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To: Chair & Members of the Executive

Friday 25th November 2022

Contact: Alison Bluff
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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 5th December 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

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- **Phone:** [01246 242424](tel:01246242424)
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- **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 5th December 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 31 st October 2022 <u>MATTERS REFERRED FROM SCRUTINY</u>	5 - 13
5.	Scrutiny Review of Council Policy on Sky Lanterns and Helium Balloons <u>NON KEY DECISIONS</u>	14 - 37
6.	Ambition Plan Targets Performance Update - July to September 2022 - (Q2 - 2021/22)	38 - 50
7.	Alterations and Extension at 33 Harlesthorne Avenue Clowne	51 - 54
8.	Bolsover Homeless and Rough Sleeping Strategy 2022-2027	55 - 82
	<u>BUDGET & POLICY FRAMEWORK ITEMS</u>	
9.	Medium Term Financial Plan - Revised Budgets 2022/23	83 - 101

KEY DECISIONS

- | | | |
|------------|---|-----------|
| 10. | Household Support Fund Service Level Agreement | 102 - 124 |
| 11. | Air Quality Grant | 125 - 140 |
| 12. | Exclusion of the public | |

To move:-

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

PART 2 - EXEMPT ITEMS

- | | |
|------------|----------------------------|
| 13. | Update on Dragonfly |
|------------|----------------------------|

EXECUTIVE

Minutes of a meeting of the Executive of the Bolsover District Council held in the Council Chamber, The Arc, Clowne, on Monday 31st October 2022, at 1000 hours.

PRESENT:-

Members:-

Councillor Steve Fritchley in the Chair

Councillors Mary Dooley, David Downes, Duncan McGregor and Liz Smyth.

Officers:- Karen Hanson (Executive Director Resources), Grant Galloway (Executive Director Strategy and Development), Pam Brown (Assistant Director Leader's Executive, Partnerships, Governance and Communications), Jim Fieldsend (Monitoring Officer), Theresa Fletcher (Treasurer) and Alison Bluff (Acting Governance and Civic Manager).

Also in attendance at the meeting were Councillors Derek Adams, David Dixon and Jen Wilson, and Wayne Carter (Leisure Operations Manager) (to Minute Number EX66-22/23), Natalie Etches (Business Growth Manager) and Sally Lovell (Business Estates Manager)

EX57-22/23. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Clive Moesby, Sandra Peake and Deborah Watson.

EX58-22/23. URGENT ITEMS OF BUSINESS

The Chair advised the meeting of an urgent item of business to be considered in relation to Creswell Heritage and Wellbeing Centre – Staffing Proposal, which would be considered after agenda item 8 – Safe and Warm Upgrade at Jubilee Court, Pinxton.

EX59-22/23. DECLARATIONS OF INTEREST

Councillor Duncan McGregor declared a non pecuniary interest in the urgent item of business, Creswell Heritage and Wellbeing Centre – Staffing Proposal, and advised that he would leave the meeting at the relevant time.

EX60-22/23. MINUTES – 3RD OCTOBER 2022

Moved by Councillor Duncan McGregor and seconded by Councillor Liz Smyth
RESOLVED that the Minutes of an Executive meeting held on 3rd October 2022, be approved as a correct record.

EXECUTIVE

NON KEY DECISIONS

EX61-22/23. CREATION OF A LOCAL NATURE RECOVERY CHAMPION AND APPOINTMENT

Executive's approval was sought to create a local nature recovery champion Member role and appointment.

At its meeting held on 28th September 2020, Executive approved a budget for the preparation of a Local Nature Recovery Strategy for Bolsover District in order for the Council to be ready for the duties emerging from the enactment of the Environment Act 2021.

Given their expertise, the Council had commissioned Derbyshire Wildlife Trust to deliver the Local Nature Recovery Strategy. Further to initial delays, progress had been swift and a final document received, which was reported to the Council's Local Plan Implementation Advisory Group (LPIAG) at its meeting held on 21st September 2022.

For the remit of the local nature recovery champion Member role, officers had drawn upon the more established area of Heritage Champions, as promoted by Historic England, and based on this work, it would be possible for the selected Member to seek to champion Bolsover District's natural environment in the following ways:

Inspire - Generate enthusiasm and awareness for the importance of Bolsover District's natural environment within the Council and the wider community; and to stand up as a point of contact for support and information on local nature related issues from both the local community and others outside the authority.

Advocate - Promote opportunities that draw attention to the natural environment across Bolsover District and to help ensure that commitment to the proper care of the natural environment is embedded in all activities over which the authority has influence.

