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To: Chair & Members of the Executive

Friday 23rd September 2022

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Dear Councillor


EXECUTIVE

You are hereby summoned to attend a meeting of the Executive of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Monday 3rd October, 2022 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 on page 3 onwards.

Yours faithfully



Solicitor to the Council & Monitoring Officer

Equalities Statement

Bolsover District Council is committed to equalities as an employer and when delivering the services it provides to all sections of the community.

The Council believes that no person should be treated unfairly and is committed to eliminating all forms of discrimination, advancing equality and fostering good relations between all groups in society.

Access for All statement

You can request this document or information in another format such as large print or **language** or contact us by:

- **Phone:** [01246 242424](tel:01246242424)
- **Email:** enquiries@bolsover.gov.uk
- **BSL Video Call:** A three-way video call with us and a BSL interpreter. It is free to call Bolsover District Council with Sign Solutions, you just need WiFi or mobile data to make the video call, or call into one of our Contact Centres.
- Call with [Relay UK](#) - a free phone service provided by BT for anyone who has difficulty hearing or speaking. It's a way to have a real-time conversation with us by text.
- **Visiting** one of our [offices](#) at Clowne, Bolsover, Shirebrook and South Normanton

EXECUTIVE

AGENDA

Monday, 3rd October, 2022 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.	
4.	Minutes	
	To consider the minutes of the last meeting held on 5 th September 2022	To Follow
	<u>MATTERS REFERRED FROM SCRUTINY</u>	
5.	Review of Integration of Social Value to BDC Policy and Delivery	5 - 32
	<u>NON KEY DECISION</u>	
6.	Ambition Plan Targets Performance Update - April to June 2022 (Q1 - 22/23)	33 - 46
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Bolsover District Council

Meeting of the Executive on Monday 3rd October 2022

Review of Integration of Social Value to BDC Policy and Delivery

Report of the Chair of Local Growth Scrutiny Committee

Classification	This report is Public
Report By	Joanne Wilson, Scrutiny & Elections Officer, 01246 242385, joanne.wilson@bolsover.gov.uk
Contact Officer	Joanne Wilson, Scrutiny & Elections Officer, 01246 242385, joanne.wilson@bolsover.gov.uk

PURPOSE/SUMMARY OF REPORT

- To present to Executive the completed report for the recent Review of Integration of Social Value to BDC Policy and Delivery

REPORT DETAILS

1. Background (*reasons for bringing the report*)

- 1.1 The Local Growth Scrutiny Committee agreed to undertake a Review of Integration of Social Value to BDC Policy and Delivery, as part of the 2021/22 Work Programme.
- 1.2 As part of the call for review suggestions for 2021-22 municipal year, Members of the Local Growth Scrutiny Committee were presented with the suggestion of reviewing our approach to Social Value and how we could further integrate this to the Council's policies and service delivery. The suggestion came direct from the Development service and Members agreed to complete a review alongside other work carried over from the previous year.
- 1.3 Development of our approach to Social Value and implementation of a Social Value Policy will support key objectives within the Business Growth Strategy.
- 1.4 This review has come at a time when the Council is under increasing pressure to not only ensure value for money from our investments, but also seek to secure additional benefits and impact from our programmes and developments.
- 1.5 Members have welcomed the opportunity to work with our fellow scrutiny Members in Climate Change & Communities Scrutiny Committee in reviewing our approach to how we evaluate our social value outcomes and we hope the new software tool will allow the council to evidence its outcomes more clearly to residents and partners.

2. Details of Proposal or Information

2.1 The aim of the review was:

- To clarify how the Council can integrate Social Value within the delivery of the Business Growth Strategy, and other core strategies as determined.

2.2 The objectives agreed were:

- To review how social value can be integrated in to current policy and delivery based on best practice examples.
- To investigate how the Council can maximise the social value benefits of the Coalite development, with specific emphasis on skilled jobs, and how this can be applied to other development sites within the District.
- To assess how wide the social value strategy should be developed, engaging with other service areas/Scrutiny Committees as required.
- To assess how the integration of social value could be supported by developing a 'cooperative council' approach.

2.3 The key issues identified for investigation were as follows:

- The Council needs to be able to evidence the benefits of investment and ensure the economic, social and environmental needs of the area are being addressed.
- The Social Value evaluation methodology is already used by the Partnerships team and could be used more widely by the authority.
- The Council can secure additional social value benefits for the area through s.106 agreements agreed as part of planning permissions. Members question if we have a system in place that enables us to evidence this to its full potential.

2.4 The Committee met on six occasions in total and sought evidence by way of:

- Internal enquiries to establish existing policies and monitoring processes
- External review of approaches by other authorities
- Review of possible evaluation software options in conjunction with officers leading on procurement and the Climate Change & Communities Scrutiny Committee.

3. Reasons for Recommendation

3.1 The Committee have put together six recommendations which will hopefully assist the Council in embedding social value in to the wider policy structures and operational delivery of the Council.

3.2 The key findings arising from the review are:

- The council is well placed to move forward in this area, following initial integration of social value by the Partnerships team;
- The draft Policy produced is in line with national guidance for such documents and mirrors those of best practice authorities;

- The procurement of a social value calculator tool has been robust with significant officer and Member input.

4 Alternative Options and Reasons for Rejection

- 4.1 Due to the requirements of the Public Services (Social Value) Act 2012, the Council must seek to bolster compliance and refresh the approach to securing social value outcomes. As such a 'do nothing' approach is not a viable option.
- 4.2 Executive could choose not to endorse the recommendations of the review, where they feel the course of action recommended is beyond the delivery capacity of the Authority.

RECOMMENDATION(S)

1. That the Executive endorses the recommendations of the review outlined in section 2 of the attached report.
2. That for recommendations approved by Executive, monitoring by Committee takes place over a twelve month period via the PERFORM system with an update report to Committee at the end of the monitoring period.

IMPLICATIONS:

Finance and Risk: Yes No

Details:

Purchase of the new Social Value evaluation tool has been subject to a separate decision process.

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/amended these powers e.g. the Local Government and Public Involvement in Health Act 2007.

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.

On behalf of the Solicitor to the Council

Staffing: Yes No

Details:

There are no staffing implications from this report.

On behalf of the Head of Paid Service

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: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	No

District Wards Significantly Affected	None
Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input checked="" type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input checked="" type="checkbox"/> Members <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Yes Details: Relevant Service Managers and Portfolio Holder engaged during the review process.

Links to Council Ambition: Customers, Economy and Environment.

The review supports all three of the Corporate Ambitions:

Our Economy:

- Working with partners to support enterprise, innovation, jobs and skills

Our Environment

- Reducing our carbon footprint and supporting residents and businesses to reduce their footprint
- Actively engaging with partners to benefit our communities

Our Customers:

- Actively engaging with partners to benefit our customers
- Promoting equality and diversity and supporting vulnerable and disadvantaged people

Development of our approach to Social Value and implementation of a Social Value Policy will support Corporate target 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.

DOCUMENT INFORMATION

Appendix No	Title
5.1	Review of Integration of Social Value FINAL

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 Executive you must provide copies of the background papers).

Please contact Scrutiny & Elections Officer where further information is required.



**Review of Integration of Social Value to
BDC Policy and Delivery
October 2021 – July 2022
LOCAL GROWTH SCRUTINY COMMITTEE**

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Chair's Foreword

This review has come at a time when the Council is under increasing pressure to not only ensure value for money from our investments, but also seek to secure additional benefits and impact from our programmes and developments.

While the Council has sought to take this approach to date, adopting a clear policy and refreshing our approach to procurement can only lead to greater benefits being realised for the local economy and residents.

Members have welcomed the opportunity to work with our fellow scrutiny Members in Climate Change & Communities Scrutiny Committee in reviewing our approach to how we evaluate our social value outcomes and we hope the new software tool will allow the council to evidence its outcomes more clearly to residents and partners.

Thank you to the officers and Members for their time in completing this work.

Cllr Jen Wilson
Chair of the Local Growth Scrutiny Committee

1. Introduction

As part of the call for review suggestions for 2021-22 municipal year, Members of the Local Growth Scrutiny Committee were presented with the suggestion of reviewing our approach to Social Value and how we could further integrate this to the Council's policies and service delivery. The suggestion came direct from the Development service and Members agreed to complete a review alongside other work carried over from the previous year.

1.1 What is Social Value

Social Value is defined through the Public Services (Social Value) Act 2012 which came into force in January 2013 and requires all public sector organisations, and their suppliers, to look beyond the financial cost of a contract and consider how the services they commission and procure might improve the economic, social and environmental well-being of an area.

The UK Government now requires that social value is evaluated as part of the tender process for most of its biggest outsourcing contracts – some of which are worth billions of pounds. Under the Public Services (Social Value) Act 2012, when scoring bids, government awards up to 10% of marks for social value – a margin that can make the difference between success and failure.

Social value is achieved by generating benefits to society, the economy and positive impacts to the environment and local communities via our external spend. It can be created in many ways, and has wide ranging benefits.

What is a social value model?

The Social Value Model **sets out the government's social value priorities for procurement**. It includes a menu of social value objectives for central government departments (and executive agencies and non-departmental public bodies) to select from and include in their procurement.

As noted in the Guide to using the Social Value Model¹:

“1.15 The Public Contracts Regulations 2015 allow contracting authorities to incorporate social and environmental aspects into the evaluation criteria as part of the assessment of the most economically advantageous tender, as long as these are linked to the subject-matter of the contract. They also allow contracting authorities to require specific labels as proof that the works, services or goods meet the award criteria, including those relating to social or environmental characteristics. Furthermore, they allow contracting authorities to include social and environmental considerations as conditions relating to the

¹https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940827/Guide-to-using-the-Social-Value-Model-Edn-1.1-3-Dec-20.pdf

performance of the contract, as long as these are linked to the subject-matter of the contract.

1.16 Contracting authorities must also comply with the general principles of equal treatment, non-discrimination and proportionality. Social and environmental considerations in this context could, for example, include promoting innovation, employment and social inclusion, protection of the environment, habitat creation, energy efficiency and/or combating climate change.”

In 2015, the UK agreed with other United Nations' countries, through the United Nations General Assembly, to deliver the 17 [Sustainable Development Goals \(SDGs\)](#). These aim to end poverty, protect the planet and ensure prosperity for all, by achieving 17 goals by 2030. The SDGs apply to the UK and call on government and business to contribute towards their achievement. There is a clear connection between the SDGs and government's ambition around social value, which further supports the case for delivering social value through commercial activities. To help illustrate this link the relevant SDGs are listed under each policy outcome in the government's Model.

1.2 Measuring Social Value

The National TOMs Framework (Themes, Outcomes and Measures) was developed as a solution to support delivery of the Social Value Act. The Framework provides a standard approach to the measurement of social value across the UK:

The National TOMs Framework has been designed around 5 principal Themes, 20 Core Outcomes and 48 Core Measures:

- Themes – The overarching strategic themes/issues that an organisation is looking to pursue
- Outcomes – The objectives or goals that an organisation is looking to achieve that will contribute to the Theme and show positive changes within communities.
- Measures – Quantifiable actions that can be used to assess whether the Outcomes have been achieved. For the National TOMs Framework, these represent actions/activities that a supplier could complete to support a particular desired outcome.

The 5 Themes that the TOMs are structured around are as follows:

- **Jobs** – Promoting Skills and Employment: To promote growth and development opportunities for all within a community and ensure that they have access to opportunities to develop new skills and gain meaningful employment.
- **Growth** – Supporting the Growth of Responsible Local Businesses: To provide local businesses with the skills to compete and the opportunity to work as part of public sector and big business supply chains.
- **Social** – Creating Healthier, Safer and More Resilient Communities: To build stronger and deeper relationships with the voluntary and social enterprise sectors whilst continuing to engage and empower citizens.

- **Environment** – Protecting and Improving our Environment: To ensure the places where people live and work are cleaner and greener, to promote sustainable procurement and secure the long-term future of our planet.
- **Innovation** – Promoting Social Innovation: To promote new ideas and find innovative solutions to old

Proxy financial values have been attributed to the key social value activities contained within the Measures allowing all organisations using the Framework, not just Councils, to quantify in pounds how much social value is being delivered.

