriate Cabinet Member and includes the Council's Senior Risk Officer (SRO), Senior Information Risk Officer (SIRO), S151 Officer, Senior Managers, Internal Audit and Health and Safety. The group provides a comprehensive oversight of risk throughout the organisation.

1.3 The group oversees all Council operational and strategic risk registers ensuring they are up to date and accurate whilst offering challenge to the assessment process itself. It is responsible for risk management reporting to stakeholder groups across the Council, including this Committee and supports the production of the Annual Governance Statement. The group leads on the development and review of all risk related policies, plans and strategies across the Council and oversees and champions the implementation of the Risk Management Strategy and associated action plan.

2. Details of Proposal or Information

Update of the Risk Management Group (RMG)

Corporate Strategic Risk Register

2.1 Since the last Audit and Corporate Overview Scrutiny Committee meeting in July 2021, meetings of the Risk Management Group have taken place on 3rd August 2021 and 27th October 2021 with the latter requiring attendance in person at the Arc. Both meetings were well attended, Chaired by the Cabinet

Portfolio Holder, with the Council's Executive Director of Resources and Section 151 Officer in attendance.

- 2.2 The RMG regularly undertakes a review and gives consideration to the Council's Strategic Risk Register (**Appendix 1**). The existing risks are considered to be ongoing with no current changes risk scores required.
- 2.3 It was agreed that the RMG will retain a 'watching brief' and consider the following issues and their impact on the Council at future RMG meetings:
- The impact of the Autumn Budget (27th October 2021) and Bolsover's settlement (to be announced in December) on the Council's Medium Term Financial Plan
 - The impact of the Government's Levelling Up White Paper expected in December 2021
 - The impact of any further future Government announcements regarding Local Government Reform
 - Cyber risks and ransomware attacks
 - Ongoing national issues regarding HGV drivers, Covid related staff absences and fuel impacts on service delivery
- 2.4 These issues will remain under constant review by the RMG and appropriate additions and/or amendments to the Council's Strategic Risk Register will take place at the appropriate time.

Operational Risk Registers

- 2.5 In addition to the Corporate Strategic Risk Register, the RMG reviews individual operational risk registers for specific service areas. This is undertaken on a rolling programme to ensure all services have appropriate and up-to-date risk registers in place.
- 2.6 Since August 2021, the RMG has received reports on the following operational risk registers:
- Business Growth
 - Leader's Executive and Partnerships
 - Environmental Health
- 2.7 Service leads provided presentations to the Group to enable appropriate review and scrutiny to take place.

Corporate Insurance renewal

- 2.8 The Council's insurance portfolio was renewed on the 30th September 2021 following annual reviews of policies to minimise and mitigate risks. Property policy ratings increased due to continuing pressures across the market relating to escalating material building costs, labour shortages and the Council's own property claims experience. The Motor policy captures all fleet vehicles, mowers and trailers and has also undergone a premium rating review due to higher exposure since acquiring additional refuse vehicles from Wards

Recycling earlier in the year. However, these were not unreasonable rates within an overall competitive insurance package, and the long term agreement has been maintained.

Cyber risks

- 2.9 Research has been undertaken to seek cyber insurance cover against ransomware attackers; where cyber criminals can threaten to publish or block access to data or a computer system or encrypt its contents, so they can extort money from the Council. As the number of claims following attacks have increased recently, especially in the public sector; the severity, the level of security in place for these risks, and increased exposure due to the volume and nature of sensitive public data held, many cyber insurers have withdrawn from this already limited specialist cyber insurance market, due to the heavy losses sustained, making this insurance cover difficult to procure.
- 2.10 The RMG considered information from the Council's current insurance portfolio provider (Zurich) and also alternative incident response services and support currently on the market. It is clear that significant investment and resources are required to meet criteria currently required by insurers.
- 2.11 The RMG agreed that ICT will undertake a more detailed costing exercise for the Ransomware Incident Response Retainer service. As all three Council's (BDC / NEDDC/ DDDC) use the same broker, they would be included in the quotation process, with an option to consider a joint collaborative approach as similar ICT infrastructure is used.

Health and Safety and Training

- 2.12 A new electronic accident reporting system for health and safety has been developed and is being rolled out to ensure a consistent approach to the reporting of incidents.
- 2.13 In addition, the Council has been awarded the Gold ROSPA Award for health and safety.
- 2.14 The Council's Senior Management Team have received 'Safety for Executives and Directors' IOSH Training.

3 Reasons for Recommendation

- 3.1 The Audit and Corporate Overview Scrutiny Committee is recommended to note this report from the Risk Management Group as part of the Council's robust approach to risk management. The Risk Management Group provides a comprehensive oversight of risk throughout the organisation.
- 3.2 The Risk Management Group has made significant progress in ensuring that risk is effectively managed within the Council. By leading on the development and review of all risk related policies, plans and strategies across the Council,

the Group provides consistency of approach and alignment of all service areas in relation to risk management.

4 Alternative Options and Reasons for Rejection

- 4.1 It is good practice for the Council to develop and regularly review its Strategic Risk Register and associated risk management processes and policies. Given the importance of these arrangements for the overall performance and governance of the Council the alternative of not providing them is rejected.

DOCUMENT INFORMATION

Appendix No	Title
1.	Strategic Risk Register as at November 2021
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Service Area Operational Risk Registers	

STRATEGIC RISK REGISTER As of November 2021

Area Of Risk (Reference / Date)	Threats / Opportunities	Mitigation / Controls In Place / Actions Undertaken	Potential Further Action / Action Planned / When By Date
<p>STR1 Government Legislation / Parliamentary uncertainty / impact of Brexit / adverse external economic climate has an accelerating impact on Council (poor financial settlement), or upon the local economy, to which Council is unable to adopt an appropriate change of Strategic direction.</p>	<ul style="list-style-type: none"> • Unable to deliver a package of services that meet changing local needs and aspirations. • Reduced influence over delivery of local services. • Unable to effectively support local communities. • Increased demands on Council services at a time when Council resource base is reducing. 	<ul style="list-style-type: none"> • The Council is outward looking and actively works to understand proposed changes and the approaches that might be adopted to mitigate any adverse impacts of these. • The Council has effective political and managerial (governance) arrangements in place to manage change. • Appropriate levels of financial reserves / investment funding are maintained to fund strategic shifts in service delivery. • Effective engagement with staff to ensure they embrace necessary change. 	
STR1	<p>Inherent Risk Score (Likelihood x Impact)</p> <p>4x4</p> <p>16</p>	<p>Residual Risk Score (Likelihood x Impact)</p> <p>3x4</p> <p>12</p>	<p>Risk Owner / Lead Officer</p> <p>SAMT / Political Leadership</p>
<p>STR2 Failure to deliver a balanced budget in line with the MTFP, at a time when the</p>	<ul style="list-style-type: none"> • Impact upon ability to deliver current level of services. • Unable to resource acceptable levels of service. 	<ul style="list-style-type: none"> • The Council has effective financial and wider management arrangements in place to ensure budget / service delivery arrangements are robust. 	<p>Budgets for 21/22 will be updated and presented to Members in December 2021. The current MTFP has an unidentified budget gap of £3.2m in 24/25. The MTFP</p>

Area Of Risk (Reference / Date)	Threats / Opportunities		Mitigation / Controls In Place / Actions Undertaken		Potential Further Action / Action Planned / When By Date	
<p>Council's reserves are limited to 'adequate' levels</p>	<ul style="list-style-type: none"> Significant adverse reputational Impact. 		<ul style="list-style-type: none"> The current MTFP indicates challenging but manageable savings targets. A key risk is that under 'localism' there is less certainty concerning income (NNDR, NHB). The Council has 'adequate' financial reserves in place to cushion against any loss of income for a period of at least one financial year. 		<p>will be updated during the Autumn and presented to Member in January 2022.</p>	
<p>STR2 16/11/20</p>	<p>Inherent Risk Score (Likelihood x Impact)</p> <p>4x4</p> <p>16</p>	<p>Residual Risk Score (Likelihood x Impact)</p> <p>3x4</p> <p>12</p>	<p>Risk Owner / Lead Officer</p> <p>Political Leadership / S151 Officer/ SAMT</p>			
<p>STR3 The Council is affected by an operational service failure which has a major impact upon the local community, this impact being reflected in the Council's sustainability and reputation. Failure could arise from services – inc Data Protection – failing to adhere to best practice. Resulting in a potential impact upon the Council's ability to secure its corporate objectives. Given</p>	<ul style="list-style-type: none"> A significant service failure associated with a major impact on the local community, leading to a wider detrimental corporate impact. Deterioration in services to the public, potentially a major initial impact upon a local resident or a group of local residents. Significant staff and financial resources required to resolve position, impacting on other services. A major service has its operating capacity significantly impacted and is required to introduce major reform in its approach to service delivery 		<ul style="list-style-type: none"> The Council has appropriate managerial arrangements in place supported by staff recruitment and training to ensure these risks are effectively managed. The Council has a Performance Management Framework in place to help ensure that services are delivered in line with good practice and industry standards. Ongoing monitoring and regular reporting will help ensure that any emerging issues re service performance are effectively identified and resolved at the earliest possible opportunity 			