Influence - To influence those stakeholders around Bolsover District for the benefit of the natural environment.

Communicate - To be a voice within the Council to communicate the importance of Local Nature Recovery.

All leaders of the Council's political groups had been notified of the opportunity for a local nature recovery champion Member role along with a request for nomination of a volunteer for the role.

Executive was advised that Councillor Tom Munro had put himself forward for the local nature recovery champion Member role.

Moved by Councillor Duncan McGregor and seconded by Councillor David Downes
RESOLVED that Councillor Tom Munro be appointed as the local nature recovery champion Member for the Authority.

EXECUTIVE

Reasons for Recommendation

To enable the Members to consider the advice of the Local Plan Implementation Advisory Group in relation to Local Nature Recovery and particularly the suggestion of creating a Local Nature Recovery Champion Member role.

Therefore, the agreement of the Executive is sought to create a Local Nature Recovery Champion Member role and to appoint a Member to the role.

Alternative Options and Reasons for Rejection

It would be possible to not create a Local Nature Recovery Champion, although this would not achieve the benefits stated in the report. Therefore, officers have not considered this option.

EX62-22/23. RISK MANAGEMENT STRATEGY 2022

Executive considered a detailed report which provided an update regarding the current position in relation to the Council's risk management arrangements, Strategic Risk Register, and refreshed Risk Management Strategy 2022.

The Council's Risk Management Strategy was endorsed by Audit Committee (now the Audit and Corporate Overview Scrutiny Committee), at its meeting held in January 2020, and was subsequently approved by Executive in March 2020. The Strategy had now been reviewed and refreshed with an updated action plan which outlined the actions for the Risk Management Group (RMG) as follows:

- Develop an annual programme of operational risk register reviews to ensure all are reviewed every 12 months,
- Further develop project and partnership risk management arrangements and reporting to the RMG,
- Develop and undertake refreshed risk management awareness training for all staff,
- Develop and undertake risk management awareness training for all Members (as part of the induction training following the Elections in May 2023).

Over the last 12 months, the RMG had considered (and continued to consider) the following arising issues and their impact on the Council:

- The impact of the Autumn Budget and Bolsover's settlement (December 2021) on the Council's Medium Term Financial Plan,
- The impact of the Government's Levelling Up White Paper and Bill,
- The impact of Local Government Reform including a County Deal for the East Midlands and the development of a Combined Mayoral Authority
- Cyber risks and ransomware attacks,
- Ongoing national issues regarding cost of living, fuel and food prices, annual staff pay rise and inflation,
- Housing pressures taking into consideration the Homelessness Duty, the impact of Covid and subsequent Section 21 notices being issued and several refugee and asylum dispersal schemes,
- The impact of Climate Change.

EXECUTIVE

These issues would remain under constant review by the RMG, alongside all risks within the Strategic Risk Register, and appropriate additions and/or amendments would take place at the appropriate time.

In addition to the Strategic Risk Register, the RMG reviewed individual operational risk registers for specific service areas. This was undertaken on a rolling programme to ensure all services had appropriate and up-to-date risk registers in place.

In the last 12 months, the RMG had received reports on the following operational risk registers:

- Leisure
- Business Growth
- Housing and Community Safety
- Environmental Health
- Payroll

Service leads provided presentations to the Group to enable appropriate review and scrutiny to take place.

The Council's insurance portfolio was renewed on 1st October 2022, following annual reviews of policies, to minimise and mitigate risks. This was normal practice. The Council's Insurance Officer regularly attends the Risk Management Group and also maintains the master copy of the risk registers. It was expected that increasing building costs may result in higher insurance premiums during the current year.

The Executive Director of Resources drew Members' attention to two minor amendments necessary to the Risk Management Strategy being to include reference to fraud on page 6 and to include reference to the Data Protection Officer on pages 17 to 20.

Members welcomed the report and noted it was a good report.

A Member noted difficulties in the recruitment to professional posts and that the Council would look at introducing appropriate apprenticeships and queried if this was now being carried out. The Executive Director of Resources confirmed that work was being undertaken regarding apprenticeships and also in retaining apprentices following completion of their training. She also confirmed that refreshed safeguarding training was underway for all staff and would be rolled out to Members following the elections in May 2023.

Moved by Councillor Duncan McGregor and seconded by Councillor Mary Dooley
RESOLVED that subject to the above amendments, the refreshed Risk Management Strategy at Appendix 1 to the report be approved,

(2) the report and Strategic Risk Register as set out in Appendix 2 be noted.