1.3 Agreement of a Social Value Statement

At a national level, the [Social Value Taskforce](#) have developed a template to enable Councils to communicate key messages and secure support from staff, partners, suppliers and other locally based organisations to help create social value benefits for their community. Having a clear, committed statement as to the aims of the Council is key in the wake of the Covid-19 pandemic where creation of additional social value benefits will be vital to recovery.

The National Social Value Taskforce has not prescribed the precise detail of what a statement should include but has provided a non-exhaustive list of information it recommends could be included.

There are nine suggested sections to be included in the statement:

- Approach and intentions in relation to social value
- Key areas of focus
- Internal engagement, communication and management of social value
- Implementation approach for embedding social value
- Internal support available to achieve targets and ambitions
- Collaboration, external engagement and support available to partners that want to contribute to creating place based social value
- Performance Management
- Achievements and benefits realisation
- Actions and next steps for delivery

Recommended content can be found in the following guidance:

<https://www.local.gov.uk/social-value-statement>

A recent review by LGA found that of 343 Council websites only 23% had published a social value strategy online, 32% mentioned social value but had not published a strategy and 44% made no mention of social value online – having a clear, committed Social Value Statement will help the Council's communications with key stakeholders.

1.4 Good practice across local authorities

The first council to produce a [Social Value Statement](#) was LB Hammersmith & Fulham. They have also produced a Strategy which has:

- a mandatory requirement for all contracts above £100,000 to achieve a minimum of 10% in Social Value,
- recruited a Social Value Officer,
- set up a Social Value Delivery Group,
- placed Social Value at the heart of their key corporate strategies with the golden thread running through their Business Plan, Industrial Strategy and Climate Emergency programme to help drive local economic growth achieve Carbon Net Zero by 2030.

As part of their ambitious Reset Plan, West Sussex have created a [Social Value Framework](#) to ensure all projects and contracts commissioned by the County Council achieve maximum benefit for residents: The Framework has three key targets:

- In contracts over £100,000, where it is appropriate to generate Social Value, a minimum weighting of 10% will be applied to the evaluation criteria.
- 80% of new tenders over £500,000 will have social value criteria included within their evaluation by 2024/25.
- Where social value is a requirement of the contract, suppliers will be required to report quantifiable social benefits.

The LGA in partnership with The Social Value Portal has also developed a [toolkit for local authorities](#) developing their social value approach.

2. Recommendations

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response
LGSC21-22 1.1	That the draft Social Value Policy is formally adopted.	Social Value principles are fully integrated within Council Policy and delivery.	Jan 2023	Assistant Director of Development & Planning	Officer time	<p>This is a core aim of the Development service during 2022 and this will also be integrated with the Procurement Strategy creating greater alignment.</p> <p>The ambition would be to secure 10% social value across every tender above the specified limit of £75,000. This threshold would be subject to change should the Council agree to vary its Procurement Rules within the Constitution.</p>
LGSC21-22 1.2	That as a minimum, all procurements over £75,000 will be required to demonstrate social value	That the adopted Policy clearly defines which procurements will be required to demonstrate	Jan 2023	Procurement team/ Social Value Working Group All service areas procuring to	Officer time	To keep aligned to the constitution, all tenders over £75,000 should go through the evaluation process and seek to secure a

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response
	outcomes as part of the tender, evaluation and delivery processes.	social value outcomes as part of the tender.		tenders over £75,000		<p>minimum of 10% social value.</p> <p>The onus will be on the service area completing the tender to identify how social value can be achieved, or alternatively evidence why it does not apply.</p> <p>There will be no target setting by Procurement, they will simply prompt service areas to ensure social value outcomes have been accounted for as part of the procurement process.</p> <p>Performance against this criteria in the policy will be monitored by a PI through PERFORM.</p>
LGSC21-22 1.3	That the standard weighting for social value will	That the adopted Policy clearly defines	Jan 2023	Procurement team/ Social	Officer time	To keep aligned to the constitution, all tenders over £75,000

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response
	be a minimum 10% of the overall evaluation score – and where feasible this may be higher.	the standard weighting for social value within the overall evaluation score		Value Working Group All service areas procuring to tenders over £75,000		<p>should go through the evaluation process and seek to secure a minimum of 10% social value.</p> <p>The onus will be on the service area completing the tender to identify how social value can be achieved, or alternatively evidence why it does not apply.</p> <p>There will be no target setting by Procurement, they will simply prompt service areas to ensure social value outcomes have been accounted for as part of the procurement process.</p>
LGSC21-22 1.4	That Officers in Development ensure in-coming businesses to Horizon 29 are engaged with the	That maximum benefit is gained from the Horizon 29 development in terms of local	December 2022	Business Growth Manager	Officer time	The CRM system is being configured to best capture the data for inward investment enquiries, business support, and business

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response
	Council's Business CRM system and appropriate advice and support be given.	employment and creation of high-skill jobs, through signposting to training advice and funding support.				engagement / key account management to best support the growth and location of businesses in the district.
LGSC21-22 1.5	That Officers ensure the procurement process for a SV calculator tool takes in to account the criteria identified by Members during the review process.	Procurement process meets Members requirements in relation to mitigating potential risks associated with software procurement	May 2022	Executive and Partnerships Team Development Team	Officer time	This was completed during the course of the review with the criteria agreed by Members forming part of the RFQ for the procurement of the evaluation tool.
LGSC21-22 1.6	That the Council completes the required procurement process for an improved social value evaluation tool which will support improved analysis and reporting	Procurement of enhanced social value calculator tool to enable Council to embed social value analysis across all services areas.	May 2022	Executive and Partnerships Team Development Team	Officer time	Procurement process complete in May 2022. Initial training and roll-out of software to commence in July 2022.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response
	functions, and enable wider use across multiple service areas and by external partners.					

3. Scope of the review

The Local Growth Scrutiny Committee agreed to undertake a Review of Integration of Social Value to BDC Policy and Delivery, as part of the 2021/22 Work Programme.

The issue was initially raised via a service suggestion from the Development team, as a gap in current delivery and a key action for delivery via the Business Growth Strategy.

The review supports all three of the Corporate Ambitions:

Our Economy:

- Working with partners to support enterprise, innovation, jobs and skills

Our Environment

- Reducing our carbon footprint and supporting residents and businesses to reduce their footprint
- Actively engaging with partners to benefit our communities

Our Customers:

- Actively engaging with partners to benefit our customers
- Promoting equality and diversity and supporting vulnerable and disadvantaged people

Development of our approach to Social Value and implementation of a Social Value Policy will support Corporate target 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.

The aim of the review was:

- To clarify how the Council can integrate Social Value within the delivery of the Business Growth Strategy, and other core strategies as determined.

The objectives agreed were:

- To review how social value can be integrated in to current policy and delivery based on best practice examples.
- To investigate how the Council can maximise the social value benefits of the Coalite development, with specific emphasis on skilled jobs, and how this can be applied to other development sites within the District.
- To assess how wide the social value strategy should be developed, engaging with other service areas/Scrutiny Committees as required.
- To assess how the integration of social value could be supported by developing a 'cooperative council' approach.

The key issues identified for investigation were as follows:

- The Council needs to be able to evidence the benefits of investment and ensure the economic, social and environmental needs of the area are being addressed.

- The Social Value evaluation methodology is already used by the Partnerships team and could be used more widely by the authority.
- The Council can secure additional social value benefits for the area through s.106 agreements agreed as part of planning permissions. Members question if we have a system in place that enables us to evidence this to its full potential.

The Committee comprised the following Members:

Councillor J. Wilson (Chair)
Councillor P. Clough
Councillor J. Clifton
Councillor D. Dixon

Councillor P. Cooper (Vice-Chair)
Councillor D. Adams
Councillor T. Cannon

Due to membership changes at Annual Council 2022, Councillor P. Clough was replaced by Councillor J. Tait.

Support to the Committee was provided by the Scrutiny & Elections Officer.

4. Method of Review

The Committee met on six occasions to consider the scope of the review, key issues they wanted to discuss and to carry out interviews and evidence gathering.

The Committee sought evidence by way of:

- Internal enquiries to establish existing policies and monitoring processes
- External review of approaches by other authorities
- Review of possible evaluation software options in conjunction with officers leading on procurement and the Climate Change & Communities Scrutiny Committee.

A document review was completed of the following as part of the evidence gathering process:

- Various draft versions of the proposed BDC Social Value Policy
- Review of a sample list of Social Value Indicators aligned to current and planned BDC delivery.
- LGA Sustainable Procurement Toolkit
- A Social Value Toolkit for District Councils
- Review of the draft Request for Quotation (RFQ) for BDC's own Social Value Calculator

Equality and Diversity

There are no direct impacts identified in relation to any protected characteristics as a result of the review topic.

Within the process of the review however, the Committee has taken into account the potential impact of any changes to current policies and practices, and the potential impact on smaller local businesses. Members are clear that the Council must seek to comply with the Social Value Act while not creating an arduous process for smaller businesses, reducing their potential to bid for contracts.

5. Analysis of evidence and key findings

5.1 To review how social value can be integrated in to current policy and delivery based on best practice examples.

At an early stage in the review, Members considered a set of proposed social value indicators as well as an outline of a potential Social Value Policy.

The Policy must ensure the Council complies with the [Public Services \(Social Value\) Act 2012](#). Officers noted a key point is to direct procurement to spend locally, in addition to considering a third criteria for procurement to achieve upwards of 10% dedicated to social value.

Members also noted that achieving net zero/climate change improvements was paramount. Members felt that the Strategy should encourage further clarity around outcomes as a result of planning applications.

Having a Strategy in place and being able to evidence how the Council will track outcomes should help significantly with future funding bids.

A range of authorities were reviewed that had been identified as best practice examples including:

Authority	Social Value Examples	Useful links
London Borough of Newham	Community Wealth Building Strategy	https://www.newham.gov.uk/council/community-wealth-building
Preston City Council	Community Wealth Building Strategy	https://www.preston.gov.uk/article/1335/What-is-Community-Wealth-Building
London Borough of Hammersmith and Fulham.	Social Value Statement Social Value evaluation tool in place – The Social Value Portal	https://www.lbhf.gov.uk/business/trading-council/social-value-statement http://democracy.lbhf.gov.uk/ieDecisionDetails.aspx?AllId=62023
Bristol City Council	Social Value Policy	https://www.bristol.gov.uk/documents/20182/239382/Social+Value+Policy+-+approved+March+2016-1.pdf/391b817b-55fc-40c3-8ea2-d3dfb07cc2a0

On reviewing a more detailed second draft of the proposed Social Value Policy, Members agreed the core areas which they could shape were in relation to the minimum value of procurements required to demonstrate social value; and the weighting to be applied as part of the evaluation score.

Members contacted Procurement officers to enquire as to how they approached this currently and to understand the impact the new Policy would have. Initial conversations indicated that they predominantly sought to ensure social value outcomes were included in higher value construction contracts. For other tenders it had been delivered only where officers had identified a social value element on completion of the pre-procurement pro forma.

Following further meetings with Development officers leading on Social Value work as part of the Business Growth Strategy, the Procurement team acknowledged that there was greater scope to secure social value outcomes across all tenders above a set value. There was also clear agreement as a result of the meetings that the responsibility for identifying the social value outcomes needs to be identified by the project leads and contract officers, with Procurement having an advisory role only.

This additional work also resulted in further amends being identified to the draft Social Value Policy to ensure full alignment with the Procurement Strategy. Scrutiny Members were advised that due to rules laid out in section 4.8 of the Constitution covering the Council's Procurement Rules, a threshold of £75,000 would be most appropriate as this was the threshold for requiring a full formal tender process and Key Decision by Executive/Council.

Once fully implemented, officers completing tenders would need to complete the pre-procurement pro forma identifying all relevant TOMs or ensure evidence is provided to justify why social value doesn't apply to that particular contract.

Furthermore, it was agreed that a small working group involving the Monitoring Officer, Procurement team and lead officers in Development and Executive & Partnerships would be created to ensure the approach is fully embedded, with the new Loop software being used to evaluate tender bids and track outcomes. It is proposed that the Council's compliance with the criteria of the Policy will be monitored by way of performance indicators using the PERFORM system, to ensure all procurements over the agreed limit generate social value.

Recommendations:

That the draft Social Value Policy is formally adopted.