Area Of Risk (Reference / Date)	Threats / Opportunities			Mitigation / Controls In Place / Actions Undertaken			Potential Further Action / Action Planned / When By Date	
STR3 16/11/20	Inherent Risk Score (Likelihood x Impact)	3x5	15	Residual Risk Score (Likelihood x Impact)	2x5	10	Risk Owner / Lead Officer	SAMT
<p>the efficiency measures that have been introduced to date this is considered to be an increasing issue for the Council.</p> <p>STR4 It becomes increasingly difficult to recruit to key posts or to replace key staff who leave (for example Environmental Health Officers). Staff morale is adversely affected by as a result of pace of change, tightening financial circumstances or external circumstances.</p>	<ul style="list-style-type: none"> Deterioration in services to the public. Increasing inefficiencies in service provision. Weakening of Internal Control arrangements. Increased pressure on other members of staff. 			<ul style="list-style-type: none"> The Council has effective communication and working with staff as validated by securing 'silver' accreditation at IIP. There is sufficient funding to bring in agency staff where required to maintain service performance. At this stage the problematic areas are those where there are national 'shortages'. In the majority of areas it has proved possible to recruit appropriate replacement staff. Appropriate training budgets are in place to ensure that staff receive necessary training to maintain service quality. The Council will look at introducing appropriate apprenticeship / training schemes in order to develop employees to meet our requirements 				

Area Of Risk (Reference / Date)		Threats / Opportunities		Mitigation / Controls In Place / Actions Undertaken		Potential Further Action / Action Planned / When By Date	
STR4	16/11/20	Inherent Risk Score (Likelihood x Impact)	3x4	12	Residual Risk Score (Likelihood x Impact)	2x4	8 Risk Owner / Lead Officer SAMT
STR5	16/11/20	Inherent Risk Score (Likelihood x Impact)	3x4	12	Residual Risk Score (Likelihood x Impact)	2x4	8 Risk Owner / Lead Officer SAMT

STR5
 Delivery of the Council's
 Agenda is dependant upon
 effective delivery of both a
 number of major initiatives /
 projects and implementing
 a range of new government
 reforms whilst maintaining
 service quality, which may
 overstretch our reduced
 organisational capacity.

- New initiatives are not delivered in a cost-effective manner.
- Failure to maintain / improve services in line with local aspirations.
- Failure to generate the savings required to balance the budget.
- Financial savings measures weaken Governance / Internal Control arrangements.
- Service deterioration / failure arising from capacity issues.

- The Council has effective prioritisation and project management arrangements in place to ensure resources are directed at key objectives.
- The Council has made efforts to ensure effective use of employees by utilising shared services to protect service resilience, by maintaining appropriate training arrangements and by investing in transformational ICT projects.
- The Council has a robust performance management framework intended to highlight emerging issues.

Area Of Risk (Reference / Date)	Threats / Opportunities	Mitigation / Controls In Place / Actions Undertaken	Potential Further Action / Action Planned / When By Date
<p>STR6 Emergency Planning and Business Continuity arrangements fail to meet required standards when tested by flu pandemic, natural disaster (flood), etc. The Council is exposed to cyber crime with a loss of data / systems resulting in a potential inability to provide core services and incurring reputational damage.</p>	<ul style="list-style-type: none"> Inability of Council to provide services as a consequence of a severe catastrophic external event (e.g. flooding, major terrorist incident, flu pandemic, fire). Failure of IT infrastructure, leading to inability to effectively operate services and to safeguard income streams. Business Continuity Plans prove ineffective in practice 	<ul style="list-style-type: none"> The Council works in partnership with a range of partners on its Emergency Planning arrangements to ensure that we operate in line with best practice. There is an annual 'desktop' scenario to test officers understanding of the arrangements and that they are fit for purpose in a realistic 'trial' scenario. All sections have Business Continuity plans in place which identify key risks and mitigation. Corporate IT systems have been tested against Industry standards for Business Continuity. The Council works in partnership with a range of other agencies that should be able to provide support in the event of the Council's own procedures failing to be effective. The Council has put in place industry standard measures to minimise the risk of cyber crime. 	
STR6	<p>Inherent Risk Score (Likelihood x Impact)</p> <p>5x5</p> <p>25</p>	<p>Residual Risk Score (Likelihood x Impact)</p> <p>5x3</p> <p>15</p>	<p>Risk Owner / Lead Officer</p> <p>SAMT</p>

Area Of Risk (Reference / Date)	Threats / Opportunities			Mitigation / Controls In Place / Actions Undertaken			Potential Further Action / Action Planned / When By Date	
STR7 Lack of strategic direction from Members / Corporate Management, external partners change Strategic direction	<ul style="list-style-type: none"> Failure to deliver high quality services which address national and local priorities. Deterioration in Governance Arrangements. Refocus of current services necessary with associated disruption 			<ul style="list-style-type: none"> There are appropriate structured training arrangements in place for both Members and Officers. The Council is an outward looking organisation where both Members and Officers are encouraged to network with peer groups to ensure a developed awareness of the broader environment within which we operate. 			Risk Owner / Lead Officer	SAMT / Political Leadership
STR7 16/11/20	Inherent Risk Score (Likelihood x Impact)	3x4	12	Residual Risk Score (Likelihood x Impact)	2x4	8		
STR8 Governance Arrangements including Performance, Finance and Risk Management need to be maintained in order to continue to operate effectively in a rapidly changing environment.	<ul style="list-style-type: none"> Adverse Impact upon Service Quality. Failure to deliver high quality services which address national and local priorities. Significant adverse reputational impact 			<ul style="list-style-type: none"> The Council has appropriate managerial arrangements in place supported by staff recruitment and training to ensure these risks are effectively managed. The Council has an active Standards and Audit Committee which provide independent review of the Governance arrangements in the Council. The Annual Governance Report sets out an evidence based structured assessment of the operation of the Council's governance arrangements. 				

Area Of Risk (Reference / Date)		Threats / Opportunities		Mitigation / Controls In Place / Actions Undertaken		Potential Further Action / Action Planned / When By Date			
STR8	16/11/20	Inherent Risk Score (Likelihood x Impact)	3x4	12	Residual Risk Score (Likelihood x Impact)	2x4	8	Risk Owner / Lead Officer	S151 Officer / Monitoring Officer / SAMT
STR9	16/11/20	Inherent Risk Score (Likelihood x Impact)	4x5	20	Residual Risk Score (Likelihood x Impact)	4x5	20	Risk Owner / Lead Officer	SAMT / Political Leadership
STR10	16/11/20	Inherent Risk Score (Likelihood x Impact)	4x5	20	Residual Risk Score (Likelihood x Impact)	4x5	20	Risk Owner / Lead Officer	SAMT / Political Leadership

STR9
HS2 - Without considerable environmental mitigation measures, HS2 will have a significant impact on the visual amenity of the district, disruption to businesses, home owners and communities

• Without considerable environmental mitigation measures will have a negative impact on the visual amenity of the district, disruption to businesses, home owners and communities. It also has the potential to sterilise areas of development due to uncertainty.
• Following the release of the Working Draft Environmental Statement, potential impacts and land take have increased. Therefore the impact score has been adjusted to reflect this.

• Directors and senior management actively engaged with HS2 staff to discuss proactive business mitigation measures.
• Political leadership working with relevant community groups and agencies lobbying for enhanced mitigation measures.
• Contributing to the East Midlands HS2 growth strategy and also that we part of the mitigation study

Awaiting the outcome of the Government Review and the Integrated Rail Plan.

STR10
Failure to have in place robust, comprehensive and up to date policies and procedures for safeguarding children and vulnerable adults.