Reasons for Recommendation

The Audit and Corporate Overview Scrutiny Committee has considered and noted this report from the Risk Management Group as part of the Council's robust approach to risk management. The Risk Management Group provides a comprehensive oversight of risk throughout the organisation.

EXECUTIVE

The Risk Management Group has made significant progress in ensuring that risk is effectively managed within the Council. By leading on the development and review of all risk related policies, plans and strategies across the Council, the Group provides consistency of approach and alignment of all service areas in relation to risk management.

Alternative Options and Reasons for Rejection

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

BUDGET & POLICY FRAMEWORK ITEMS

EX63-22/23. BUDGET MONITORING QUARTER 2 – 2022/23

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

The Treasurer drew Members attention to the Government's proposal to cap rents for social housing which was published in February 2019 and stated:

'In October 2017, the government announced its intention to set a long-term rent deal for both local authority landlords and housing associations. This would permit annual rent increases on both social rent and affordable rent properties of up to CPI (Consumer Price Index) plus 1 percent from 2020, for a period of at least five years.'

Although this rent rise cap would not have any effect on the 2022/23 HRA income figures, it was hoped the results of the consultation were known in enough time to feed into the update of the Medium Term Financial Plan.

Moved by Councillor Steve Fritchley and seconded by Councillor Duncan McGregor
RESOLVED that the monitoring position of the General Fund at the end of the second quarter as detailed in Appendix 1 to the report (a net favourable variance of £0.907m against the profiled budget) and the key issues highlighted within the report be noted,

(2) the position on the Housing Revenue Account (HRA), the Capital Programme and Treasury Management at the end of the second quarter (at Appendices 3, 4 and 5 to the report) be noted.

Reasons for Recommendation

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

EXECUTIVE

Alternative Options and Reasons for Rejection

The Budget Monitoring report for 2022/23 is primarily a factual report which details progress against previously approved budgets. Accordingly, there are no alternative options to consider.

KEY DECISION

EX64-22/23. SAFE AND WARM UPGRADE AT JUBILEE COURT, PINXTON

Executive's approval was sought for the appointment of contractor to undertake the safe & warm upgrade work at Jubilee Court, Pinxton. Details of work to be carried out were set out in the report.

Working in conjunction with the Council's Procurement Team, works were tendered in accordance with Council procedures. Three tenders were received and evaluated on 21st September 2022 were Davlyn Construction Ltd (Derby) scored 98 out of 100.

Moved by Councillor Steve Fritchley and seconded by Councillor Mary Dooley

RESOLVED that (1) Davlyn Construction be awarded Contract to carry out Safe & Warm Upgrade at Jubilee Court Pinxton in accordance with tendered specification and following tender evaluation,

(2) progress on the contract is reported through the Housing Stock Management Group.

Reasons for Recommendation

The evaluation group were in unanimous agreement that this tender represented a competitive submission received from Davlyn Construction Ltd (Derby)

Alternative Options and Reasons for Rejection

None.

Councillor Duncan McGregor left the meeting for the following item of business.

EX65-22/23. URGENT ITEM OF BUSINESS CRESWELL HERITAGE AND WELLBEING CENTRE STAFFING PROPOSAL

Executive's approval was sought to enter into a Service Level Agreement with Creswell Heritage and Wellbeing Trust for the Council to manage the day to day operation of the Creswell Heritage and Wellbeing leisure facility.

The Creswell Heritage and Wellbeing leisure facility consisted of a 2 x badminton court sports hall, 27 station gym, group exercise studio, soft play area, indoor caving system and café.

The Creswell Heritage and Wellbeing Trust had approached the Council to manage the day to day operation of the facility on their behalf until a customer base was established and the site reputable and fully operational.

EXECUTIVE

In order to effectively manage the site, the District Council would need to establish nine positions within Leisure Services, these would be on a shift rota, covering opening hours between 7am – 9pm and weekend shifts accordingly. Management support and cover would be available from the Go Active facility.

The Creswell Heritage and Wellbeing Trust would be responsible for the financing and operation of the facility and would effectively be ‘buying in’ the services of the Council to staff the site. There would be no financial risk to the Council as the costs would be fully recovered by a detailed Service Level Agreement which would be drafted between Creswell Heritage and Wellbeing Trust and the Council. This would also be endorsed by Elmton with Creswell Parish Council who would have ultimate responsibility for the site should the Trust ever get to a position where they were unable to continue to operate. Further, if the agreement were to cease, the nine members of staff would transfer over to the Trust.