That as a minimum, all procurements over £75,000 will be required to demonstrate social value outcomes as part of the tender, evaluation and delivery processes.

That the standard weighting for social value will be a minimum 10% of the overall evaluation score – and where feasible this may be higher.

5.2 To investigate how the Council can maximise the social value benefits of the Coalite development, with specific emphasis on skilled jobs, and how this can be applied to other development sites within the District.

Members were updated at Committee in March 2022 that due to the nature of the site as a private development, it was not possible for the Council to negotiate any s.106 agreements in relation to the development. The site is now known as Horizon 29.

The only option would be for the Council to build a relationship with the in-coming businesses once on site, to ensure there is support available and to establish links where required to apprenticeship/training support. The Council are unable to put any caveats to the development around ‘% of local employment’. However, if the Council are able to build a working relationship with the in-coming businesses it may be possible to produce an estimate of the social value of the development once more is known about the employment/apprenticeship opportunities available.

Recommendation:

That Officers in Development ensure in-coming businesses to Horizon 29 are engaged with the Council’s Business CRM system and appropriate advice and support be given.

5.3 To assess how wide the social value strategy should be developed, engaging with other service areas/Scrutiny Committees as required.

Through an initial presentation of potential social value measures, Members were clear there was scope for wider integration of Social Value across the authority, but that a phased approach to integration was deemed appropriate.

During the course of the review it became apparent that the Executive and Partnerships Team were also looking at the evaluation tools/software they used to support their own social value analysis. This impacted on the review by Climate Change & Communities Scrutiny looking at our process for VCS Grant Allocations. This resulted in a joint approach by Local Growth and Climate Change & Communities Scrutiny Committees to review potential software options in support of the procurement exercise being developed jointly by Executive and Partnerships and Development officers.

A joint demo of the system operated by Loop took place in February prior to any formal procurement exercise, in order that Cllrs can be satisfied that any RFQ is adequate for the Council’s requirements. As a follow-up for Local Growth Members who were unavailable a meeting was arranged with one of our core partners, Woodhead Group, who used one of the systems reviewed and had also gone through the procurement

process for the system quite recently. This was invaluable for Members, enabling them to see first-hand the social value outcomes achieved from some of our housing developments and the different ways in which the information could be updated, monitored and presented.

Following the demonstration, Members agreed a set of criteria to be incorporated in to the future RFQ for a SV calculator tool:

- Unlimited partner access
- Options for both specified number of user licenses and unlimited user licenses
- Ability to export reports in a range of formats compatible with Microsoft i.e. Word, Excel and Adobe PDF.
- Ability for all services to see an individual Dashboard of projects/SV outcomes and well as a Corporate Dashboard
- Potential to be able to run a pilot phase before full roll-out of system to an expanded list of users.
- Provision of full list of KPIs that can be monitored by the system – to allow comparison to existing calculator tool.

Members were also clear that any tool procured should be run alongside the existing HACT tool initially so a comparison of the two systems in possible, to truly judge the benefits.

The RFQ commenced during the course of the review with the Scrutiny & Elections Officer involved in the evaluation of tenders to ensure the Members views from both Committees fed in to the procurement process. As such the following two recommendations were enacted prior to completion of the review, to ensure there was no delay to the procurement process.

Recommendations (Implemented during the review):

That Officers ensure the procurement process for a SV calculator tool takes in to account the criteria identified by Members during the review process.

That the Council completes the required procurement process for an improved social value evaluation tool which will support improved analysis and reporting functions, and enable wider use across multiple service areas and by external partners.

5.4 To assess how the integration of social value could be supported by developing a 'cooperative council' approach.

Following discussions by Members at the March 2022 meeting and a further review of the Cooperative Councils Innovation Network website, it was felt that expanding the review to cover this area went beyond what Development Services were aiming to achieve with the Social Value Policy. On reflection Members felt that this objective did not fit with the current review and little merit was to be gained in exploring this approach further at this stage.

Members note that this could be an area for the future but there are no recommendations from the review.

6. Conclusions

The Committee have put together six recommendations which will hopefully assist the Council in embedding social value in to the wider policy structures and operational delivery of the Council.

The key findings arising from the review are:

- The council is well placed to move forward in this area, following initial integration of social value by the Partnerships team;
- The draft Policy produced is in line with national guidance for such documents and mirrors those of best practice authorities;
- The procurement of a social value calculator tool has been robust with significant officer and Member input.

Appendix 1: Stakeholders

Stakeholders engaged during the Review:

- Portfolio Holder – Cllr Smyth (Development)
- Portfolio Holder – Cllr McGregor (Corporate Governance)
- Portfolio Holder – Cllr Moesby (Finance – Procurement)
- Assistant Director of Development and Planning
- Business Growth Manager
- Executive and Partnerships Team
- Executive Director of Strategy & Development
- Development Team
- Loop – The Social Value People
- Climate Change & Communities Scrutiny Committee
- Procurement team
- Council’s Solicitor and Monitoring Officer

Stakeholders impacted by the Review:

- Bolsover businesses/ businesses contracting with the Council
- Portfolio Holder – Cllr Smyth (Development)
- Portfolio Holder – Cllr McGregor (Corporate Governance)
- Portfolio Holder – Cllr Moesby (Finance – Procurement)
- Assistant Director of Development and Planning
- Business Growth Manager
- Executive and Partnerships Team
- Executive Director of Strategy & Development
- Development Team
- Loop – The Social Value People
- Climate Change & Communities Scrutiny Committee
- Procurement team
- Council’s Solicitor and Monitoring Officer

Appendix 2: Bibliography

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Local Government Association, Social Value Toolkit for District Councils
<https://www.local.gov.uk/sites/default/files/documents/District%20Councils%20Social%20Value%20Toolkit%20Final.pdf>



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Bolsover District Council

Meeting of the Executive on Monday 3rd October 2022

Ambition Plan Targets Performance Update – April to June 2022

(Q1 – 2021/22)

Report of the Information, Engagement & Performance Manager

Classification	This report is Public
Report By	Kath Drury, Information, Engagement and Performance Manager, Ext 2280, Kath.Drury@bolsover.gov.uk
Contact Officer	As above

PURPOSE/SUMMARY OF REPORT

To report the Quarter 1 outturns for the Council’s Ambition targets 2020-2024

Out of the 31 targets:

- 22 (71%) are on track
- 1 (3%) achieved its annual outturn for 2021/22
- 1 (3%) continues to be on alert
- 7 (23%) achieved previously.

REPORT DETAILS

1 Background

1.1 The attached appendices contain the performance outturn as of 30th June 2022.

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
- 9 targets are on track
- 1 target has been left on alert as it is unlikely to meet its intended outturn in 2022/23:
 - **CUS.07** - *Reduce average relet times for standard voids (council properties) to 20 calendar days by March 2021 and maintain thereafter – Q1 average 78 days.*

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

- 11 targets in total
- 8 targets are on track
- 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
- 5 targets are on track
- 1 target achieved its outturn for 2021/22:
 - **ECO 05** – 556 housing completions (target 272 new homes)
- 4 targets achieved previously (ECO 08, ECO 09, ECO 04, ECO 01)

2.5 Details have been provided in the appendices for those at exception.

3 Reasons for Recommendation

3.1 Out of the 31 Council plan targets, 22 are on track (71%), 1 achieved its annual outturn in 2021/22 (3%), 1 left on alert (3%) and 7 achieved previously (23%).

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

4 Alternative Options and Reasons for Rejection

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

RECOMMENDATION(S)

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

Approved by the Deputy Leader and Portfolio Holder (Corporate Governance)
– Cllr Duncan McGregor

<u>IMPLICATIONS:</u>	
<u>Finance and Risk:</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Details:	
On behalf of the Section 151 Officer	

<p>Legal (including Data Protection): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Details:</p> <p style="text-align: right;">On behalf of the Solicitor to the Council</p> <p>Staffing: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Details:</p> <p style="text-align: right;">On behalf of the Head of Paid Service</p>
--

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>Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p>	No

<p>District Wards Significantly Affected</p>	None
<p>Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <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>

<p>Links to Council Ambition: Customers, Economy and Environment.</p>
<p>All</p>

DOCUMENT INFORMATION	
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Appendix No	Title
1	Full list of Council Ambition Targets

Background Papers




<i>(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 Executive you must provide copies of the background papers).</i>
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All details on the PERFORM system

Rpttemplate/BDC/040222

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	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.

Full Ambition Target Listing by Aim

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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		Q1 2022/23 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	Overall satisfaction figure for the BDC Housing Service/Council Tenant Satisfaction: How satisfied/dissatisfied are you with the overall service provided by BDC's Housing Service: Very satisfied 43.02% Fairly satisfied 44.06% Total 87.08%
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	No data is available at present as the Silktide system has been upgraded and we need to undertake some training before we can access our scores.

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q1 2022/23 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	<p>Data from Customer Services for Q1 :</p> <p>Online Digital Transactions - 32,087 this is including Voter Registrations, Housing, Revenues and Planning online forms accessed via the website</p> <p>Tel and Non Digital contact - 40,010 all staff assisted transactions</p> <p>Total contact transactions 72,097 = 44.5 % via a digital method</p>
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	<p>We have currently been working with the thematic groups and updating the priorities for each group. This will then form the Sustainable Community Strategy. We have had to push this back to September due to workloads currently with the SPF and investment plan that goes with it</p>
CUS.05 - Monitor performance against the corporate equality objectives and publish information annually	Resources <i>Cllr McGregor</i>	On track	<p>The revised Access for All statement has been approved at SLT and will be issued to Service Managers. Transgender guidance for Leisure Services has been reviewed and re-issued. A number of reasonable adjustments and hate crime incidents have been handled by the team this quarter.</p>
CUS.06 - Prevent homelessness for more than 50% of people who are facing homelessness each year	Resources <i>Cllr Peake</i>	On track	<p>Quarter 1 2022/2023</p> <p>132 approaches</p> <p>80 Prevented</p> <p>52 Still Open</p> <p>60% Prevented.</p>

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q1 2022/23 Progress Update							
CUS.07 - Reduce average relet times for standard voids (council properties) to 20 calendar days by March 2021 and maintain thereafter	Strategy and Development <i>Cllr Peake</i>	Alert	The average days for Q1 are 78, this is due to the letting of a couple of Safe & Warm properties which had been empty for some time whilst works were completed and some void properties that had been held for re-housing options around the Blackwell scheme.						
CUS.08 - Maintain high levels of tenant satisfaction with council housing and associated services	Resources <i>Cllr Peake</i>	On Track	<p>Results and information from the Star Survey has been presented to Members and Senior management. Overall satisfaction figure for the BDC Housing Service/Council Tenant Satisfaction:</p> <p>How satisfied/dissatisfied are you with the overall service provided by BDC's Housing Service:</p> <table border="0" data-bbox="869 767 1290 871"> <tr> <td>Very satisfied</td> <td>43.02%</td> </tr> <tr> <td>Fairly satisfied</td> <td>44.06%</td> </tr> <tr> <td>Total</td> <td>87.08%</td> </tr> </table> <p>An action plan has been put together to concentrate on the areas of improvement.</p> <p>Customer satisfaction data can now be extracted from the hand held devices used by the Repairs team. For May and June it was 100%. Data not held for April.</p>	Very satisfied	43.02%	Fairly satisfied	44.06%	Total	87.08%
Very satisfied	43.02%								
Fairly satisfied	44.06%								
Total	87.08%								
CUS.09 - Increase participation/attendances in leisure, sport, recreation, health, physical and cultural activity by 3,000 per year.	Resources <i>Councillor Downes</i>	On Track	During quarter 1 we attracted 83,337 attendances to leisure facility based activities, community outreach programmes and school delivery. A significant increase from Q4 2021/22 and recovering post Covid.						

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q1 2022/23 Progress Update	
CUS.10 - Deliver a health intervention programme which provides 500 adults per year with a personal exercise plan via the exercise referral scheme	Resources <i>Councillor Downes</i>	On Track	102 people enrolled on the health referral programme across the district. Slightly behind the quarter target, but we are expecting to catch up at Q2.