• Profile of safeguarding is poor
• Staff and members do not know what safeguarding is and their role within it
• Staff and members do not know how to spot the signs
• Staff and members do not know how to report it and to who?

• The Council has in place up to date policies for safeguarding both Children and Vulnerable Adults. These policies are aligned to DCC policies which in turn are in line with legislation, regulation and statutory duties placed on Local Authorities.
• The Council has in place and maintain systems of working practice to safeguard children and

Area Of Risk (Reference / Date)	Threats / Opportunities	Mitigation / Controls In Place / Actions Undertaken	Potential Further Action / Action Planned / When By Date
	<ul style="list-style-type: none"> • Lack of public confidence in Council policies plans and staff • Reputational damage • Potential significant harm to individuals resulting from abuse and neglect of Children and/or Vulnerable Adults possibly leading to personal harm, injury and death 	<p>vulnerable adults at Council activities and those who receive Council services.</p> <ul style="list-style-type: none"> • Staff recognised as appropriate to do, are DBS/CRB checked • All staff receive mandatory safeguarding training • Safeguarding is widely promoted and embedded throughout the organisation with all staff being issued with a wallet sized 'safeguarding quick reference guide' which details what to look out for and what to do • The Council has an internal safeguarding group which meets quarterly which has representation from all service areas of the Council. • The Council host and Chair the Countywide Derbyshire Safeguarding Leads Sub Group of the Derbyshire Safeguarding Childrens Board and Derbyshire Safeguarding Adults Board • The Council are represented on both the Derbyshire Safeguarding Children's Board (DSCB) and the 	

Area Of Risk (Reference / Date)	Threats / Opportunities		Mitigation / Controls In Place / Actions Undertaken		Potential Further Action / Action Planned / When By Date	
			Derbyshire Safeguarding Adults Board (DSAB)			
STR10 16/11/20	Inherent Risk Score (Likelihood x Impact) 5x4	20	Residual Risk Score (Likelihood x Impact) 4x3	12	Risk Owner / Lead Officer	SAMT / Political Leadership
STR11 Failure to address the impact of COVID-19 upon the organisation, local economy and community	<ul style="list-style-type: none"> Inability to deliver services or service failure Loss of income to the Council Inability to provide safe working environment resulting in COVID contamination and infection Adverse impact on employee health Inability to change the Councils 'ways of working' to meet the current challenges Increased Cybersecurity and ICT related risk due to remote working increase Inability to deliver strategic plans and ambitions Inability to support local businesses and employers 		<ul style="list-style-type: none"> The Council plays an active role in the Local Resilience Forum (LRF) and network of sub groups taking part in very frequent meetings and working to effectively and collectively tackle the impact of COVID within the County. This forum includes many agencies across the public sector spectrum including emergency services, NHS, Public Health and others (see strategic risk 6 also) The Council has in place effective business continuity and emergency action plans which enabled the effective and efficient deployment and diversification of resources to ensure service resumption, business and community support in the initial 			

Area Of Risk (Reference / Date)	Threats / Opportunities	Mitigation / Controls In Place / Actions Undertaken	Potential Further Action / Action Planned / When By Date
	<ul style="list-style-type: none"> Inability to support the community and in particular vulnerable people 	<p>response phase of the COVID-19 pandemic</p> <ul style="list-style-type: none"> The Council have in place robust recovery plans which include the following; Maintaining Financial Control - Development of financial resilience reserves and accessing govt. funding aimed at local authority support, service budget reviews, controlling expenditure, regular fees and charges reviews, furloughing staff as necessary Workplace Safety – Return to work protocols and risk assessments, regular inspection, social distancing plans, protection and hygiene measures, PPE, staff testing, communication plan, staff related policy reviews, training and briefings, recognition of vulnerable employees New Ways of Working – Virtual and remote working capability, digital workforce training, digital inclusion plans, remote and homeworking task group, homeworking policy review, website and online services capability 	

Area Of Risk (Reference / Date)	Threats / Opportunities	Mitigation / Controls In Place / Actions Undertaken	Potential Further Action / Action Planned / When By Date
		<p>review, managing teams remotely guidance</p> <ul style="list-style-type: none"> • ICT and Cybersecurity – Evaluation of remote applications and tools, training and guidance, cybersecurity investment planning • Front Facing Services – Workplace safety as above, public interaction protocols, equipment such as 'sneeze, screens in place and face masks etc, floor markings and signage, social distancing measures, one way systems in facilities and public areas, NHS test and trace registration and materials in place • Strategy and Plans Review – Risk management, Transformation Programme, Digital, Climate Change, People, Growth, Tourism and Leisure are all strategies currently being reviewed • External Recovery Plans – Aimed at the local economy, business support and survival, includes channelling and distribution of business grants, council tax and business rates support, links to other bodies including; LRF Recovery Sub Group, D2N2 	

Area Of Risk (Reference / Date)	Threats / Opportunities		Mitigation / Controls In Place / Actions Undertaken		Potential Further Action / Action Planned / When By Date	
			Recovery. There is also a key focus on Communities and the Council's engagement and support with them including Parish Councils, voluntary sector and partners at all levels in the restoration and recovery challenge			
STR11 16/11/20	Inherent Risk Score (Likelihood x Impact)	5x5	25	Residual Risk Score (Likelihood x Impact)	5x3	15
STR12 Cyber security attack which severely impacts ICT systems and data. E.g. Ransomware attack rendering access to ICT unavailable for some time.	<ul style="list-style-type: none"> Inability of Council to provide services as a consequence of a severe catastrophic event which renders access to ICT unavailable such as Ransomware attack. Potential ICO Fines and reputational damage. Adverse Impact upon Service Quality and income streams. Failure to deliver high quality services which address national and local priorities. Potential ICO fines for loss of data Significant adverse reputational impact. Significant cost to Council. 		<ul style="list-style-type: none"> See Operational level activities risk reference ICT1 The Council works in partnership with a range of partners on its Emergency Planning arrangements to ensure that we operate in line with best practice. All sections have Business Continuity plans in place which identify key risks and mitigation. Corporate IT systems have been tested against Industry standards for Business Continuity. 		Risk Owner / Lead Officer SAMT / Political Leadership Emergency planning to run Cyber security training events. Improved awareness to Service Managers. Service Managers to review business continuity plans specifically relating to cyber- attack.	

Area Of Risk (Reference / Date)		Threats / Opportunities			Mitigation / Controls In Place / Actions Undertaken			Potential Further Action / Action Planned / When By Date	
STR12	08/02/2021	Inherent Risk Score (Likelihood x Impact)	5x5	25	Residual Risk Score (Likelihood x Impact)	5x5	25	Risk Owner / Lead Officer	SAMT / Political Leadership
STRxx		•			•				
STRxx	16/11/20	Inherent Risk Score (Likelihood x Impact)			Residual Risk Score (Likelihood x Impact)			Risk Owner / Lead Officer	SAMT / Political Leadership

Bolsover District Council

Audit & Corporate Overview Scrutiny Committee

25th November 2021

Ambition Plan Targets Performance Update – July to September 2021

(Q2 – 2021/22)

Report of the Information, Engagement & Performance Manager

Classification: This report is public

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

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

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.

Out of the 46 performance indicators:

- 27 (59%) have a positive outturn
 - 9 (20%) have a negative outturn
 - 7 (15%) continue to be affected by Covid 19
 - 1 (2%) is within target
 - 2 (4%) do not have data available
-

REPORT DETAILS

1 Background

- 1.1 The attached appendices contain the performance outturn as of 30th September 2021.

2. Details of Proposal or Information

2.1 A summary of performance by Council Ambition aim is provided below:

2.2 **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)

2.2 **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)

2.4 **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 A summary of supporting indicators by Council Ambition aim is provided below:

2.7 Our Customers

Out of the 28 performance indicators:

- 16 (57%) have a positive outturn
- 4 (14%) have a negative outturn
- 6 (21%) have been affected by Covid

- 1 (4%) indicator is within target
- 1 (4%) indicator does not have data available

2.8 Our Environment

Out of the 10 performance indicators:

- 4 (40%) have a positive outturn
- 3 (30%) have a negative outturn
- 2 (20%) have been affected by Covid 19
- 1 (10%) indicator is within target

2.9 Our Economy

Out of the 8 performance indicators:

- 3 (37%) have a positive outturn
- 1 (13%) has a negative outturn
- 4 (50%) have been affected by Covid 19

2.10 Details have been provided in the appendices 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 Out of the 46 service indicators, 27 have a positive outturn (59%), 9 have a negative outturn (20%), 7 have been affected by Covid 19 (15%), 1 is within target (2%) and data is not available for 2 (4%).