Moved by Councillor Liz Smyth and seconded by Councillor Mary Dooley

RESOLVED that (1) the Council enters into a service level agreement with Creswell Heritage and Wellbeing Trust to manage the new leisure facility in Creswell on behalf of the Trust, subject to there being no risk to the Council,

(2) the Service Level Agreement to be signed off under delegated authority following consultation with the Leisure and Tourism Portfolio Holder and the Head of Paid Services.

Reasons for Recommendation

To assist the Trust in managing and operating a leisure facility in a much needed, deprived area of the District, making access to physical activity more achievable for local residents of the area.

Alternative Options and Reasons for Rejection

The Trust could operate the site direct but this was rejected by the Trustees as they had no formal experience of operating such a site and therefore requested the input from an established team with back office support through HR, payroll, legal and finance.

The Leisure Operations Manager left the meeting.

Councillor Duncan McGregor returned to the meeting.

EX66-22/23. EXCLUSION OF THE PUBLIC

Moved by Councillor Duncan McGregor and seconded by Councillor Mary Dooley

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

Councillor Jen Wilson entered the meeting.

EXECUTIVE

NON KEY DECISION

BUDGET & POLICY FRAMEWORK ITEM

EX67-22/23. MANAGEMENT OF CORPORATE DEBT – WRITE OFF OF OUTSTANDING AMOUNTS EXEMPT PARAGRAPHS 1 & 3

Executive's approval was sought to write off debts in respect of Business Rates, Council Tax and Overpaid Housing Benefits as detailed at paragraph 2.1 in the report and individually detailed in Appendix 1 to the report

Moved by Councillor Duncan McGregor and seconded by Councillor Steve Fritchley **RESOLVED** that the amounts included at paragraph 2.1 in the report and individually detailed in Appendix 1 be written off.

KEY DECISIONS

EX68-22/23. OUTCOME OF CALL IN OF DECISION EX41-22/23 – FUTURE SKILLS HUB EXEMPT PARAGRAPH 3

Executive considered a detailed report presented by Councillor Jen Wilson, Chair of Local Growth Scrutiny Committee, regarding the Committee's Call-In of a decision made by Executive at its meeting held on 5th September 2022, (Minute Number EX41-22/23 refers), in relation to a Future Skills Hub.

The Executive Director for Strategy & Development, the Assistant Director of Development & Planning and the Portfolio Holder for Growth/Economic Development, had attended the 4th October 2022 Scrutiny meeting to respond to points raised by the Call-In signatories.

At the request of the Scrutiny Committee, further contact had been made with the potential delivery partner for Proposal 2 by the Executive Director for Strategy & Development, who advised Members that there still remained a lack of commitment from them. In addition to this, the Monitoring Officer advised Members of an email sent to Councillor Tom Kirkham from the potential delivery partner for Proposal 2 but again this provided no further commitment from them.

Councillor Duncan McGregor noted that timing and balance had been essential with regard to the option Executive had agreed on at its meeting held on 5th September 2022, i.e., Proposal 1, which he felt was the right decision and he saw no reason to change it.

Moved by Councillor Duncan McGregor and seconded by Councillor David Downes **RESOLVED** that the decision made by Executive at its meeting held on 5th September 2022 remain unchanged being;

that (1) based on the two options as set out in the report, Proposal 1 was the preferred option,

EXECUTIVE

(2) delegated authority be given to the Business Growth Manager and Assistant Director of Development and Planning, in consultation with the Executive Director of Strategy and Development and the Leader of the Council, to complete negotiations in relation to Proposal 1.

Reasons for Recommendation

As detailed in the report dated 5th September 2022.

Alternative Options and Reasons for Rejection

As detailed in the report dated 5th September 2022.

EX69-22/23. POTENTIAL LEASE OF A COMMERCIAL PROPERTY EXEMPT PARAGRAPH 3

Executive considered a detailed report which provided information of an offer received for the letting of a commercial property in Bolsover.

Moved by Councillor Liz Smyth and seconded by Councillor Duncan McGregor

RESOLVED that (1) delegated authority be given to the Assistant Director of Development and Planning to negotiate and agree the terms of the tenancy in consultation with the Solicitor to the Council,

(2) delegated authority be given to the Executive Director of Strategy and Development to use the previously approved dilapidations budget included in the Transformation Reserve plus any additional funds required to complete the Landlord works from the Transformation Reserve up to a maximum of monies as stated in the report.

Reasons for Recommendation

As set out in the report.

Alternative Options and Reasons for Rejection

As set out in the report.

The meeting concluded at 1040 hours.