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

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q1 2022/23 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	InTouch - Future First Homes (p.2), sixty trees planted in Bolsover (p.10), Alliance Transport Technologies article (p.10) Bolsover TV - Water Lane Repairs (April 15) Environment newsletter - Earth Day, accessible trails open in Pleasley and swapping disposable coffee pods for recyclable ones (7 April), Earth Day, Creswell Craggs Rail Trail and using loose leaf tea instead of tea bags (21 April). May 2022: Bolsover TV - Bird Ringing and Future First Homes (6 May) Environment newsletter - Compost awareness week, walk to school week and advising to buy energy efficient appliances (5 May), World Bee Day, Every Flower Counts, Bike Week and

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder		Q1 2022/23 Progress Update
			<p>advice on saving energy (15 May). June 2022: Bolsover TV - Barlborough tree planting and plastics recycling (3 June), Charlie's Place (24 June) Environment newsletter - 30 Days Wild, Let it Bloom June, World Environment Day and advice on turning devices off at the plug (2 June), Clean Air Day, Plastic Free Beauty Day, World Refill Day, plastics recycling and advice on composting (16 June), Plastic Free July, Don't Step on a Bee day and advice on a more eco-friendly commute (30 June). Social Media - used to support all of the above stories and to continue to drive traffic to the TV and newsletters. Website - Press releases written for the bigger of the above stories and included on the news page.</p>
ENV.02 Reduce the District Council's carbon emissions by - 100 tonnes CO2 in 20/21 - 125 tonnes CO2 in 21/22 - 200 tonnes CO2 in 22/23 - 300 tonnes CO2 in 23/24	Strategy & Development Cllr Dooley	On track	Q1 22/23 - We have installed External Wall Insulation (EWI) to 100 properties. The average CO emission per hard to treat property (HTT) is 6 tonnes, if we were to estimate a saving of 50 % through the installations undertaken this would equate to 300 tonnes.
ENV.03 - Achieve a combined recycling and composting rate of 50% by March 2023.	Resources Cllr Watson	On track	Q1 (2022\23) performance is estimated based on Q1 2021\202 Waste Data Flow figures of 4,270 tonnes of recyclable\ compostable materials collected, equating to a combined recycling and composting rate of 44.3% (approx.). This will be updated when the actual figures become available from WDF September 2022
ENV.04 - Sustain standards of litter cleanliness to ensure 96% of streets each year meet an acceptable level as assessed	Resources Cllr Watson	On track	Q1 (2022\23) 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.

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder		Q1 2022/23 Progress Update
by Local Environment Quality Surveys (LEQS).			
ENV.05 - Sustain standards of dog fouling cleanliness to ensure 98% of streets each year meet an acceptable level as assessed by Local Environment Quality Surveys (LEQS).	Resources <i>Cllr Watson</i>	On track	Q1 (2022\23) 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 - Carry out 144 targeted proactive littering/dog fouling patrols per year (in 2022/23 and review number for 2023/24)	Resources <i>Cllr Watson</i>	On track	<p>A new council target to reflect and capture the Council's approach in providing a high visibility service that supports the outcome of cleaner streets and public spaces. (Replaces - <i>Increase the number of fixed penalty notices issued for litter and dog fouling offences by 20% over a five year period</i>).</p> <p>The target is 36 per quarter (overall 144 for the year).</p> <p>Qtr 1 performance was 40 – 2022/23 will be the baseline year for this new target, so the 36 per quarter target may increase for future years. During Qtr1 we over performed, doing an extra 4 patrols to what was planned</p>
ENV.08 - Bring 5 empty properties back into use per year through assistance and enforcement measures.	Strategy and Development <i>Cllr Peake</i>	On track	Through intervention from the Westlea working group, a further long term empty property is being put up for auction in July 2022. The Council will endeavour to engage with the new owner to ensure that the property is brought back into use and meets a lettable and decent standard for new tenants. A further 4 empty properties are also in the process of being renovated and the

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q1 2022/23 Progress Update
		<p>Council is in regular contact with the new owners to encourage them to bring them up to a decent standard and act responsibly.</p> <p>The Council is continuing with the forced sale of a problematic property in Langwith, due to unpaid charges registered against this. It is expected that this process take between a further 3 and 6 months, providing the charges aren't paid off by the owners - however it is anticipated that this is unlikely to happen. It is expected that the new owner purchases the property for renovation and the Council will offer help and support throughout this process, to ensure that it is brought back to use. The owners of the property have recently made contact with the Council, however this will not delay proceedings whilst there is an outstanding charge on the property.</p> <p>The property in Whitwell - that Action Housing were hoping to lease and repair - has stalled due to Homes England changing their funding criteria, which would have been used to fund this project. Officers from the Council are continuing to identify alternative funding opportunities which could help to bring this property back into use.</p>
ENV.11 - Resolve successfully 60% of cases following the issuing of a Community Protection Warning by 2024	Resources <i>Cllr Peake</i>	<p>Quarter 1 there has been 5 CPWs served.</p> <p>Of the 33 CPWs served so far this year 24 (72%) have been a success, 4 have failed (12%), 1 was cancelled because the tenancy was terminated (4%) and 0 (0%) are within their monitoring period.</p> <p>The cases are continually monitored for the duration of the case (usually 12 months) and are only deemed to be failed if the case progresses to a Community Protection Notice (CPN).</p>

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q1 2022/23 Progress Update
		Combining those within their monitoring period (and the cancelled one) and the successful CPW the outturn is 72%.

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	Q1 2022/23 Progress Update
ECO.02 - Optimise business growth (as measured by gross Business Rates) by £2m by March 2023.	Resources <i>Cllr Moesby</i>	<p data-bbox="779 703 913 740">On track</p> <p data-bbox="927 692 1984 762">Quarter 1 22/23: Outturn Q1 22/23 = £66,496,826, Baseline(Outturn 21/22) £66,507,349 = difference -10,523, -0.02%</p>
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>	<p data-bbox="779 959 913 995">On track</p> <p data-bbox="927 815 1973 922">Coalite: Build out is now pending approval of various amendments to the consented scheme; the 4 associated applications are currently in planning pending determination.</p> <p data-bbox="927 963 2069 1145">Clowne Garden Village: Instructions have been issued to transport consultants to produce the detailed designs for highway improvements at Treble Bob in accordance with a scheme agreed 'in principle' between the developer and Derbyshire County Council. It is anticipated that this work should now be nearing completion.</p>
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>	<p data-bbox="779 1187 913 1257">Achieved 2021/22</p> <p data-bbox="927 1209 2069 1279">The number of gross housing completions between April 1st 2021 and March 31st 2022 is 556.</p>

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q1 2022/23 Progress Update	
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	To date there have been a total of 43 affordable homes delivered in the last financial year which is ahead of this target. A further 78 affordable units have been granted permission and these will be developed over the next few years.
ECO.07 - Deliver 150 new homes through the Bolsover Homes Programme by March 2024	Strategy & Development <i>Cllr Peake</i>	On track	<p>The first 4 sites in Whitwell are now completed which have delivered 16 new homes. A further 19 homes have been handed over at Sandy Lane Whitwell with the remaining 2 properties on Thorpe Ave, due for hand over in batches up to the end of August 2022.</p> <p>Work is underway at Ashbourne Court which is an extension to the existing sheltered scheme and will deliver an additional 14 properties.</p> <p>Construction is under way at The Woodland site which will deliver a further 19 properties and these are the future homes utilising MMC building methodology and green technology to heat and ventilate. Completion is forecast for the end of 2022.</p> <p>Construction is due to commence in August 2022 on the Market Close site in Shirebrook which batched with an additional 2 satellite sites will deliver 28 properties. Construction is due to commence in August 2022 on the West Street site in Whaley Thorns. Planning permission has been received for 5 new homes and 7 at Moorfield Lane, Whaley Thorns. Construction is forecast to start on site in October 2022, subject to Executive approval.</p> <p>Work is ongoing on a further site with designs being finalised and preparing for planning submissions at Woburn Close, Blackwell and Briar Close Shirebrook.</p>
ECO.10 - Working with partners to grow the visitor economy, the number of tourists and the amount of	Strategy & Development <i>Cllr Downes</i>	On track	Q1 - tourism officer now in post and currently working up bids to the Shared Prosperity fund for money for additional support for the visitor economy including enhanced marketing, support for local visitor economy businesses, and provision of business growth fund.

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

Directorate/Portfolio Holder

Q1 2022/23 Progress Update

tourism spending in the District by 2023.

Bolsover District Council

Meeting of the Executive on Monday 3rd October 2022

Anti-Fraud, Bribery and Corruption Policy

Report of the Portfolio Holder for Finance

Classification	This report is public
Report By	Assistant Director of Finance and Resources
Contact Officer	Assistant Director of Finance and Resources Theresa Fletcher 01246 242548 theresa.fletcher@bolsover.gov.uk

PURPOSE/SUMMARY OF REPORT

To seek approval from Executive for the Anti-fraud, Bribery and Corruption Policy attached at **Appendix 1**.

1. Report Details

- 1.1 The Council is opposed to all forms of fraud and corruption and wishes to promote a culture of openness and honesty consistent with the principles for conduct identified by the committee for Standards in Public Life, and expects all those who work for and with the Council to adopt the highest standards of propriety and accountability.
- 1.2 The Anti-Fraud, Bribery and Corruption policy aims to help employees (including temporary and agency workers), Elected Members and Co-opted Members on the Council's committees, to understand their roles in the Council regarding fraud, bribery and corruption. Employees must ensure they adhere to legal and contractual requirements and ensure that all procedures and practices remain above reproach.
- 1.3 This policy also aims to help partners, contractors, suppliers, voluntary organisations and members of the public to understand how and when to contact the Council with their concerns.

1.4 The policy refers to the following legislation:

- The Fraud Act 2006 - which refers to there being 3 ways fraud can be committed,
- The Theft Act 1968 - which defines theft and corruption,
- The Bribery Act 2010 - introduced to update and enhance UK Law on bribery, it introduced a new strict liability offence for companies and partnerships of failing to prevent bribery. This includes local authorities.
- The Criminal Finance Act 2017 - introduced 2 new criminal offences relating to tax evasion.

1.5 It sets out appropriate and proportionate safeguards and reporting arrangements, designed to detect and avoid involvement in the crimes described in the above legislation.

2. Reasons for Recommendation

2.1 The current policy is at least 6 years old so this new policy is a complete re-write. The Policy has been updated to take account of all legislative and operational changes to ensure it is fit for purpose. The policy was presented to the Audit and Corporate Overview Scrutiny Committee on 13th September 2022 for comments.

3 Alternative Options and Reasons for Rejection

3.1 No alternatives found – the Council is required to have a policy and this ensures we set the standard at a sufficiently high level to send a clear message that fraud, bribery or corruption will not be tolerated, that all reported or identified instances will be dealt with in a professional and timely manner, that we are committed to preventing and detecting fraud, bribery or corruption and that those perpetrating the aforementioned acts will be dealt with swiftly and firmly and be prosecuted using all the sanctions available.