3.3 This is an information report to keep Members informed of progress against the Council Ambition targets and supporting indicators 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 and relevant performance indicators be noted.

IMPLICATIONS

Finance and Risk: Yes No

Details:

On Behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details:

On Behalf of the Solicitor to the Council

Staffing: Yes No

Details:

On behalf of the Head of Paid Service

DECISION INFORMATION

Decision Information	
<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:</p> <p>BDC: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input checked="" type="checkbox"/></p> <p>NEDDC: Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies</p>	No
<p>Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)</p>	No
District Wards Significantly Affected	None
<p>Consultation: 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>	<p>Cabinet Members/SLT informed on route via the quarterly performance process</p> <p>Details: Ward Members</p>

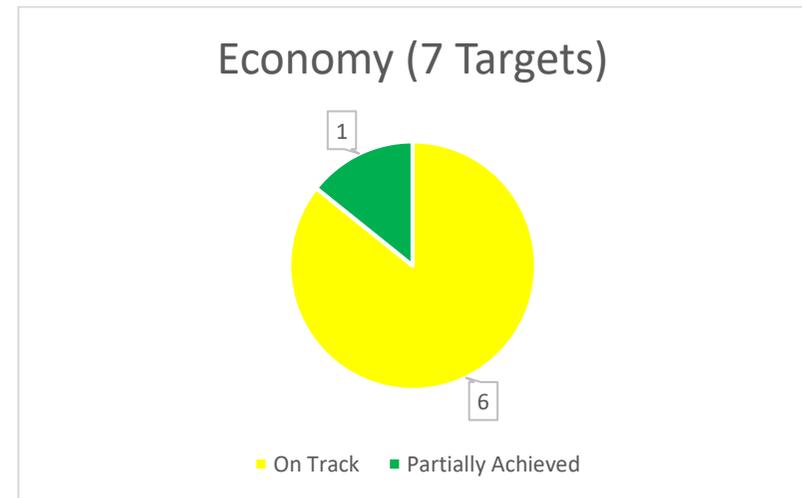
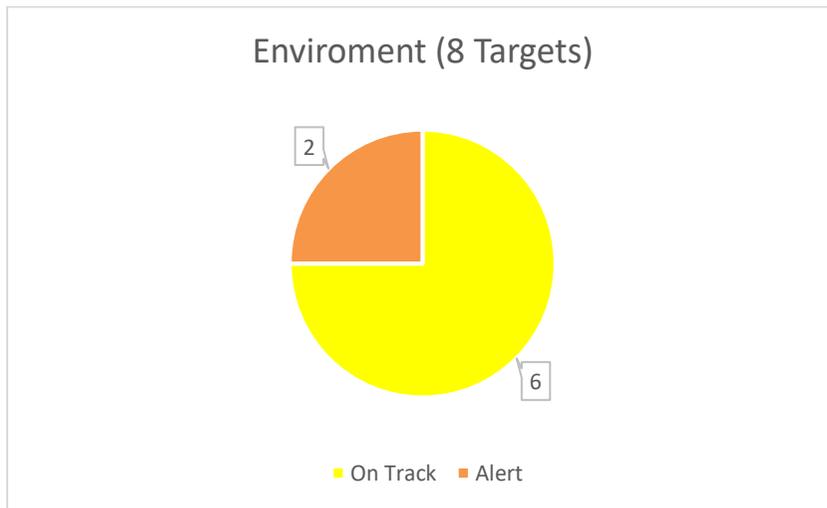
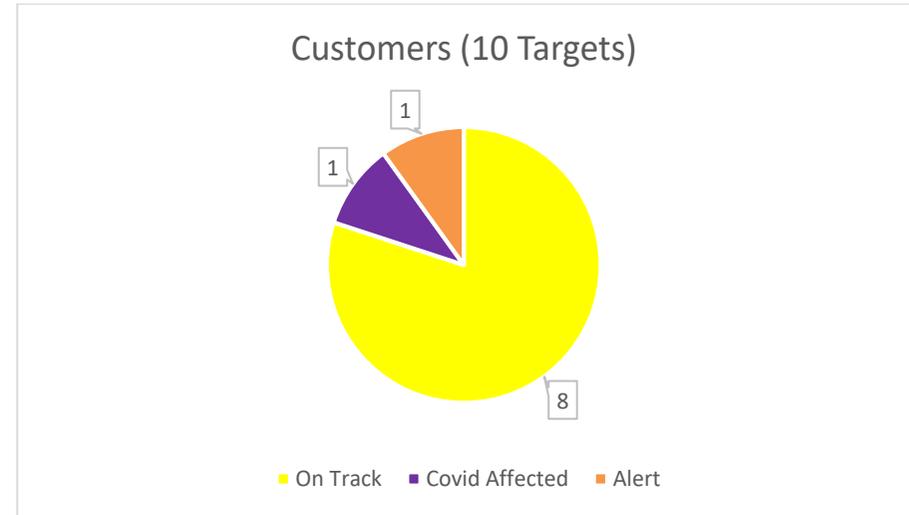
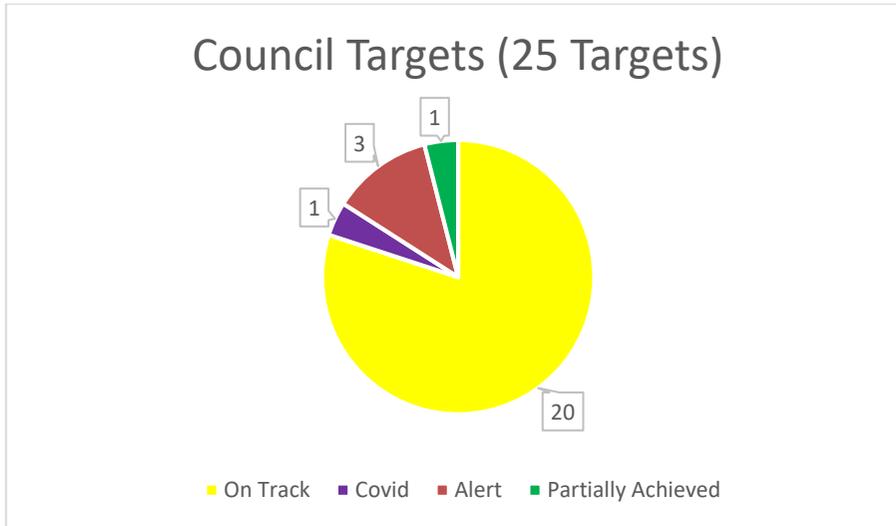
Links to Council Ambition (BDC)/Council Plan (NED) priorities or Policy Framework including Climate Change, Equalities, and Economics and Health implications.
All

DOCUMENT INFORMATION

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

Appendix 2 - Council Ambition Performance Update Q2 – July to September 2021 Council Targets to deliver the Ambition 2020 – 2024

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Appendix 1

Status Key

Target Status	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"> To reflect any target that does not meet the expected outturn for the reporting period (quarterly). The target is six months off the intended completion date and the required outcome may not be achieved. To flag annual targets within a council plan period that may not be met.
Covid Affected	The target has been affected by the Covid 19 Pandemic

120 Council plan 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>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% 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</p>
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			<p>growth, increased council tax and business rates. The revised MTFP will 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

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<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 & 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>
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			<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> <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>
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).	Resources <i>Cllr Watson</i>	Alert	<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>

Covid Affected

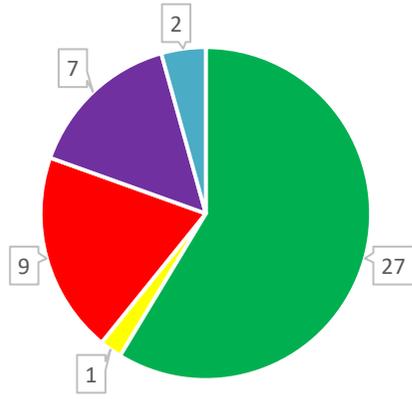
CUS.09 - Increase participation/attendances in leisure, sport, recreation, health, physical and cultural activity by 3,000 per year.	Resources <i>Councillor Downes</i>	Covid Affected	<p>The Go Active facility reopened fully on 19th July 2021 and outreach work commenced in schools and community sessions. For the half year we attracted 120,602 users to our sessions</p>
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Appendix 2 contains the full Ambition target listing