Bolsover District Council

Meeting of the Executive on Monday 5th December 2022

Review of Council Policy on Sky Lanterns and Helium Balloons

Report of the Chair of Climate Change & Communities 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 Council Policy on Sky Lanterns and Helium Balloons

REPORT DETAILS

1. Background

- 1.1 During the 2020-21 municipal year, Members of the Healthy, Safe, Clean & Green Communities Scrutiny Committee were made aware of a number of resident concerns in relation to the impact of sky lantern and balloon use, both at specified celebrations such as birthdays/family and community events; Bonfire night and New Year's Eve.
- 1.2 Following referrals from the Customer Standards & Complaints Officer and the Leader of the Council, Members chose to investigate further to establish what the Council could do to mitigate the impacts at a local level.
- 1.3 While Members of Climate Change & Communities Scrutiny could not take this forward during 2021/22 due to workloads, there was a commitment to finish this piece of work and ensure the Council had adequate local policies in place.

2. Details of Proposal or Information

- 2.1 This review was originally agreed by the previous Healthy, Safe, Clean and Green Communities Scrutiny Committee as part of their 2020-21 work programme. Following the change in scrutiny structure for 2021-22, the Members of the new Committee agreed to carry this work forward with a view to clarifying the Council's stance and addressing residents' concerns previously identified.

- 2.2 While the Committee have taken the review forward in a slightly different manner to that originally agreed, the impact of the Covid-19 pandemic on workloads, and evidence gathered has instigated the need for a different approach.
- 2.3 Members feel the evidence considered in the subsequent pages and the recommendations agreed by Scrutiny should bring about further improvements at a local level, while we await further changes to national legislation as a result of continued lobbying.
- 2.4 The aim of the review was:
- To assess the local impact of Sky Lanterns and Helium Balloons and review local Council policy.

The objectives agreed were:

- Assess national campaigns and neighbouring authorities and consider replicating a similar charter/policy for BDC.
 - Assess the scale of the local environmental impact via consultation with both residents and local agencies/groups.
- 2.5 The key issues identified for investigation were as follows:
- A number of complaints/comments are received per annum from residents in relation to the use of such items and the environmental damage caused. All communications received refer to the national campaigns. Members queried if it was possible to establish evidence of the scale of the issue at a District level using data held by environmental health and legal services.
 - A number of national organisations have given weight to a national campaign for legislation changes.

3. Reasons for Recommendation

- 3.1 The Committee have put together five recommendations which will hopefully assist the Council in limiting the impact of local use of sky lanterns and helium balloons.
- 3.2 The key findings arising from the review are:
- That there is limited additional impact we can have at a local level due to current national legislation, however designating restrictions on use on council land will bring us in line with over 50% of English councils.
 - To ensure service delivery remains efficient and effective across the board, Members advise that BDC aligns its approach with that of neighbouring authorities as this will allow officers in the joint Environmental Health Service to take a proportionate and appropriate approach to enforcement and advice/guidance, within the Fire Service area.

4 Alternative Options and Reasons for Rejection

- 4.1 While the number of contacts over recent years has been limited, Members felt that further action could be taken to bring the approach of BDC in line with that taken at neighbouring authorities. This should enable a more streamlined service and create efficiencies for the team. As such a 'do nothing' option was discounted.
- 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:

None from this report. Suggested action for the Council can be contained within existing budgets.

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

Environment:

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

Details:

The creation of a local Charter acts as a statement of the Council's stance in wishing to decrease the environmental impact from sky lanterns and helium balloons on Council land and property.

Staffing: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Details: There are no staffing implications from this report. <div style="text-align: right;">On behalf of the Head of Paid Service</div>
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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 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.
Ambition: Environment

DOCUMENT INFORMATION	
Appendix No	Title
1	Review of the Councils Policy on Sky Lanterns and Helium Balloons

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



**Review of Council Policy on Sky
Lanterns and Helium Balloons
December 2020 – October 2022
CLIMATE CHANGE & COMMUNITIES
SCRUTINY COMMITTEE**

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Chair's Foreword

This review was originally agreed by the previous Healthy, Safe, Clean and Green Communities Scrutiny Committee as part of their 2020-21 work programme. Following the change in scrutiny structure for 2021-22, the Members of the new Committee agreed to carry this work forward with a view to clarifying the Council's stance and addressing residents' concerns previously identified. While we could not accommodate this as part of the 2021-22 programme we committed to completing the work within the four-year municipal cycle.

While we have taken the review forward in a slightly different manner to that originally agreed, the impact of the Covid-19 pandemic on service delivery has instigated the need for a different approach.

Members feel the evidence considered in the subsequent pages and the recommendations agreed by Scrutiny should bring about further improvements at a local level, while we await further changes to national legislation as a result of continued lobbying.