RECOMMENDATION(S)

1. That Executive approves the Anti-Fraud, Bribery and Corruption Policy as set out in **Appendix 1**.

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

IMPLICATIONS:

Finance and Risk: Yes No

Details:

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

There are no new financial implications arising from this report.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details:

Legal implications are covered throughout the Policy but there are no new ones arising specifically from the 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

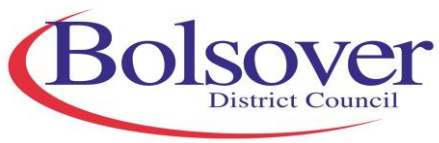
<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:</p> <p>Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input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

<p>District Wards Significantly Affected</p>	<p>All</p>
<p>Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/></p>	<p>Details:</p>

<p>Links to Council Ambition: Customers, Economy and Environment.</p>

DOCUMENT INFORMATION	
Appendix No	Title
1	Anti-Fraud, Bribery and Corruption Policy

Background Papers
<i>(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 Executive you must provide copies of the background papers).</i>
None



ANTI-FRAUD, BRIBERY AND CORRUPTION POLICY

(August 2022)



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 publication in
large print or another format
please call us on **01246 242424**

APPENDIX 1

CONTROL SHEET FOR ANTI-FRAUD, BRIBERY + CORRUPTION POLICY

Policy Details	Comments / Confirmation (To be updated as the document progresses)
Policy title	Anti-Fraud, Bribery and Corruption Policy
Current status – i.e. first draft, version 2 or final version	First draft
Policy author (post title only)	Assistant Director of Finance + Resources
Location of policy (whilst in development)	S/Drive
Relevant Cabinet Member (if applicable)	Executive Member for Finance
Equality Impact Assessment approval date	n/a
Partnership involvement (if applicable)	n/a
Final policy approval route i.e. Executive/ Council	Executive
Date policy approved	
Date policy due for review (maximum three years)	3 years
Date policy forwarded to Performance & Communications (to include on Extranet and Internet if applicable to the public)	

Contents Page

1	Introduction
2	Scope of the Policy
3	Definitions <ul style="list-style-type: none">Fraud and CorruptionBriberyTax Evasion
4	Corporate Framework
5	The Policy Statement
6	Identifying the Risk of Fraud, Bribery or Corruption and Risk Mitigation
7	Responsibilities <ul style="list-style-type: none">Monitoring OfficerChief Financial OfficerExecutive Directors, Assistant Directors and Service ManagersEmployeesElected Members and Co-opted MembersInternal AuditExternal AuditRevenues and BenefitsCommittees
8	Prevention of Fraud, Bribery and Corruption <ul style="list-style-type: none">Employee Recruitment and ManagementContractors and SuppliersCollaboration and Working with Others
9	Detection and Investigation <ul style="list-style-type: none">WhistleblowingInvestigation
10	Deterrence <ul style="list-style-type: none">Training and AwarenessCourses of Action

APPENDIX 1

1. Introduction

- 1.1 This Council is opposed to all forms of fraud and corruption and wishes to promote a culture of openness and honesty consistent with the principles for conduct identified by the committee for Standards in Public Life, and expects all those who work for and with the Council to adopt the highest standards of propriety and accountability.

2. Scope of the Policy

- 2.1 This policy aims to help employees (including temporary and agency workers), Elected Members and Co-opted Members on the Council's committees, to understand their roles in the Council regarding fraud, bribery and corruption. Employees must ensure they adhere to legal and contractual requirements and ensure that all procedures and practices remain above reproach.
- 2.2 This policy also aims to help partners, contractors, suppliers, voluntary organisations and members of the public to understand how and when to contact the Council with their concerns.
- 2.3 In adopting this Policy the Council is setting the standard at a sufficiently high level and is sending a clear message that:
- Fraud, bribery or corruption will not be tolerated.
 - All reported or identified instances will be dealt with in a professional and timely manner.
 - It is committed to preventing and detecting fraud, bribery or corruption.
 - Those perpetrating fraud, bribery or corruption will be dealt with swiftly and firmly and be prosecuted using all the sanctions available.
- 2.4 The Council acknowledges that the vast majority of local government employees and those that work with them act with honesty and integrity at all times to safeguard the public resources they are responsible for. However, there are a few people who may not act in this way.
- 2.5 Consequently, any allegations involving this Council (received in any way, including those made anonymously), will be taken seriously and be investigated in an appropriate manner. There is a need to ensure that allegations are not frivolous or vexatious, as in the case of reporting employees this could result in disciplinary action.
- 2.6 When fraud, bribery or corruption has occurred because of a breakdown in the Council's systems or procedures, senior management will ensure that appropriate improvements in controls are implemented to avoid recurrence.
- 2.7 To assist all employees and Members in their awareness of this approach to fraud, management will ensure:
- Participation in training and awareness programmes covering fraud detection and prevention.
 - Ensure employees understand internal controls are designed and intended to prevent and detect fraud.

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- Encourage employees to report suspected fraud directly to those responsible for investigations without fear of disclosure or retribution – as set out in the Council’s Whistleblowing Policy.

3. Definitions

3.1 Fraud and Corruption

According to the Fraud Act 2006, fraud can be committed in the following three ways:

- Fraud by False Representation - A person commits an offence when they dishonestly make a false representation, and intend, by making the representation to make a gain for themselves or another, or cause loss to another person or expose another to a risk of loss. A representation is false if it is untrue or misleading and the person making it knows that it is, or might be, untrue or misleading.
- Fraud by Failing to Disclose Information - An offence is committed where a person dishonestly fails to disclose to another person information, which they are under a legal duty to disclose and intends, by failing to disclose the information to make a gain for themselves or another, or cause loss to another or expose another person to a risk of loss.
- Fraud by Abuse of Position - An offence is committed where a person occupies a position in which they are expected to safeguard, or not to act against, the financial interests of another person, dishonestly abuses that position, and intends, by means of the abuse of that position to make a gain for themselves or another, or cause loss to another person or expose another to a risk of loss.

3.2 The term fraud is generally used to describe such acts as deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, misappropriation, false representation, concealment of material facts and collusions. This list is not intended to be exhaustive, merely an exemplification of possible frauds.

3.3 This policy therefore covers all financial impropriety including theft or corruption, which is described in more detail below:

- According to the 1968 Theft Act, “a person shall be guilty of theft if they dishonestly appropriate property belonging to another with the intention of permanently depriving the other of it.”
- Corruption is the offering, giving, soliciting or acceptance of an inducement or reward that may influence the actions taken by the audited body, its Members or employees.

3.4 Actions constituting fraud or corruption may include, but are not limited to:

- Any dishonest or fraudulent act against the Council.
- Forgery or alteration of any record or account belonging to the Council.
- Forgery or alteration of a cheque or any other financial document.
- Misappropriation of funds, securities, supplies or other assets.
- Impropriety in the handling or reporting of money or financial transactions.
- Profiteering as a result of insider knowledge of Council activities.
- Disclosing confidential and proprietary information to outside parties.
- Destruction, removal or inappropriate use of records, furniture, fixtures and equipment.
- Failure to declare an interest.

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3.5 Bribery

The Bribery Act 2010 was introduced to update and enhance UK law on bribery including foreign bribery. Notably, it introduced a new strict liability offence for companies and partnerships of failing to prevent bribery. The introduction of this new corporate criminal offence places a burden of proof on local authorities to show they have adequate procedures in place to prevent bribery.

3.6 The Council could be guilty of an offence if an 'associated person' carries out an act of bribery in connection with its business. A person will be 'associated' where that person performs services for or on behalf of the Council, and could include contractors and sub-contractors. The Bribery Act also provides for strict penalties for active and passive bribery by individuals as well as companies.

3.7 Bribery can be described as the receiving of an inducement for an action which is illegal, unethical or in breach of trust. Inducements can take the form of gifts, fees, rewards or other advantages such as retaining business.

3.8 The Bribery Act created four prime offences:

- Two general offences covering the offering, promising or giving of a bribe, and the requesting, agreeing to receive or accepting a bribe.
- A discrete offence of bribery of a foreign public official.
- A new offence of a commercial organisation failing to prevent a bribe being paid.

3.9 A statutory defence to the strict liability offence of 'failing to prevent bribery' is the introduction of internal adequate procedures. The Council provides for such arrangements through this policy and associated documents, the appointment of the Council's Monitoring Officer to deal with all matters relating to bribery and corruption, management's commitment to a zero tolerance culture and training of relevant employees.

3.10 Tax Evasion

The Criminal Finance Act 2017, introduced two new criminal offences; one relating to UK tax evasion and one relating to foreign tax evasion. The new offences are designed to help the Government counter circumstances where a body's employees facilitate tax evasion by their customers or suppliers. Although tax evasion does not have a direct impact on the Council, under the new legislation there is a strict liability for failing to prevent the facilitation of tax evasion by one of its associates, such as an employee or contractor. This could arise, for example, if a Council employee conspired with a supplier to falsify the amount paid on an invoice so that the supplier evaded paying income or corporate taxes.

3.11 There are three tests that must be passed before an offence is committed:

- Criminal tax evasion by a taxpayer (either an individual or a legal entity).
- Criminal facilitation of the offence by a person associated with the body, by taking steps with a view to: being knowingly concerned in; or aiding, abetting, counselling or procuring the tax evasion by the taxpayer and
- The body not preventing a person associated with it from committing the criminal facilitation.

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3.12 Similar to the Bribery Act 2010, there is a statutory defence of having 'reasonable prevention procedures' in place. HMRC has issued guidance on this setting out six risk principles that all organisations are expected to consider when reviewing whether they have proportionate and reasonable risk protocols in place.

4. Corporate Framework

4.1 The Council has a wide range of interrelated policies and procedures that provide an effective deterrent to fraudulent activity and provide the means for reporting or detecting fraud or corruption. These have been formulated in line with appropriate legislative requirements and it is important that all employees and Members know about them. The Council's 'Plans and Strategies Control Log' ensures the documents are regularly reviewed and updated.

4.2 They include:

- The Council's Constitution
- Financial Regulations and Contract Procurement Rules
- Local Codes of Conduct for Members and Officers
- Local Code of Corporate Governance
- Confidential Reporting Policy – Contractors, Sub-Contractors and Agency Workers
- Accounting procedures and records
- Sound internal control systems
- Effective internal audit
- Effective recruitment and selection procedures
- Disciplinary Procedure
- Grievance Procedure
- Confidential Reporting Policy - Employees
- The Whistleblowing Policy
- Anti-Money Laundering Policy
- Overt Surveillance Use Policy
- Corporate Enforcement Policy
- Planning Protocol

4.3 Managers must ensure that all employees have access to the relevant rules and regulations and receive suitable training.

4.4 Members and employees must ensure that they read and understand the rules and regulations that apply to them and act in accordance with them.

5. The Policy Statement

5.1 Bolsover District Council wishes to promote a culture of openness and honesty consistent with the principles for conduct identified by the Committee for Standards in Public Life, and expects all those who work for and with the Council to adopt the highest standards of propriety and accountability.

5.2 The Council has in place a clear network of systems and procedures to assist it in the prevention and investigation of fraud, bribery and corruption. The Council is committed to ensuring that these arrangements keep pace with future developments, in both

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preventative and detection techniques, regarding fraudulent or corrupt activity that may affect its operation or related responsibilities.

6. Identifying the Risk of Fraud, Bribery or Corruption and Risk Mitigation

- 6.1 In having a risk management strategy, which includes risk mitigation measures, the Council aims to detect fraud, bribery or corruption and deter potential perpetrators of such activity. This policy sets out exactly what steps to take on suspecting fraud, bribery or corruption.
- 6.2 In having a continuous programme of awareness and regular updates and training for new and existing employees, and in referring to this Policy in its quotation/tender documents with suppliers and its procurement guide, the Council aims to mitigate the risk of fraud, bribery or corruption taking place.

7. Responsibilities

- 7.1 The primary responsibility for the prevention, detection and investigation of fraud, bribery or corruption rests with senior management, who are also responsible for managing the risk of such occurrences. However, the Council requires all employees and Elected Members to act honestly and with integrity at all times and to guard the resources for which they are responsible. Fraud and corruption can pose a significant threat to these resources and must therefore also be their concern.
- 7.2 In doing so, and having regard for the Council's codes of conduct, there is a requirement for all employees and Elected Members or persons acting on behalf of the Council to notify the Council immediately of any financial or accounting irregularity, or suspected irregularity, or of any circumstances which may suggest the possibility of such loss or irregularity, including those affecting cash, stores, property, remuneration or allowances.
- 7.3 The purpose of this Policy document is to also set out specific responsibilities with regards to the prevention and detection of fraud, bribery and corruption as follows:
- 7.4 **Monitoring Officer** (the Solicitor to the Council) is responsible for:
 - Preparing a report to Council where it appears that the authority has or is about to do anything which would be in contravention of the law or which would constitute maladministration.
 - Promoting good governance in the Council.
 - The maintenance and operation of the Council's Whistleblowing Policy.
- 7.5 **Chief Financial Officer** (the Section 151 Officer) is responsible for:
 - Ensuring proper arrangements are made for the Council's financial affairs.
 - Ensuring the Council implements appropriate measures to prevent and detect fraud, bribery and corruption, and protect the Council's assets from fraud and loss.
 - Ensuring that the Council has put in place effective arrangements for internal audit and that it is adequately resourced and maintained.
 - Supporting the Council's internal audit arrangements and ensuring that the Audit and Corporate Overview Scrutiny Committee receives the necessary advice and information, so that both functions can operate effectively.

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- Ensuring that this Policy is current.
- The maintenance and operation of this Policy.
- The maintenance and operation of the Council's Anti-Money Laundering Policy.