Performance indicators supporting the Council aims

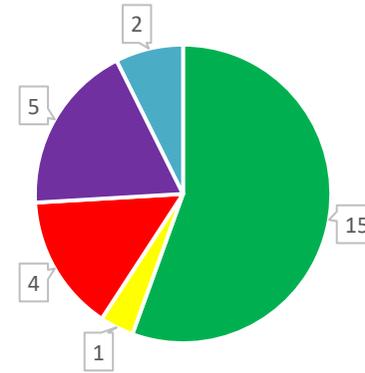
123

Performance Indicators (46 Targets)



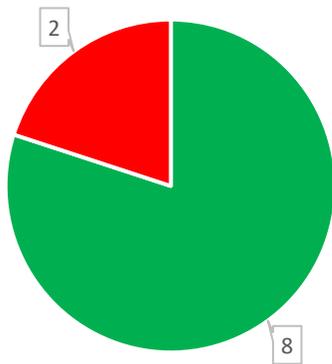
■ Positive outcome ■ Within target ■ Negative outcome ■ Covid Affected ■ Not Available

Customers (27 Targets)



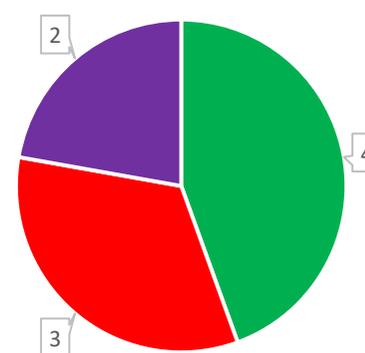
■ Positive outcome ■ Within target ■ Negative outcome
■ Covid Affected ■ Not Available

Environment (10 Targets)



■ Positive outcome ■ Negative outcome

Economy (9 Targets)



■ Positive outcome ■ Negative outcome ■ Covid Affected

Our Customers – Providing excellent and accessible services

Customer Services	Q2 Outturn	Q3 Outturn	Q4 Outturn	Q1 Outturn	Q2 Outturn	Q2 Target	Status
CUS 01. % external (incoming) telephone calls answered within 20 seconds	54%	84%	89%	77%	65%	75%	Below Target
CUS 02 - % customer enquiries dealt with at first point of contact (Quarterly)				94%	0%	60%	Not measured this quarter

Quarter	Value	Target	Status	Comments
Quarter Value Target CUS 01. % external (incoming) telephone calls answered within 20 seconds				
Q2	65%	75%	Below target	Below target, Staff resources below minimum throughout July /Aug/Sep on most days due to Staff Annual Leave allocation (Peak holiday/ school holidays) and also Sickness absence
Q1	77%	75%	Above target	

Quarter	Value	Target	Status	Comments
Quarter Value Target CUS 02 - % customer enquiries dealt with at first point of contact (Quarterly)				
Q2	0%	60%	No monitoring	No monitoring undertaken due to staffing resources
Q1	94%	60%	Above target	

Leisure	Q2 Outturn	Q3 Outturn	Q4 Outturn	Q1 Outturn	Q2 Outturn	Q2 Target	Status
LE1 Number of people participating in Council leisure, sport, recreational, health, physical and cultural activity each year	25,503	32,583	0	46,372	120,602	176,500	Covid Affected
02. Deliver a health intervention programme which provides 500 adults	0	0	0	78	377	250	Above Target

Leisure	Q2 Outturn	Q3 Outturn	Q4 Outturn	Q1 Outturn	Q2 Outturn	Q2 Target	Status
per year with a personal exercise plan via the exercise referral scheme							

Quarter	Value	Target	LE1 Number of people participating in Council leisure, sport, recreational, health, physical and cultural activity each year
Q2	120,602	176,500	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
Q1	46,372	88,250	

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Performance	Q3 Outturn	Q4 Outturn	Q1 Outturn	Q2 Outturn	Q2 Target	Status
CSI 19 % FOI/EIR requests responded to in 20 working days)	97%	100%	100%	100%	95%	On/Above Target

Governance (corporate customer standards and complaints)	Q2 Outturn	Q3 Outturn	Q4 Outturn	Q1 Outturn	Q2 Outturn	Q2 Target	Status
01. To provide 50% of all committee paperwork in a paperless manner by March 2022, and 85% by March 2023.	N/A	N/A	N/A	25%	25%	50	Below Target
02. To respond to Members' ICT queries within 24 hours and resolve within 2 working days for a priority 1 request, 3 working days for a Priority 2 request and 5 working days for a priority 3 request.	N/A	N/A	N/A			90	Awaiting figure

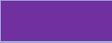
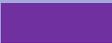
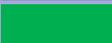
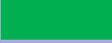
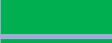
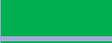
03. To circulate a working draft of Minutes 3 working days following each meeting (5 working days for Informal Groups).	N/A	N/A	N/A	30%	23%	80%		Below Target
CSP 11 % of Telephone calls answered within 20 seconds (Corporate) (Quarterly)	97%	98%	99%	90	89%	93%		Below Target
CSP 16 % written complaints responded to in 15 working days ((Quarterly)	98%	95%	98%	96%	96%	97%		Within Target
CSP 20 % written comments acknowledged within 3 working days (Quarterly)	100%	100%	100%	100%	100%	100%		On / Above Target
CSP 21 % Stage 3 complaints responded to in 20 working days (Quarterly)	88%	89%	100%	100	100%	100%		On / Above Target
CSP 23 Number of formal complaints (Stage 2) received per 10,000 population (Quarterly)	5.5	7.6	7.2	3.8	5.5	25		Below Target (Positive)

Quarter Value Target	01. To provide 50% of all committee paperwork in a paperless manner by March 2022, and 85% by March 2023.		
Q2	25%	50%	
Q1	25%	50%	

Quarter Value Target	03. To circulate a working draft of Minutes 3 working days following each meeting (5 working days for Informal Groups).		
Q2	23%	80%	
Q1	30%	80%	

Quarter Value Target				CSP 11 % of Telephone calls answered within 20 seconds (Corporate) (Quarterly)
Q2	89%	93%		89% of all calls received corporately were answered within 20 seconds. The target was slightly missed as there has been a huge increase in volume of calls, specifically to Revenues and Benefits
Q1	90%	93%		

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Revenues and Benefits	Q3 Outturn	Q4 Outturn	Q1 Outturn	Q2 Outturn	Q2 Target	Status	
Rs 06 - % Council Tax arrears collected	19.7%	28%	8%	13.7%	20%		Covid Affected
Rs 07 - % NNDR arrears collected	53.1%	50.6%	-219.4%	7%	30%		Covid Affected
Rs 09 - % Council Tax Collected	93.1%	96%	96.17%	95.9%	97.8%		Covid Affected
Rs 10- % Non-domestic Rates Collected	92.1%	97.%	73.30%	89.7%	98.5%		Covid Affected
Rs 11- Benefit overpayments as a % of benefit awarded	2.87%	2.64%	2.12%	2.65%	6%		Below Target (Positive)
Rs 12- % Recovery of overpayments within the benefits system	43.92%	59.29%	131.24%	54.06%	17%		On/Above Target
Rs 20 - % Telephone Abandonment: Revenues	4.5%	7.8%	4.9%	3%	10%		Below Target (Positive)
Rs 21 - % Calls answered within 20 seconds: Revenues	70.2%	68%	77.7%	80%	65%		Above Target
Rs 22 - Telephone Abandonment: Benefits	2.2%	4.3%	1.7%	1.5%	3%		Below Target (Positive)
Rs 23 - % Calls answered within 20 seconds: Benefits	87.5%	86.2%	93.5%	89.3%	78%		On/Above Target
Rs 181 - Time taken to process Housing Benefit/Council Tax Benefit new claims and change events	3.5	3	3.6		14		Data not available until the end of Oct 21

Exceptions

Quarter	Value	Target	% Council Tax arrears collected	
Q2	13.7%	20%		Under target due to the impact of COVID; initial restrictions on recovery action and subsequent delays in further recovery action stages, extended payment arrangements in place.
Q1	8%	10%		

Quarter	Value	Target	% NNDR arrears collected	
Q2	7%	30%		Impact from COVID and businesses ability to pay. Also due to the previous hold on recovery action and the delay to further recovery action stages and court. The rateable value change noted in the first quarter has largely been reversed by the Valuation Office.
Q1	-219.4%	65%		