Cllr Nick Clarke
Chair of the Climate Change & Communities Scrutiny Committee

1. Introduction

During the 2020-21 municipal year, Members of the Healthy, Safe, Clean & Green Communities Scrutiny Committee were made aware of a number of resident concerns in relation to the impact of sky lantern and balloon use, both at specified celebrations such as birthdays/family and community events; Bonfire night and New Year's Eve.

Following referrals from the Customer Standards & Complaints Officer and the Leader of the Council, Members chose to investigate further to establish what the Council could do to mitigate the impacts at a local level.

Members asked for a breakdown showing the number of contacts over recent years. In relation to the release of lanterns/balloons and the Council's Policy on the matter, the Council has received a number of requests from the public over the last few years for Members to consider:

	No. of Comments/Complaints Received
2022/23	0
2021/22	0
2020/21	7
2019/20	3
2018/19	2
2017/18	2

While the volume of comments/complaints received is low, Members are aware that this is an emotive issue that causes great issues for landowners. Members were mindful that whilst there is limited national legislation in relation to these environmental issues, at a local level we would be limited in what else we can put in place. This is likely to be limited to action on council-owned land and property.

While Members of Climate Change & Communities Scrutiny could not take this forward during 2021/22 due to workloads, there was a commitment to finish this piece of work and ensure the Council had adequate local policies in place.

The risks associated with sky lanterns

Sky lanterns are usually used in Britain to mark special celebrations such as weddings, parties and New Year, but many people are not aware of the dangers they can cause.

Essentially a small hot air balloon made of paper, with an opening at the bottom where a candle is suspended, sky lanterns, or Chinese lanterns as they're also known, can float for miles before they fall to the ground, potentially causing a danger to animals and a fire hazard.

Litter nuisance

Farmers and other landowners have to clear up the remnants of sky lanterns from their

fields. Whilst 'biodegradable' lanterns made from Bamboo are available, they still take months or years to degrade.

Fire

Once a sky lantern is lit, nobody knows exactly where it will land. Fields of standing crops, hay and straw stacks, farm buildings housing animals, thatched roofs plus lots more are all at a significant risk of being set alight.

Climate Change

Global warming is affecting the climate in the UK. In 2022 the highest ever UK daily temperature was recorded and the UK endured drought conditions. These conditions make fields and crops more vulnerable to fire. This trend is forecast to continue. In 2022 the National Farmers Union (NFU) started a campaign for a total ban of sky lanterns in England and Wales and began a petition that received 50,000 signatures.

Animals and Livestock

Sky lanterns can cause suffering or even kill animals and livestock. Not just by fire, sky lantern debris can cause immense stress and injury. Some of the key dangers are:

- Animals eating lantern debris which can cause tears or punctures to internal organs leading to a potentially life-threatening situation
- Animals getting splinters in their skin which may cause infection
- Animals becoming trapped or tangled in debris, where they can suffer from injury and stress trying to get free or starve to death from being trapped
- Frames of lanterns can contaminate crops which are then unknowingly fed to animals
- Marine life is also endangered by lanterns falling into the sea.

False alarms

Sky lanterns pose a significant danger to aviation traffic such as planes and helicopters. There are concerns that lanterns can be drawn into aircraft engines and can delay take-off and landing. In addition, lanterns drifting across a night sky have also been mistaken by the public and coast guards for marine distress signals.

The risks associated with helium balloons

In addition to concerns about sky lanterns some councils, such as Norfolk County Council, have also banned the release of Helium filled balloons from land they own.

Balloon releases can also cause harm to the environment and wildlife. Balloon materials quickly become litter and can choke animals and livestock and are harmful to birds.

National Policy

Sky lanterns aren't currently banned in England or Scotland, but they've been banned in Wales on all council land since February 2018. There is currently no national legislation in place, however it is widely accepted that:

“By enacting Section 140 of the Environmental Protection Act 1990 the Secretary of State can prohibit or restrict the importation, use, supply or storage of injurious substances or articles, such as sky lanterns.”¹

The Sky Lanterns (Prohibition) Bill was brought to the House of Commons during the 2017-19 session. It completed its first reading on 27 March 2019 but did not complete its passage through Parliament before the end of the session. While a second reading was scheduled and a Bill number assigned (368), it made no further progress.²

In their guidance on Sky Lanterns, Oxfordshire County Council note that:

“.....At the present time, the Department for Business, Innovation & Skills does not feel that a ban is necessary as the legislation currently in place is sufficient to enable retailers etc., to ensure that the products they supply are as safe as possible.