7.6 The **Monitoring Officer** and/or the **Chief Financial Officer** shall be responsible for initiating action if fraud, bribery or corruption may have been identified.

7.7 **Executive Directors, Assistant Directors and Service Managers** are responsible for:

- Ensuring that adequate systems of internal control exist within their areas of responsibility, and that such controls, checks and supervision operate in such a way as to prevent or detect fraudulent activity.
- Ensuring that duties are organised in such a way that no one person can carry out a complete transaction without some form of checking or intervention being built into the process (separation of duties). This is considered a fundamental control in systems, particularly within financial procedures and when involving significant transactions.
- Regularly assessing the types of risks and scope for potential fraud associated with the operations in their area.
- Ensuring all employees receive fraud awareness training. The level and extent of this will depend on the work that individual employees carry out.
- Reminding employees, who are an integral part of the control framework, of fraud and risk issues.
- Implementing audit recommendations promptly.
- Responding to reports of possible financial impropriety in accordance with the Council's Whistleblowing Policy, this Policy and the Anti-Money Laundering Policy.

7.8 **Employees** are responsible for:

- A duty to act if they believe there is a possibility of fraud, bribery, corruption or poor value for money taking place or rules are being breached.
- Their own conduct and for contributing towards the safeguarding of corporate standards including abiding by the Council's Local Code of Conduct for Employees (which includes declaration of interests, private working, use of Council resources, registering gifts or hospitality, whistleblowing etc.) and by following any code of conduct relating to their personal professional qualifications.
- Acting with propriety in the use of official resources and in the handling and use of corporate funds whatever they involve.
- Remaining aware of the codes, protocols, policies and procedures as referred to in this Policy document.
- Be alert to any financial transactions that may suggest money laundering (separate policy and procedures are available for cases of possible money laundering).

7.9 **Elected Members and Co-opted Members** of the Council are responsible for:

- Raising and reporting any issues that they have reason to believe may involve fraud, bribery or corruption of any kind.
- Their own conduct and for contributing towards the safeguarding of corporate standards, as detailed in the Local Code of Conduct for Members and the

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Protocol on Member/Officer Relations both contained in the Council's Constitution.

- Ensuring they avoid any situation where there is potential for a conflict of interest.
- Familiarising themselves with the codes, protocols, policies and procedures as referred to in this Policy document.

7.10 **Internal Audit** is responsible for:

- Maintaining a corporate fraud risk register and undertaking a programme of proactive activities to identify potential cases of fraud, bribery or corruption.
- Investigating or assisting with the investigation of all fraud, bribery and corruption as commissioned by the Chief Financial Officer/Monitoring Officer.
- Reporting to and liaising with the Police and other external agencies on individual cases, subject to 10.8.
- Making appropriate arrangements to co-ordinate the Council's work on National Fraud initiatives.
- Co-ordinating the Council's response to external fraud surveys.
- Issuing advice and guidance to Members, management and Officers in relation to fraud and corruption related legislation and procedures.
- Promoting fraud awareness and training through the dissemination of fraud bulletins, e-learning tools, marketing and other initiatives.

7.11 **External Audit** is responsible for:

- Stewardship of public money.
- Considering if the Council has adequate arrangements in place to prevent and detect fraud and corruption.

7.12 **Revenues and Benefits team** is responsible for:

- Investigating allegations of council tax fraud including Council Tax Reduction Scheme, discounts and exemptions.
- Providing information and evidence to the DWP Single Fraud Investigation Service (SFIS) to support their investigations on allegations of Housing Benefit fraud and social security benefits.
- Investigating potential fraud regarding Business rates reliefs and exemptions.

7.13 Role of **Committees**

- The Standards Committee has responsibility to promote and maintain high standards of conduct for Elected Members and Co-opted Members.
- The Audit and Corporate Overview Scrutiny Committee has responsibility for the risk management framework and the associated control environment, corporate governance arrangements and the overview of the Council's anti-fraud, bribery and corruption arrangements.

8. Prevention of Fraud, Bribery and Corruption

8.1 Employee Recruitment and Management

A key preventative measure against fraud is to deter employees who might undertake such activities. The Council recognises that effective recruitment processes are essential to ensure the integrity of all new employees. These include:

- The checking of identity documents.
- Reference and qualification checks for new employees.

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- Checks for appropriate posts through the Disclosure and Barring Service.
- Detailed appraisal of employees' performance and ability during probationary periods and throughout their entire employment.

8.2 Contractors and Suppliers

The Council will ensure that all contracts conform to the highest standards possible and ensure that those organisations that work with the Council to deliver services are made aware of the Council's strong anti-fraud, bribery and corruption principles, including the Whistleblowing policy.

- 8.3 Where appropriate the Council may exclude suppliers, contractors and service providers from public contracts following conviction for certain offences including participation in criminal organisations, fraud, corruption, bribery or money laundering.
- 8.4 The Council will seek an assurance that those tendering to provide supplies, goods, services and works to the Council have adequate anti-fraud, bribery or corruption recruitment procedures and controls in place; have not colluded with others during the tendering process; or canvassed or solicited any Elected Member or employee of the Council in connection with the award or future award of contracts.
- 8.5 In awarding any contract, the Council will act in accordance with its Contracts and Procurement Regulations. Within its contract terms, the Council may exercise its right to terminate a contract and recover its losses if there is evidence of fraud, bribery or corruption in connection with a Council contract by the contractor, its employees or anyone acting on the contractor's behalf.
- 8.6 The Council may seek the strongest available sanctions against the contractor, their employees or anyone acting on behalf of the contractor who commits fraud, bribery or corruption against the Council and will request that the organisation concerned takes appropriate action against any individual concerned.
- 8.7 Where contractors are involved with the administration of Council finances or those for which the Council has responsibility, the Council will conduct internal audit reviews and pro-active anti-fraud, bribery or corruption exercises as part of the contract management process.

8.8 Collaboration and Working with Others

The Council is committed to working and co-operating with other organisations such as the police, to prevent organised fraud, bribery and corruption. Wherever possible and legal, the Council will assist and exchange information with other appropriate bodies to assist in investigations to combat fraud, bribery and corruption.

- 8.9 The Council is committed to participation in the National Fraud Initiative. The Council provides information from relevant databases for matching against similar information of other Local Authorities and participating organisations.

9. Detection and Investigation

- 9.1 The range of preventative systems within the Council, particularly internal control systems, can provide indicators of fraud, bribery or corruption (and error) and can help to detect any inappropriate activity.

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9.2 Management have responsibility for preventing and detecting fraud, bribery or corruption, and proactive exercises will be conducted by Internal Audit in targeted service areas where there is considered to be a high risk from fraud. However, despite the best efforts of managers and auditors, many irregularities are discovered often by chance or through the alertness of others and will come to the attention of the Council through its whistleblowing arrangements.

9.3 Whistleblowing

Employees – The Council operates a Confidential Reporting Policy (Whistleblowing Policy) in accordance with the provisions of the Public Interest Disclosure Act 1998, which is intended to encourage and enable all employees of the Council, including trainees and agency workers, to raise concerns about any financial or other malpractice in the Council. Everything will be done to protect confidentiality. They will be advised of the action that has been taken as far as the law will allow. The Whistleblowing Policy is on the Council's extranet.

9.4 Where Members of the Council and Co-opted Members of Committees come into possession of information which may indicate a fraudulent or corrupt act is being perpetrated against the Council, they should report this to either one of the Executive Directors, the Monitoring Officer, the Chief Financial Officer, the Internal Audit Consortium Manager or the Chairman of the Audit and Corporate Overview Scrutiny Committee, in accordance with the Protocol on Officer/Member Relations (part 5.4 of the Constitution) which complements the Local Code of Conduct for Members.

9.5 Customers, suppliers, contractors and members of the public can raise their concerns either via:

- Contacting the Council's Internal Audit Service (01246 242424) or via post at the Council's Offices.
- By email at enquiries@bolsover.gov.uk
- The Protect helpline (formally Public Concern at Work) (020 3117 2550 and 020 7404 6609) email Whistle@protect-advice.org.uk

9.6 Council Tax Reduction Scheme fraud can be reported via the following channels:

- By email to Benefits@bolsover.gov.uk
- Directly contacting the Revenues and Benefits team (01246 242436)

9.7 Investigation

Investigations will be carried out in response to referrals of potential fraud. When information relating to fraud or corruption is obtained it is reviewed and subject to an informal risk assessment. Some are followed up with a full investigation and others may be better dealt with as management issues. Where appropriate management shall:

- Report all allegations immediately to Internal Audit and senior management.
- Follow any guidance provided.
- Where appropriate, contact other agencies, e.g. the Police.
- Where appropriate, support the Council's investigation and disciplinary procedures.

9.8 Depending on the nature and anticipated extent of the information obtained, Internal Audit will normally work closely with:

- Senior management

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- Human Resources
- Legal Services
- Other agencies, such as the Police and the Office of Fair Trading.

- 9.9 This is to ensure that all allegations and evidence are properly investigated and reported upon, and that where appropriate, losses are recovered for the Council. Where financial impropriety is discovered the matter may be referred to the Police. Referral to the Police will not prohibit subsequent or concurrent action under the disciplinary procedures.
- 9.10 Reporting cases in accordance with the Policy and the Whistleblowing policy is essential and ensures the consistent treatment of information regarding fraud, bribery or corruption; facilitates the proper investigation of suspected cases and protects the interests of individuals and the Council.
- 9.11 The Council will treat all information received confidentially and will not disclose or discuss investigations with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of people suspected but subsequently found innocent of wrongful conduct and to protect the Council from potential civil liability. Any processing of personal data will comply with the Data Protection Act and the data protection principles.

10. Deterrence

- 10.1 The Council recognises that fraud, bribery and corruption are costly, both in terms of reputation risk and financial losses. The prevention of fraud is therefore a key objective of the authority and respective measures are outlined below.
- 10.2 There are a number of ways in which we deter potential fraudsters from committing or attempting fraudulent or corrupt acts, whether they are inside or outside of the Council, and these include:
- Publicising the fact that the Council is firmly set against fraud, and corruption at every appropriate opportunity.
 - Acting robustly and decisively when fraud, bribery and corruption is suspected.
 - Prosecution of offenders.
 - Taking action to effect maximum recovery for the Council.
 - Use of the Proceeds of Crime Act where appropriate to maximise the penalty and the level of recovery by the Council.
 - Having sound internal control systems, that still allow for innovation and efficiency, but at the same time minimising the opportunity for fraud, bribery and corruption.
 - Reporting to the media any action taken relating to acts of impropriety, subject to the usual restrictions on reporting legal proceedings.

10.3 Training and Awareness

It is the responsibility of management to communicate the Anti-Fraud, Bribery and Corruption Policy to their employees and to promote within their teams a greater awareness of and alertness to the signs of fraud and corruption.

- 10.4 Through induction training the Council ensures that all employees are clear about their responsibilities and duties in this respect, particularly those officers involved in internal

APPENDIX 1

control systems. Senior management should ensure Members are aware of this Policy initially via the induction process and then reminding them of this Policy via Council publications.

10.5 Courses of Action

Mechanisms exist within the Council to act in cases of fraud, bribery or corruption. These include the following:

10.6 Disciplinary Action

Gross misconduct and other fraudulent or corrupt conduct will normally lead to dismissal. Failure to comply or breach any sections contained within this Policy could also be regarded by the Council as gross misconduct. Such actions will be dealt with in accordance with the Council's disciplinary procedures.

10.7 Prosecution

The Council will seek full redress through the legal processes available to counter any internal or external fraudulent activities perpetrated against it. This redress will be achieved through criminal and/or civil courts as considered appropriate.

10.8 The Head of Paid Service, in consultation with the Monitoring Officer, the Chief Financial Officer, the Human Resources Manager, the Internal Audit Consortium Manager and other external agencies as appropriate, will decide whether to formally refer the case to the Police for prosecution. Other external agencies involved may include Government Departments and the Crown Prosecution Service.