Quarter	Value	Target	% Council Tax Collected	
Q2	95.9%	97.8%		Collection rates remain affected by COVID crisis; previous restricted recovery action and delays with court dates being available. Extended payment arrangements in place for many customers.
Q1	96.17%	97.8%		

Quarter	Value	Target	% Non-domestic Rates Collected	
Q2	89.7%	98.5%		Impact of COVID crisis; businesses unable to make payments, extended payment arrangements in place and delays to further recovery action/ court date
Q1	73.3%	98.5%		

Property Services and Housing Repairs	Q3 Outturn	Q4 Outturn	Q1 Outturn	Q2 Outturn	Q2 Target	Status
01. % of properties receiving gas appliance servicing within 12 months	81.9%	100%	27.9%	56.1%	50%	On/Above Target

Property Services and Housing Repairs	Q3 Outturn	Q4 Outturn	Q1 Outturn	Q2 Outturn	Q2 Target	Status
02. Fit 100 wet rooms a year, cumulative target.	96	136	19	75	50	On/Above Target

Housing Management	Q3 Outturn	Q4 Outturn	Q1 Outturn	Q2 Outturn	Q2 Target	Status
01. 60% satisfaction with support received for clients experiencing domestic abuse	83%	75%	68%	76%	60%	On / Above Target
02. 60% satisfaction with support received for clients receiving parenting support	100%	100%	80%	100%	60%	On / Above Target

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

Environmental Health	Q3 Outturn	Q4 Outturn	Q1 Outturn	Q2 Outturn	Q2 Target	Status
EH 01 - Percentage of noise complaints responded to within 3 working days.	91%	88%	90%	82%	90%	Below Target
EH02 - Percentage of complaints about licensable activities responded to within 3 working days.	95%	100%	85%	96%	90%	On/Above Target
EH03 - Percentage of high risk food interventions undertaken against programme (A, B and C rated premises)	0%	89%	55%	169%	100%	On/Above Target
EH04 - Percentage of business enquiries responded to within 3 working days.	78%	89%	88%	96%	90%	On/Above Target

Environmental Health	Q3 Outturn	Q4 Outturn	Q1 Outturn	Q2 Outturn	Q2 Target	Status
EH07 - Percentage of LA-IPPC(A20/LAPPC(Part B) processes inspected in accordance with risk rated inspection programme	100%	100%	25%	100%	100%	On/Above Target
EH09 - Enforcement visits to business premises to check compliance with waste arrangements	0	0	0	76	45	On/Above Target

Exceptions

Quarter	Value	Target		EH 01 - Percentage of noise complaints responded to within 3 working days.
Q2	82%	90%		141 out of 173 requests responded to in target timeframe. Not on target, however temporary vacancies, covid cases and a seasonal increase in demand has impacted on response rates. There is likely to be an improvement over Q3/4 (compared to the same quarter last year, requests have increased by 19%)
Q1	90%	90%		

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Quarter	Value	Target		EH03 - Percentage of high risk food interventions undertaken against programme (A, B and C rated premises)
Q2	169%	100%		The team has been catching up from the restrictions on inspections during the Covid pandemic. Additional resources have been utilised to reduce this significantly by the end of Q2. The current outturn for Q1/Q2 combined is 89% They had 38 planned for Q1 of which they inspected 21. They had 16 planned for Q2 and managed to inspect 27, catching up on the backlog from Q1. Accumulative for the year so far they have inspected 48 out of 54 due
Q1	55%	100%		

Streetscene	Q3 Outturn	Q4 Outturn	Q1 Outturn	Q2 Outturn	Q2 Target	Status
SS 01 Remove 95% of hazardous Fly Tipping within 24 hours of being reported	100%	50%	100%	100%	95%	On/Above Target
SS 02 Remove 95% of non-hazardous Fly Tipping within 5 working days of being reported	97%	97%	98%	95%	95%	On/Above Target
SS 03 Undertake Local Environmental Quality Surveys Detritus	6%	12%	17%	16%	12%	Above Target (Negative)
SS 04 Undertake Local Environmental Quality Surveys Weeds	5%	8%	2%	7%	14%	Below Target (Positive)

Exceptions

Quarter Value Target				SS 03 Undertake Local Environmental Quality Surveys Detritus
Q2	16%	12%		Q2(2021/22) LEQS's established 16% of streets and relevant land surveyed fell below grade B cleanliness standards and outside the 12% target standard set. The reason for low standard of sweeping is arising from mechanical sweeper reliability\availability and awaiting delivery of new sweepers and\or repair of current fleet items.
Q1	17%	12%		

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

Housing Management	Q3 Outturn	Q4 Outturn	Q1 Outturn	Q2 Outturn	Q2 Target	Status
03. Reduce the percentage of current rent arrears by 5% by early intervention	37% (+)	46%(+)	46%(+)	53%(+)	5%	Covid Affected
04. Reduce the level of former tenants arrears by 5% through early intervention, monitoring and enforcement	0.5% (+)	12% (+)	15%(+)	20 %(+)	5%	Covid Affected
05. Achieve an average turnaround time of 20 working days for minor voids	212	120	100	89	20	Above target (negative)
06. Achieve an average turnaround time of 30 working days for major voids	159	127	123	109	30	Above target (negative)

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Exceptions

Quarter	Value	Target	03. Reduce the percentage of current rent arrears by 5% by early intervention
Q2	53%	5%	<p>The baseline figure is £672,468.87 this was the arrears figure at 5th April 2020. The figure at the end of quarter 2 is £1,427,702 which is an increase of 53% on the baseline figure.</p> <p>The Covid19 pandemic has had a significant impact on our rent arrears and ability to recover arrears. Although tenants are expected to continue to pay their rent and arrears through the pandemic many of them have seen their circumstances change, either by job losses, lower earnings or reduced</p>

			<p>hours at work and they are now struggling to pay their rent. Many tenants will also be affected by the Universal credit uplift removal, the increase to energy prices and food prices.</p> <p>As we start to recovery from the Covid 19 Pandemic, legislation has been updated with the ban on evictions lifted from 1st June 2021. In addition the formal notice period to recover possession has been reduced from 6 months to 4 months in most circumstances. (Prior to the Pandemic this was 28 days)</p> <p>In April 2021 we wrote to every tenant setting out the rent balance, this generated contact and some arrangements were made. Where a tenant was on over 6 months arrears we actively sought to reach a repayment agreement and this has had positive responses.</p> <p>Where arrangements have not been made despite numerous attempts to make contact we have started to serve Notices, the first step in legal action.</p> <p>The team have worked hard with tenants to signpost to support agencies and offered appropriate assistance. We continue to be supportive yet are now in a position to take enforcement action where it is reasonable and proportionate to do so</p>
Q1	46%	5%	

Quarter Value Target			04. Reduce the level of former tenants arrears by 5% through early intervention, monitoring and enforcement
Q2	20%	5%	<p>The baseline figure is £398,781.11 the figure at the end of quarter two 2021 is £496,729.21 which is an increase of 20%.</p> <p>Since April 2020 we have collected £76,961.83 in former tenants arrears and we have had to write off £56,877.70 after our efforts to chase the outstanding debt has been unsuccessful, or through the death of the former tenant.</p> <p>In addition the FTA figure is always affected by the amount outstanding after a tenancy is terminated and during this financial year an extra £213,432.05 has been added to the FTA amount. This is higher than we would have expected as a result of not being able to actively enforce rent arrears during the pandemic</p> <p>The Covid19 pandemic has had a significant impact on our rent arrears and ability to recover arrears,</p>

				including former tenants arrears. Although tenants are expected to continue to pay through the pandemic many of them have seen their circumstances change, either by job losses, lower earnings or reduced hours at work and they are now struggling to pay their rent. In April 2021 we wrote to every tenant setting out the rent balance, this generated contact and some arrangements were made. Where a tenant was on over 6 months arrears we actively sought to reach a repayment agreement and this has had positive responses and during Q1 the FTA officer was assisting with the arrears recovery process as outlined in indicator 03 but for Q2 they will be recommencing recovery of FTAs
Q1	15%	5%		

Quarter Value Target			05. Achieve an average turnaround time of 20 working days for minor voids	
Q2	89	20		The focus on prioritising minor voids and wider improvements are demonstrated in the positive trend in figures. The outturn has improved each quarter during 2021/22 and remains a priority area for the team and management.
Q1	100	20		