Under the General Product Safety Regulations 2005 anyone in the supply chain has a duty to supply “Safe Products”. Under these regulations Trading Standards can remove any product from the market that they consider unsafe in normal or reasonable foreseeable use. A lack of adequate instructions for use and or warnings could lead to a product being regarded as unsafe. As a result sky lanterns could be removed from the market due to poor construction, labelling etc.”

International Policy

A number of countries have implemented a complete ban on the use of sky lanterns including Argentina, Austria, Australia, Brazil, Chile, Colombia, Costa Rica, New Zealand, Spain, Germany and parts of Canada.

1.1 National Campaigns

The National Farmers Union (NFU) advocates against the use of sky lanterns and acknowledges that sky lantern use typically rises around Bonfire Night with many people unaware of the consequences they have on farmers as well as putting increased strain on emergency services. As an example they note that a fire in the West Midlands caused by a lantern saw 39 fire appliances and more than 200 firefighters in attendance to tackle it over a number of days and thousands of people

¹ <https://www.cla.org.uk/news/banning-sky-lanterns/>

² <https://bills.parliament.uk/bills/2378/news>

have already written to their MPs to raise concerns as a result of the NFU's campaign. They have previously released the following statement³ in November 2020:

"The NFU would like to see a total ban of sky lanterns across England and Wales to safeguard property and animals and, while we have already seen numerous councils ban sky lanterns, I would encourage the remaining local authorities to follow the good examples set by others across the country to avoid heightened and unnecessary strain to our already stretched emergency services."

The National Fire Chiefs Council (NFCC) issued a joint statement⁴ back in November 2020 in conjunction with the National Farmers Union (NFU) in relation to the hazards of Sky Lanterns. Paul Hedley stated:

"...I strongly urge people not to light sky lanterns this Bonfire Night. In fact, NFCC does not advocate the use of sky lanterns under any circumstances, at any time.

They pose a huge fire hazard, impact on agriculture, thatched properties and hazardous material sites, and risk the lives of animals. A fire caused by a sky lantern can be a complex and large scale incident and have huge implications on fire services who are already stretched at this time of the year. ..."

The RSPCA have also joined the combined national movement to ban such items and have produced a [guide to sky lanterns](#) with more information about the alternatives that people could choose.

Current campaign progress

In 2021, the NFU, alongside 17 leading farming, environment, animal and fire organisations including the RSPCA and National Fire Chiefs Council, wrote to Rebecca Pow MP, Under Secretary of State for Defra to highlight the danger of sky lanterns.

The coalition then met with Environment Minister, Jo Churchill MP. She committed to commission further research into the risks of sky lanterns.

Then in May 2022, NFU launched a petition calling for support for a total ban on the sale and use of sky lanterns in England and Wales.

³ <https://www.nfuonline.com/updates-and-information/fire-chiefs-join-nfu-campaign-for-sky-lanterns-ban-ahead-of-bonfire-night/>

⁴ <https://www.nationalfirechiefs.org.uk/News/nfcc-and-nfu-highlights-the-dangers-of-sky-lanterns-this-bonfire-night#:~:text=%22They%20pose%20a%20huge%20fire,this%20time%20of%20the%20year.>

2. Recommendations

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response
CCCSC22-23 1.1	That a local Charter for BDC outlining our position in relation to Sky Lanterns and Helium Balloons be produced and endorsed by Executive and Council.	That the Council aligns with the approach of neighbouring Councils, outlining a clear stance against the release of sky lanterns and helium balloons on its land and property.	March 2023	Joint Assistant Director of Environmental Health	Officer time	This is deliverable within current service resources.
CCCSC22-23 1.2	That on agreement of the Charter by Council, notification is sent to the Marine Conservation Society so the Council can be added to the national list of	That the Council shows clear intent to back the national campaign and is listed alongside other Councils nationally.	March 2023	Joint Assistant Director of Environmental Health	Officer time	This can be completed following endorsement by Council.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response
	Councils with a ban in place.					
CCCSC22-23 1.3	That on agreement of the Charter by Council, all relevant tenancy agreements are reviewed and where necessary a clause added (at their next scheduled revision) to reflect the Council's position in relation to its land and property.	That all relevant tenancy agreements, where necessary, reflect the Council's stance in limiting environmental impacts from sky lanterns and released balloons.	On renewal.	Joint Assistant Director of Environmental Health in consultation with: Assistant Director of Housing Management & Enforcement Business Growth Manager	Officer time	This is deliverable within current service resources. This will require liaison with Estates Management and Housing Management.
CCCSC22-23 1.4	That advice and guidance be added to the Council's website and appropriate publicity in local publications takes place, following agreement of the	That the Council adopts an improved approach to awareness raising on this issue, improving knowledge on the risks and	March 2023	Joint Assistant Director of Environmental Health in consultation with: Communications, Design and Marketing Manager	Officer time	This is deliverable within current service resources.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response
	Charter by Council.	directing the public to alternative options.				
CCCSC22-23 1.5	That BDC writes a letter to the Government lobbying for change to national legislation, in line with the national campaign.	That the Council aligns with the approach of neighbouring Councils and backs the national campaign for legislation to ensure a ban on items such as sky lanterns and helium balloons.	March 2023	Portfolio Holder – Environmental Health & Licensing	Member and officer time	This can be completed via support from the Scrutiny & Elections Officer