10.9 The Council will take all reasonable steps to recover any money or goods.

Bolsover District Council

Meeting of the Executive on Monday 3rd October 2022

Covid-19 Government Funding Received

Report of the Assistant Director of Finance and Resources

Classification	This report is public
Report By	Assistant Director of Finance and Resources
Contact Officer	Assistant Director of Finance and Resources Theresa Fletcher 01246 242548 theresa.fletcher@bolsover.gov.uk

PURPOSE/SUMMARY OF REPORT

To provide Executive with the financial details of all grants, reliefs and compensation schemes Bolsover District Council received from central Government in response to the Coronavirus pandemic, now that the final grant schemes have been reconciled.

1. Report Details

- 1.1 Coronavirus was categorised as a pandemic by the World Health Organisation on 11th March 2020. On the 16th of March, the Local Government Secretary addressed Council leaders saying ‘the Government stands ready to do whatever is necessary to support Councils in their response to Coronavirus and contribution to the national effort’.
- 1.2 It was clear from the outset that this was going to be expensive to deal with. The cost of the cleaning supplies and the protective equipment was only the tip of the iceberg. With businesses instructed to close, many would be unable to pay their business rates and their staff didn’t get paid so were unable to pay their council tax or rent on their home. From the start we ceased recovery action on all these debts but knew there would need to be help from the Government to help us all through this unprecedented time.
- 1.3 The Department for Business, Energy and Industrial Strategy (BEIS) was the Government department in charge of distributing most of the funding. Before the end of March we had received the first tranche of emergency funding to cover our extra cost of dealing with the pandemic. It was just short of £52k and felt like a large amount initially but it soon became clear that it was going to cost so much more.

- 1.4 Over the next few months larger amounts of funding were paid by the Government to us via BEIS. We were told to distribute the grants as quickly as we could while at the same time complying with some often unclear, guidance documents. Some of the schemes were called 'discretionary', which meant we had to design the scheme and create rules that still complied with the brief scheme outline we'd been given.
- 1.5 It was relayed to us very early on that the process for distributing this funding was to over-pay us in the first instance 'just in case' we ran out of cash. This would ensure we had more than enough cash to allow us to pay the grants out to businesses or individuals. At the conclusion of the grant schemes there would be a reconciling process where we gave proof of what we had paid out on the schemes and the unpaid amount in every case would be repaid to the Government.
- 1.6 There was also to be a post payment assurance process. We had to provide to BEIS, a complete list of every postcode we had paid a grant out to. A random sample was selected by BEIS and we then had to send the complete application and decision making process for approving the grant off to be verified. Any grants not meeting the requirements for the scheme would've had the funding removed and would have been a cost that fell to this Council. (This didn't occur).
- 1.7 Although most support schemes were to provide a grant to the business or individual, there were a number of relief schemes. This meant there would be no payment out to the recipient but that the relief would be applied on our system to reduce the need for payment on the billing account, either for business rates or council tax whichever the scheme was for. The individual schemes and amounts involved were as follows:
- 1.8 **Business support grant funding from The Department for Business, Energy and Industrial Strategy (BEIS).**
This was a large number of schemes which ran from early 2020/21 to 2021/22. These schemes were administered by Revenues and Benefits, Economic Development and the Partnership Team. Grants were provided to businesses in retail, hospitality, and leisure initially but this was eventually widened to cover most businesses that could prove they'd seen some financial loss from the pandemic.

	2020/21 £	2021/22 £	2022/23 £	Total £
Received	(24,460,413)	(4,339,294.41)	0	(28,799,707.41)
Paid	19,621,998.18	5,510,574.88	0	25,132,573.06
Returned after reconciliation	843,250	0	2,823,884.35	3,667,134.35

1.9 Test and trace support payment scheme funding from the Department of Health and Social Care (DHSC).

This was (originally) a one-off payment of £500 to compensate individuals who had been legally required to self-isolate to avoid transmitting Coronavirus.

	2020/21 £	2021/22 £	2022/23 £	Total £
Received	(188,250)	(170,750)	1,000	(358,000)
Paid	91,500	201,500	0	293,000
Returned after reconciliation	0	0	65,000	65,000

1.10 Reliefs – As mentioned above the reliefs were not to be paid out to businesses or individuals but would be applied direct on our systems to reduce the need for payment on the billing accounts.

1.11 Council tax hardship relief from the Ministry of Housing, Communities and Local Government (MHCLG).

This was to provide recipients of working age local council tax support (LCTS) with a further reduction in their annual council tax bill of £150. The amount of relief provided and applied against the 2020/21 liability was **£779,779**.

1.12 Expanded retail discount from Ministry of Housing, Communities and Local Government (MHCLG).

Provided to small businesses who had an eligible property with a rateable value of less than £51,000. This was a temporary measure announced by the Chancellor as part of the 2020 Budget. The amount of relief provided and applied against the 2020/21 liability was **£7,799,960**.

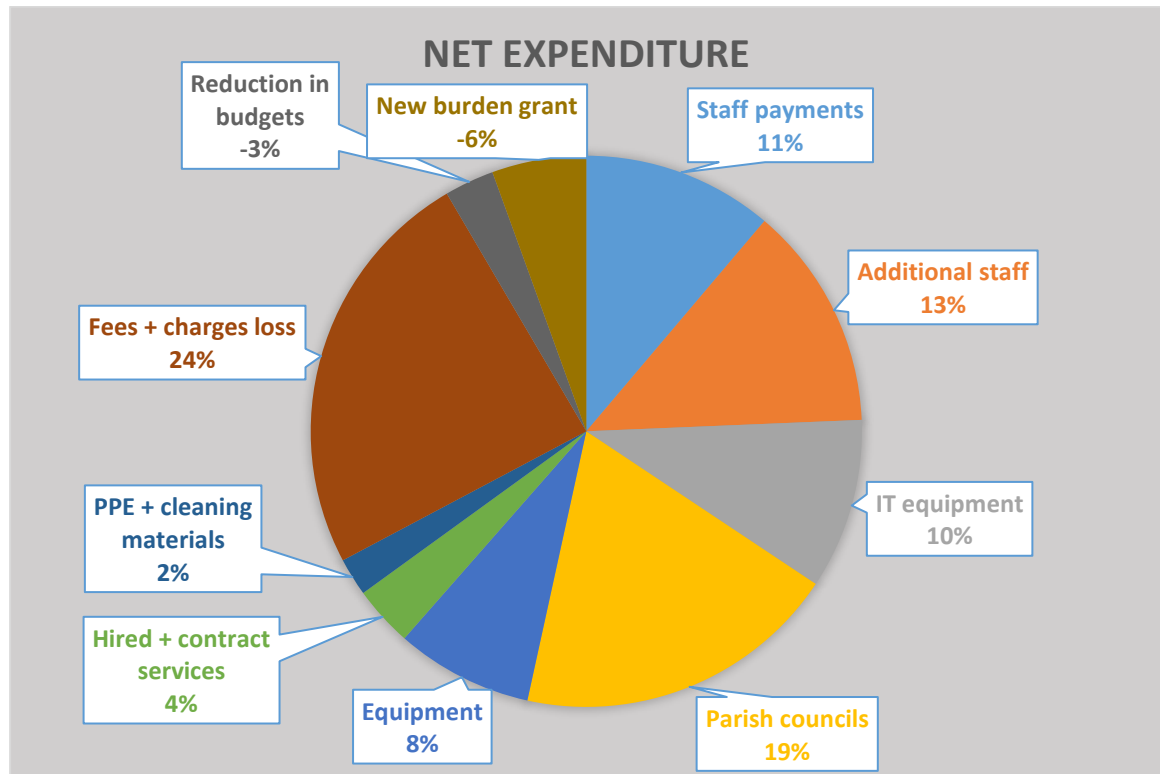
1.13 Covid-19 Additional Relief Fund (CARF) from the Department for Levelling Up, Housing and Communities (DLUHC).

The fund was to support those businesses affected by the pandemic but that were ineligible for existing support linked to business rates. The amount of relief provided and applied against the 2021/22 liability was **£594,761**.

1.14 In addition to receiving funding or reliefs to pass onto businesses and individuals, funding was received to cover the financial effect of the pandemic on Bolsover District Council. Some of this funding was simply a pot of Government support allocated between all Councils on an arbitrary basis but some of the support was given to us based on our assessment of what we would need, or thought we would need based on information at the time. At one point we were completing monitoring returns for this on a monthly basis to ensure we gave most up-to-date position we could.

1.15 Covid-19 Emergency funding for Local Government to cover the Council's extra costs from the Ministry of Housing, Communities and Local Government (MHCLG).

This was received in 5 tranches over the 2020/21 – 2021/22 period. This grant was not ring-fenced and 'could be allocated to Covid-19 pressures in whatever way individual authorities felt was appropriate to their pressures.' The total amount received was **£1,955,079**, this is broken down as follows:



1.16 Local Government income compensation scheme for lost sales, fees and charges from Ministry of Housing, Communities and Local Government (MHCLG).

Covid-19 impacted on Councils' ability to generate revenues in service areas as a result of lockdown, Government restrictions and social distancing measures. This scheme compensated for irrecoverable and unavoidable losses from sales and fees and charges income generated in the delivery of services. The scheme meant we had to absorb losses of up to 5% of budgeted income, with Government paying compensation of 75p in every pound lost, thereafter.

The total amount received from 2020/21 – 2021/22 was **£914,626**.

1.17 Covid related local council tax support grant from Ministry of Housing, Communities and Local Government (MHCLG).

This grant was not ring-fenced but was to cover the Council for extra costs it faced from additional claimants for its council tax support scheme. The amount received was **£160,103**.

1.18 **Local tax income guarantee from Ministry of Housing, Communities and Local Government (MHCLG).** This funding was to compensate Councils for 75% of irrecoverable losses in council tax and business rates income for the year 2020/21. Both billing authorities and major preceptors were compensated under this scheme. It was difficult to prove irrecoverable losses as although we had higher arrears figures than usual, this was not allowed at this point, to be classed as irrecoverable.

1.19 This funding was really to compensate for the lack of growth in the tax base due to Covid. For example, less houses were built during the pandemic which meant our council tax base reduced over the period. The extra costs from the council tax support scheme also caused a reduction in the tax base. The reductions in the tax base meant the amount of council tax we could bill tax payers was lower than it should've been. Although not as easy to see, this would've been the case for our business rates base too.

The amount of compensation received for business rates was **£177,172** and for council tax was **£118,102**.

1.20 Councils incurred additional costs resulting from grant delivery, reconciliation and post payment assurance processes, administration of the test and trace schemes as well as the monitoring and reporting on a myriad of different schemes, including the compensation ones. For this, Government paid a number of New Burden amounts to us. The total amount received over the 2020/21 – 2022/23 period was **£586,148**.

1.21 In addition to all the above schemes the Council received funding for a number of other Covid related grants. These were ring-fenced so were for specific areas, depending on the grant. These included:

- The Welcome Back Fund (also known as the Re-opening High Streets Safely Fund) - amount received **£142,799**.
- Contain Outbreak Management Fund (COMF) – amount received **£128,288**.
- Covid-19 Rough Sleeping Contingency Fund – amount received **£1,650**.
- Protect and Vaccinate Grant – amount received **£10,000**.

In summary, the Council received in either grants or reliefs a total of **£42,526,174.41**, we paid out to businesses, individuals, parish councils or covered our own income losses with **£38,794,040.06**. We returned to the Government excess grant that was paid to us 'just in case' of **£3,732,134.35**.

2. **Reasons for Recommendation**

2.1 The report is for Member's information.

3 Alternative Options and Reasons for Rejection

3.1 No alternatives found – the report is a factual report based on all grants and contributions received throughout the period 11th March 2020 to 9th September 2022.

RECOMMENDATION(S)

1. That Executive notes the report.

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

IMPLICATIONS:

Finance and Risk: Yes No

Details:

There are no new financial implications arising from this report. All expenditure was covered by the external funding.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details:

There are no legal implications 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

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: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	No

District Wards Significantly Affected	All
Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details:

Links to Council Ambition: Customers, Economy and Environment.

DOCUMENT INFORMATION	
Appendix No	Title

Background Papers
<i>(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 Executive you must provide copies of the background papers).</i>
None

Bolsover District Council

Meeting of the Executive on Monday 3rd October 2022

Provision of Scaffolding Services for the Council’s Domestic Housing Stock

Report of the Portfolio Holder for Housing

Classification	This report is Public
Report By	Mark Dungworth – Strategic Repairs Manager mark.dungworth@bolsover.gov.uk / 01246 593037
Contact Officer	Mark Dungworth – Strategic Repairs Manager mark.dungworth@bolsover.gov.uk / 01246 593037

PURPOSE/SUMMARY OF REPORT

To seek approval to award the contract for the provision of scaffolding services following a procurement exercise.