Quarter Value Target			06. Achieve an average turnaround time of 30 working days for major voids	
Q2	109	20		Work is on-going to review the void processes and identify areas for improvement. Improved communication between the repairs team and lettings is having a positive effect and a number of areas are due to be discussed over the coming weeks. The outturn has improved each quarter during 2021/22 and remains a priority area for the team and management.
Q1	123	20		

Planning	Q3 Outturn	Q4 Outturn	Q1 Outturn	Q2 Outturn	Q2 Target	Status
PLA 157A Determining "Major" applications within target deadlines	100%	100%	100%	100%	70%	On / Above Target
PLA 157B Determining "Minor" applications within target deadlines	100%	100%	97.3%	100%	80%	On / Above Target
PLA 157C Determining "Other" applications within target deadlines	100%	98.3%	96.3%	96%	80%	On / Above Target
PLA 01. Determining 'Discharge of Condition' applications within national target deadlines and comparison with realtime performance (Exec EoT Agreements)	52%	80%	70%	65%	80%	Below Target

Quarter	Value	Target	PLA 01. Determining 'Discharge of Condition' applications within national target deadlines and comparison with realtime performance (Exec EoT Agreements)
Q2	65%	80%	<p>15 out of 23 DOC applications dealt with within 8 weeks or an agreed EOT</p> <p>This performance target is linked to our Service Plan target 05 - identify and remove barriers to timely decision making on planning applications.</p> <p>We identified these particular types of applications as a local indicator to allow us to monitor our performance and start to improve our response times on them, as these are essentially the last stage of the planning process before developments commence on site. Nationally they are not monitored, so there is no penalty to the LPA for not determining them within agreed timescales, however we want to try an improve our local</p>

				<p>performance with these applications to align with our excellent performance on other nationally monitored timescales (majors / minors and others).</p> <p>Over the last 3 quarters we have averaged 67% against the target of 80% so whilst the system is showing as 'red' we did set our target high and we are continuing to focus on these application and improve our performance overall.</p>
Q1	70	80		

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Appendix 2 Full Ambition Target Listing by Aim

Status Key

Target Status	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"> To reflect any target that does not meet the expected outturn for the reporting period (quarterly). The target is six months off the intended completion date and the required outcome may not be achieved. To flag annual targets within a council plan period that may not be met.
Covid Affected	The target has been affected by the Covid 19 Pandemic

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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>	On track	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 - https://www.askderbyshire.gov.uk/index.php/component/consultation/324?view=consultation . Housing currently have the STAR (survey of tenants and residents) survey out in the field for completion.
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>	On track	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.

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 2021/22 Progress Update	
CUS.03 - Ensure that at least 50% of transactions are made through digital channels by Dec 2024	Resources <i>Cllr Downes</i>	On track	Customer Services data for Q2 : Online Digital Transactions - 30,672 this is including Housing Revenues and Planning online forms accessed via the website Tel and Non Digital contact - 42,723 all staff assisted transactions Total contact transactions 73,335 = 42% via a digital method
CUS.04 - Work with partners to deliver the Sustainable Communities Strategy and publish an evaluation report annually	Strategy & Development <i>Cllr Dooley</i>	On track	Development of the priorities and understanding gaps in provision continue with mapping across the partnership to understand current provision to then identify our 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 <i>Cllr McGregor</i>	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 <i>Cllr Peake</i>	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	Strategy and Development <i>Cllr Peake</i>	Alert	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.

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 2021/22 Progress Update	
2021 and maintain thereafter			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 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	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. 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.
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	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.

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 2021/22 Progress Update	
exercise plan via the exercise referral scheme			

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

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Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 2021/22 Progress Update	
ENV.01 - Develop an externally facing climate change communication strategy targeting communities and stakeholders by October 2020 and deliver an annual action plan	Resources <i>Cllr Dooley</i>	On track	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. 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.
ENV.02 Reduce the District Council's carbon emissions by - 100 tonnes	Resources	On track	Due to capacity constraints, work on the strategy refresh has been delayed. However, this has not stopped progress on decarbonising

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder		Q2 2021/22 Progress Update
CO2 in 20/21 - 125 tonnes CO2 in 21/22 - 200 tonnes CO2 in 22/23 - 300 tonnes CO2 in 23/24	Cllr Dooley		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.
ENV.03 - Achieve a combined recycling and composting rate of 50% by March 2023.	Resources Cllr Watson	On track	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 47%. This will be updated when the actual figures become available from WDF January 2022. 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%.
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 Cllr Watson	On track	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.
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 Cllr Watson	On track	Q2 LEQS's established 0% of streets and relevant land surveyed fell below grade B cleanliness standards and within the 2% target standard set.
ENV.06 - Increase the number of fixed penalty notices issued for litter and dog fouling offences by 20% over 5 years (2023/24).	Resources Cllr Watson	Alert	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.

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 2021/22 Progress Update
		8 FPN issued 2021-22 - Target 59 2021-22
ENV.08 - Bring 5 empty properties back into use per year through assistance and enforcement measures.	Strategy and Development <i>Cllr Peake</i>	<p data-bbox="952 316 1086 879">Alert</p> <p data-bbox="1086 316 2078 544">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 data-bbox="1086 544 2078 719">Action Housing have commenced renovation works on a long term empty property in Whitwell which will see further affordable housing being delivered.</p> <p data-bbox="1086 719 2078 879">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>
ENV.11 - Resolve successfully 60% of cases following the issuing of a Community Protection Warning by 2024	Resources <i>Cllr Peake</i>	<p data-bbox="952 879 1086 1248">On track</p> <p data-bbox="1086 879 2078 991">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 data-bbox="1086 991 2078 1134">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 data-bbox="1086 1134 2078 1248">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

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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 Business Rates) by £2m by March 2023.	Resources <i>Cllr Moesby</i>	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%
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 st July and 30 th 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.

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 2021/22 Progress Update	
ECO.07 - Deliver 150 new homes through the Bolsover Homes Programme by March 2024	Strategy & Development <i>Cllr Peake</i>	On track	<p>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.</p> <p>16 properties have been completed.</p> <p>For more information - Bolsover Homes celebrates 1st anniversary https://www.bolsover.gov.uk/index.php?option=com_content&view=article&id=504</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	Resources <i>Cllr Moesby</i>	Partially Achieved	<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.</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 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>
ECO.10 - Working with partners to grow the visitor economy, the number of tourists and	Strategy & Development	On track	<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>

Council Plan Target
(Target date 31/03/24
unless stated otherwise)

**Directorate/
Portfolio
Holder**

Q2 2021/22 Progress Update

the amount of tourism
spending in the District
by 2023.

Cllr Downes



Bolsover District Council

Audit and Corporate Overview Scrutiny Committee

25 November 2021

Scrutiny Committee Work Programme 2021/22

Report of the Scrutiny & Elections Officer

Classification: This report is public.

Report By: Scrutiny & Elections Officer

Contact Officer: Joanne Wilson, joanne.wilson@bolsover.gov.uk

PURPOSE / SUMMARY

- To provide members of the Scrutiny Committee with an overview of the meeting programme of the Committee for 2021/22.
-

REPORT DETAILS

1 Background *(reasons for bringing the report)*

- 1.1 The main purpose of the report is to inform members of the meeting programme for the year 2021/22 and planned agenda items (Appendix 1).
- 1.2 This programme may be subject to change should additional reports/presentations be required, or if items need to be re-arranged for alternative dates.
- 1.3 Review Scopes submitted will be agreed within Informal Session in advance of the designated meeting for Member approval to ensure that there is sufficient time to gather the information required by Members and to enable forward planning of questions.
- 1.4 Members may raise queries about the programme at the meeting or at any time with the Scrutiny & Elections Officer should they have any queries regarding future meetings.
- 1.5 All Scrutiny Committees are committed to equality and diversity in undertaking their statutory responsibilities and ensure equalities are considered as part of all Reviews. The selection criteria when submitting a topic, specifically asks members to identify where the topic suggested affects particular population groups or geographies.

1.6 The Council has a statutory duty under s.149 Equality Act 2010 to have due regard to the need to advance equality of opportunity and to eliminate discrimination.

1.7 As part of the scoping of Reviews, consideration is given to any consultation that could support the evidence gathering process.

2. Details of Proposal or Information

2.1 Attached at Appendix 1 is the meeting schedule for 2021/22 and the proposed agenda items for approval/amendment.

3 Reasons for Recommendation

3.1 This report sets the formal Committee Work Programme for 2021/22 and the issues identified for review.

3.2 The Scrutiny Programme enables challenge to service delivery both internally and externally across all the Council Ambitions.

3.3 The Scrutiny functions outlined in Part 3.6(1) of the Council's Constitution requires each Scrutiny Committee to set an annual work plan.

4 Alternative Options and Reasons for Rejection

4.1 There is no option to reject the report as the Scrutiny functions outlined in Part 3.6(1) of the Council's Constitution requires each Scrutiny Committee to set an annual work plan.

RECOMMENDATIONS

1. That Members review this report and the Programme attached at Appendix 1 for approval and amendment as required. All Members are advised to contact the Scrutiny & Elections Officer should they have any queries regarding future meetings.

IMPLICATIONS

Finance and Risk: Yes No

Details:

None from this report.

On Behalf of the Section 151 Officer

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

Details:

In carrying out scrutiny reviews the Council is exercising its scrutiny powers as laid out in s.21 of the Local Government Act 2000 and subsequent legislation which added to/amended these powers e.g. the Local Government and Public Involvement in Health Act 2007.

On Behalf of the Solicitor to the Council

Staffing: **Yes** **No**

Details:

None from this report.

On behalf of the Head of Paid Service

DECISION INFORMATION

Decision Information	
Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: BDC: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input checked="" type="checkbox"/> NEDDC: Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
District Wards Significantly Affected	N/A
Consultation: 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"/>	Yes Details: Committee 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.	Work Programme 2021/22
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Previous versions of the Committee Work Programme.	

Audit & Corporate Overview Scrutiny Committee

Work Programme 2021/22

Formal Items – Report Key

Treasury Management	Capital	Borrowing & Investment	Budget Monitoring	Audit/Risk	Performance	Update from Scrutiny Chairs

Date of Meeting	Items for Agenda	Lead Officer
27 July 2021, 2pm 28 0	• Budget Monitoring Report – Financial Outturn 2020/21	Head of Finance & Resources/ S151 Officer
	• Annual Corporate Debt Monitoring Performance Report 2020/21	Head of Finance & Resources/ S151 Officer
	• Budget Monitoring Report – Quarter 1 – April to June 2021	Head of Finance & Resources/ S151 Officer
	• Strategic Risk Register and partnership arrangements	Director of Corporate Resources
	• Report of Internal Audit – Summary of progress on the Internal Audit Plan	Internal Audit Consortium Manager
	• Implementation of Internal Audit Recommendations	Internal Audit Consortium Manager
	• Internal Audit Consortium Annual Report 2020/21	Internal Audit Consortium Manager
	• Report of Internal Audit – Internal Audit Plan 2021/22	Internal Audit Consortium Manager
	• Results of the External Review of Internal Audit	Internal Audit Consortium Manager
• Audit & Corporate Overview Scrutiny Committee Work Programme 2021/22 – Approval of Programme	Scrutiny & Elections Officer	
14 September 2021, 2pm	• Corporate Ambitions Performance Update – April to June 2021 (Q1 – 2021/22)	Information, Engagement and Performance Manager
	• Report to those charged with Governance – Mazars Audit Completion report	Mazars
	• BDC Statement of Accounts 2020/21	Head of Finance & Resources/ S151 Officer

Date of Meeting	Items for Agenda	Lead Officer
	<ul style="list-style-type: none"> Assessment of Going Concern Status 	Head of Finance & Resources/ S151 Officer
	<ul style="list-style-type: none"> Report of Internal Audit – Summary of progress on the Internal Audit Plan 	Internal Audit Consortium Manager
	<ul style="list-style-type: none"> Review of the Internal Audit Charter 	Internal Audit Consortium Manager
	<ul style="list-style-type: none"> Annual Corporate Governance Statement and Local Code of Corporate Governance 	Head of Corporate Governance/Monitoring Officer
	<ul style="list-style-type: none"> Audit & Corporate Overview Scrutiny Committee Work Programme 2021/22 	Scrutiny & Elections Officer
	<ul style="list-style-type: none"> Update from Scrutiny Chairs (Verbal report) <i>POSTPONED</i> 	Scrutiny & Elections Officer
25 November 2021, 10am	<ul style="list-style-type: none"> Procurement Strategy 	Assistant Director of Finance and Resources – Chief Financial Officer/ Procurement Manager
	<ul style="list-style-type: none"> Budget Monitoring Report – Quarter 2 – July to September 2021 	Assistant Director of Finance and Resources – Chief Financial Officer
	<ul style="list-style-type: none"> Revised Budgets 2021/22 	Assistant Director of Finance and Resources – Chief Financial Officer
	<ul style="list-style-type: none"> Setting of Council Tax 2022/23 	Assistant Director of Finance and Resources – Chief Financial Officer
	<ul style="list-style-type: none"> Audit & Corporate Overview Committee – Self-assessment for effectiveness 	Assistant Director of Finance and Resources – Chief Financial Officer
	<ul style="list-style-type: none"> Strategic Risk Register and partnership arrangements 	Executive Director of Resources
	<ul style="list-style-type: none"> Corporate Ambitions Performance Update – July to September 2021 (Q2 – 2021/22) 	Information, Engagement and Performance Manager
	<ul style="list-style-type: none"> Audit & Corporate Overview Scrutiny Committee Work Programme 2021/22 	Scrutiny & Elections Officer
20 January 2022, 2pm	<ul style="list-style-type: none"> Report of External Auditor – Annual Audit letter 2020/21 	Assistant Director of Finance and Resources – Chief Financial Officer/ Mazars
	<ul style="list-style-type: none"> Treasury Management Briefing 	Assistant Director of Finance and Resources – Chief Financial Officer and Arlingclose

Date of Meeting	Items for Agenda	Lead Officer
15 February 2022, 2pm	<ul style="list-style-type: none"> Proposed Budget – Medium Term Financial Plan 2021/22 to 2024/25 	Assistant Director of Finance and Resources – Chief Financial Officer
	<ul style="list-style-type: none"> Treasury Management Strategy 	Assistant Director of Finance and Resources – Chief Financial Officer
	<ul style="list-style-type: none"> Capital Strategy 	Assistant Director of Finance and Resources – Chief Financial Officer
	<ul style="list-style-type: none"> Corporate Investment Strategy 	Assistant Director of Finance and Resources – Chief Financial Officer
	<ul style="list-style-type: none"> Audit & Corporate Overview Scrutiny Committee Work Programme 2021/22 	Scrutiny & Elections Officer
	<ul style="list-style-type: none"> Update from Scrutiny Chairs (Verbal report) 	Scrutiny & Elections Officer
26 April 2022, 10am	<ul style="list-style-type: none"> Report of Internal Audit – Summary of progress on the Internal Audit Plan 	Internal Audit Consortium Manager
	<ul style="list-style-type: none"> Implementation of Internal Audit Recommendations 	Internal Audit Consortium Manager
	<ul style="list-style-type: none"> Accounting Policies 2021/22 	Assistant Director of Finance and Resources – Chief Financial Officer
	<ul style="list-style-type: none"> Corporate Ambitions Performance Update – October to December 2021 (Q3 – 2021/22) 	Information, Engagement and Performance Manager
	<ul style="list-style-type: none"> Audit & Corporate Overview Scrutiny Committee Work Programme 2021/22 	Scrutiny & Elections Officer
26 May 2022, 10am	<ul style="list-style-type: none"> Report of Internal Audit – Internal Audit Plan 2022/23 	Internal Audit Consortium Manager
	<ul style="list-style-type: none"> Audit & Corporate Overview Scrutiny Committee Work Programme 2021/22 	Scrutiny & Elections Officer
26 May 2022, 10am	<ul style="list-style-type: none"> Corporate Ambitions Performance Update – January to March 2022 (Q4 – 2021/22) 	Information, Engagement and Performance Manager
	<ul style="list-style-type: none"> Report of Internal Audit – Internal Audit Plan 2022/23 	Internal Audit Consortium Manager
	<ul style="list-style-type: none"> Report of Internal Audit – Summary of progress on the Internal Audit Plan 	Internal Audit Consortium Manager
	<ul style="list-style-type: none"> CIPFA Fraud and Corruption Tracker Survey 2021 	Internal Audit Consortium Manager
	<ul style="list-style-type: none"> Audit & Corporate Overview Scrutiny Committee Work Programme 2021/22 	Scrutiny & Elections Officer