REPORT DETAILS

1. Background

- 1.1 The existing contract for the provision of scaffolding services for the Council’s Housing Repairs Service expired on 3rd September 2022.
- 1.2 The Housing Repairs Service delivers responsive repairs to Council properties within the District to 4996 properties (as at 21st September 2023). This contract will provide scaffolding in order to facilitate the in-house repairs service undertaking essential repairs to, for example, roofs, gutters and high-level windows.
- 1.3 The service will apply to residential properties and communal areas. The contractor will be required to maintain the scaffolding during use ensuring that legislative requirements are met. This contract is for the replacement of an existing contract and will be let for a period of two years with the option to extend it for two further periods of one year each.

2. Details of Proposal or Information

- 2.1 Procurement has recently been undertaken in line with the Council’s procurement rules and the Public Contracts Regulations 2015. The procurement was undertaken using a competitive tender procedure.

- 2.2 Following advertisement of the contract, only one submission was received from the incumbent contractor. Upon assessment, the submission met the suitability assessment and is considered to be economically advantageous based on the award criteria set at 60% cost and 40% quality.
- 2.3 The evaluation process identified an increase in the schedule of rates of 9% which represents current inflation rates and continues to provide value for money.
- 2.4 The 40% quality element is divided into the following criteria:
- Approach to managing the delivery of the service, meeting work volumes and having the necessary resources
 - Approach to cost and quality to ensure quality standards and value for money are maintained
 - Approach to health and safety in keeping with current legislation
 - Approach to customer services, equality and communication
- 2.5 The total estimated value of the contract is approximately £40,000 per annum.

3. Reasons for Recommendation

- 3.1 After carrying out a comprehensive tender process, only one submission was received which was from the incumbent contractor.
- 3.2 The evaluation process identified a 9% uplift in the schedule of rates which is in line with current inflation rates and good value based upon their previous rates.

4 Alternative Options and Reasons for Rejection

- 4.1 To undertake a further procurement exercise which may not provide any more submissions but would add additional delay, officer time and expense.

RECOMMENDATION(S)

1. Dark Scaffolding be awarded the contract for the provision of Scaffolding Services to the Council.
2. Delegated powers be given to the Assistant Director of Property Services and Housing Repairs for extension to the contract after the first 2 years should service provision continue to meet the agreed standards and provide value for money.

Approved by Sandra Peake, Housing Portfolio Holder

<u>IMPLICATIONS:</u>

Finance and Risk: Yes No

Details:

The contract costs for the supply and installation of scaffolding for housing repairs and improvements will be met through the Housing Rent Account.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details:

The Council is responsible for undertaking the repair, maintenance and improvement of its housing properties in line with Part 2 of the Housing Act 1985 and section 111 of the Local Government Act 1972. The Council has the power to enter into contracts with suppliers of scaffolding services under section 1 of the Local Government (Contracts) Act 1997.

The total estimated value of the contract is approximately £40,000 per annum. The procurement of this contract was carried out in compliance with the Council's Procurement Rules. Only one tender was received which met the requirements of the Council. Therefore the contact may be awarded to Dark Scaffolding Ltd as recommended in the report.

The contract is for a period of two years with the option to extend it by a further 2 periods of 1 year each.

On behalf of the Solicitor to the Council

Staffing: Yes No

Details:

There are no staffing implications in relation to this report.

On behalf of the Head of Paid Service

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>Revenue - £75,000 <input checked="" type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	Yes
<p>Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)</p>	Yes

District Wards Significantly Affected	None
Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input checked="" type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input checked="" type="checkbox"/> Members <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details: Yes

Links to Council Ambition: Customers, Economy and Environment.
This decision links to the following priorities within the Council Ambition: <ul style="list-style-type: none"> • Providing good quality council housing where people choose to live

DOCUMENT INFORMATION	
Appendix No	Title
	None

Background Papers
<i>(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 Executive you must provide copies of the background papers).</i>

Bolsover District Council

Meeting of the Executive on Monday 3rd October 2022

Welfare Adaptations Installation Contract

Report of the Portfolio Holder for Housing

Classification	This report is Public
Report By	Mark Dungworth – Strategic Repairs Manager mark.dungworth@bolsover.gov.uk / 01246 593037
Contact Officer	Mark Dungworth – Strategic Repairs Manager mark.dungworth@bolsover.gov.uk / 01246 593037

PURPOSE/SUMMARY OF REPORT

To seek approval to award the contract for the installation of welfare adaptation works for the Council’s domestic housing stock to a framework of 3 contractors in accordance with Council Procurement Rules.

REPORT DETAILS

1. Background

- 1.1 The existing contract for the provision of welfare adaptation works for the Council’s Housing Repairs Service expired on 3rd September 2022.
- 1.2 The Housing Repairs Service is required to deliver welfare adaptations to Council properties across the District. The number of adaptations varies each year depending on the number of applications and types of adaptations required. Examples of adaptations include grab rails, access improvements, specialist toilet facilities and ramps. The framework of 3 companies provides the Council with the resource, resilience and flexibility for the range of installations required.
- 1.3 The service will apply to domestic residential properties and communal areas and the contractor will be required to ensure that all legislative requirements are met.
- 1.4 This contract is for the replacement of an existing contract and will be let for a period of two years with the option to extend it for two further periods of one year each.

2. Details of Proposal or Information

- 2.1 A procurement exercise has recently been undertaken in line with the Council’s Procurement Rules and the Public Contracts Regulations 2015. The procurement was undertaken using a competitive tender procedure.

- 2.2 Following advertisement of the contract, four submissions were received and upon full assessment, three submissions were considered suitable and economically advantageous based on the award criteria set at 60% cost and 40% quality.
- 2.3 The 40% quality element is divided into the following criteria:
- Approach to managing the delivery of the service, meeting work volumes and having the necessary resources
 - Approach to cost and quality to ensure quality standards and value for money are maintained
 - Approach to health and safety in keeping with current legislation
 - Approach to customer services, equality and communication
- 2.4 The contract value is approximately £60,000 per annum and provides an essential service for tenants with additional needs living in the Council's domestic housing stock.
- 2.5 Following a comprehensive assessment of the submissions, Swinstead Enterprises Ltd, Acis Group and T&S Heating met the suitability assessment and are considered to be economically advantageous based on the award criteria.

3. Reasons for Recommendation

- 3.1 After carrying out a comprehensive procurement process, three submission are considered to meet the award criteria required to carry out the welfare adaptations to Council owned property.

4 Alternative Options and Reasons for Rejection

- 4.1 The alternative of not awarding the contracts has been rejected as welfare adaptations are an essential service to the public.

RECOMMENDATION(S)

1. That Swinstead Enterprises Ltd, Acis Group and T&S Heating Ltd be awarded the framework contract for the installation of welfare adaptation works to the Council's domestic housing stock.
2. Delegated powers be given to the Assistant Director of Property Services and Housing Repairs for extension to the contract after the first 2 years should service provision continue to meet the agreed standards and provide value for money

Approved by Councillor Sandra Peake

IMPLICATIONS:

Finance and Risk: Yes No

The contract costs for the supply and installation of welfare adaptations will be met through the Housing Rent Account
On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

The Council is responsible for undertaking welfare adaptations to Council owned properties. The Council has the power to enter into contracts with suppliers of services under section 1 of the Local Government (Contracts) Act 1997.

The total estimated value of the contract is approximately £60,000 per annum. The procurement of this contract was carried out in compliance with the Council's Procurement Rules. The contract is for a period of two years with the option to extend it by a further 2 periods of 1 year each.

On behalf of the Solicitor to the Council

Staffing: Yes No

Details: There are no staffing implications arising from this report

On behalf of the Head of Paid Service

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: Revenue - £75,000 <input checked="" type="checkbox"/> Capital - £150,000 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	Yes
Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	Yes

District Wards Significantly Affected	None
Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input checked="" type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details: Yes

Links to Council Ambition: Customers, Economy and Environment.

This decision links to the following priorities within the Council Ambition:

- Providing good quality council housing where people choose to live

DOCUMENT INFORMATION

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Bolsover District Council

Meeting of the Executive on Monday 3rd October 2022

Minor Works Contract

Report of the Portfolio Holder for Housing

Classification	This report is Public
Report By	Mark Dungworth – Strategic Repairs Manager mark.dungworth@bolsover.gov.uk / 01246 593037
Contact Officer	Mark Dungworth – Strategic Repairs Manager mark.dungworth@bolsover.gov.uk / 01246 593037

PURPOSE/SUMMARY OF REPORT

To seek approval to award the contract for minor works on the Council’s domestic housing stock to a framework of 3 contractors in accordance with Council Procurement Rules.

REPORT DETAILS

1. Background

- 1.1 The existing contract for the provision of minor works for the Council’s Housing Repairs Service expired on 3rd September 2022.
- 1.2 The Housing Repairs Service is required to deliver minor works to Council properties across the District. The number of works varies each year and examples include repairs to masonry, roof repairs and fencing installations. The framework of 3 companies provides the Council with the resource, resilience and flexibility for the range of works required.
- 1.3 The service will apply to domestic residential properties and communal areas and the contractor will be required to ensure that all legislative requirements are met.
- 1.4 This contract is for the replacement of an existing contract and will be let for a period of two years with the option to extend it for two further periods of one year each.

2. Details of Proposal or Information

- 2.1 A procurement exercise has recently been undertaken in line with the Council’s Procurement Rules and the Public Contracts Regulations 2015. The procurement was undertaken using a competitive tender procedure.

- 2.2 Following advertisement of the contract, submissions were received and upon full assessment, three were considered suitable and economically advantageous based on the award criteria set at 60% cost and 40% quality.
- 2.3 The 40% quality element is divided into the following criteria:
- Approach to managing the delivery of the service, meeting work volumes and having the necessary resources
 - Approach to cost and quality to ensure quality standards and value for money are maintained
 - Approach to health and safety in keeping with current legislation
 - Approach to customer services, equality and communication
- 2.4 The contract value is approximately £100,000 per annum and provides an essential service for tenants living in the Council's domestic housing stock.
- 2.5 Following a comprehensive assessment of the submissions, Swinstead Enterprises Ltd, M & J's Building Services and T&S Heating met the suitability assessment and are considered to be economically advantageous based on the award criteria. This is in line with the previous framework contract of 3 contractors which worked very successfully for the last 4 years.

3. Reasons for Recommendation

- 3.1 After carrying out a comprehensive procurement process, the three submissions are considered to meet the award criteria required to carry out the minor works required to Council owned property.

4 Alternative Options and Reasons for Rejection

- 4.1 The alternative of not awarding the contracts has been rejected as minor works are essential to maintain the condition of the Council's housing stock.

RECOMMENDATION(S)

1. That Swinstead Enterprises Ltd, M & J's Building Services and T&S Heating Ltd be awarded the framework contract for minor works to the Council's domestic housing stock.
2. Delegated powers be given to the Assistant Director of Property Services and Housing Repairs for extension to the contract after the first 2 years should service provision continue to meet the agreed standards and provide value for money.

Approved by Councillor Sandra Peake

IMPLICATIONS:

Finance and Risk: Yes No

The contract costs for the undertaking of minor works will be met through the Housing Rent Account

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

The Council is responsible for undertaking minor works to Council owned properties. The Council has the power to enter into contracts with suppliers of services under section 1 of the Local Government (Contracts) Act 1997.

The total estimated value of the contract is approximately £100,000 per annum. The procurement of this contract was carried out in compliance with the Council's Procurement Rules. The contract is for a period of two years with the option to extend it by a further 2 periods of 1 year each.

On behalf of the Solicitor to the Council

Staffing: Yes No

Details: There are no staffing implications arising from this report

On behalf of the Head of Paid Service

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: Revenue - £75,000 <input checked="" type="checkbox"/> Capital - £150,000 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	Yes
Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	Yes

District Wards Significantly Affected	None
Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input checked="" type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details: Yes

Links to Council Ambition: Customers, Economy and Environment.

This decision links to the following priorities within the Council Ambition:

- Providing good quality council housing where people choose to live

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