3. Scope of the review

The Healthy, Safe, Clean & Green Communities Scrutiny Committee agreed to undertake a Review of Council Policy on Sky Lanterns and Helium Balloons, as part of the 2020-21 Work Programme.

The issue was initially raised via a number of comments received by the Leader and Customer Standards & Complaints Officer in relation to Council's Policy and the suggestion of a voluntary ban in relation to the matter in line with current national campaigns.

The review supports the Corporate Ambition of 'Environment' and the Priority of 'Ensuring a high standard of environmental cleanliness, undertaking appropriate enforcement activity where required', but does not link directly to any Corporate Targets.

The aim of the review was:

- To assess the local impact of Sky Lanterns and Helium Balloons and review local Council policy.

The objectives agreed were:

- Assess national campaigns and neighbouring authorities and consider replicating a similar charter/policy for BDC.
- Assess the scale of the local environmental impact via consultation with both residents and local agencies/groups.

The key issues identified for investigation were as follows:

- A number of complaints/comments are received per annum from residents in relation to the use of such items and the environmental damage caused. All communications received refer to the national campaigns. Is it possible to establish evidence of the scale of the issue at a District level using data held by environmental health and legal services?
- A number of national organisations have given weight to a national campaign for legislation changes.

The Committee originally agreeing the review comprised the following Members:

Councillor D. Downes (Chair)
Councillor J. Tait
Councillor E. Parkin
Councillor D. Salt
Councillor D. Bullock

Councillor A. Clarke (Vice-Chair)
Councillor T. Munro
Councillor N. Hoy
Councillor P. Roberts
Councillor R. Walker

Due to a change in the scrutiny structure at the AGM in May 2021, this area of delivery moved to the remit of the Climate Change & Communities Scrutiny Committee. At

their inaugural meeting in July 2021, they agreed to continue with the review alongside their work programme.

The new Committee comprised the following Members:

Councillor N. Clarke (Chair)
Councillor J. Tait
Councillor E. Parkin
Councillor D. Dixon

Councillor A. Clarke (Vice-Chair)
Councillor D. Salt
Councillor D. Bullock

Due to membership changes in 2022/23, Councillor J. Wilson replaced Councillor J. Tait.

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

4. Method of Review

The original Committee approving the review met on three occasions to consider the scope of the review, key issues they wanted to discuss and to carry out interviews and evidence gathering. This was supplemented by a further three meetings by the new Climate Change & Communities Scrutiny Committee.

The Committee sought evidence by way of:

- Internal enquiries to establish existing policy and procedures; comparison between delivery across neighbouring areas; number of resident contacts; and specific action following a previous motion to Council;
- Development of a draft resident/community group survey (not subsequently pursued following further information from Environmental Health and the Customer Standards and Complaints Officer);
- Online research of national legislation, campaigns and policy approaches by neighbouring authorities and environmental organisations.

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

- Environmental Protection Act 1990
- Hansard, volume 657: debated Wednesday 27 March 2019 – Sky Lanterns (Prohibition)
- BDC Compliments, Comments and Complaints data
- Review of BDC and neighbouring authority websites.

Equality and Diversity

Within the process of the review, the Committee has taken into account the impact of equalities. As part of the consideration of local consultation, Members devised a wide list of stakeholders to ensure that all groups were targeted to encourage engagement with the review. Had the consultation gone ahead the survey would have been available in a variety of accessible formats and have targeted all areas of the District. Members also considered how local policy which targeted council land and property would disproportionately target council tenants over private homeowners.

5. Analysis of evidence and key findings

5.1 Assess national campaigns and neighbouring authorities and consider replicating a similar charter/policy for BDC.

Initial investigations

On commencing the review back in December 2020, Members of the original committee began to investigate how other local authorities had approached this issue. It became apparent quite quickly that a large number of authorities across England have put a policy in place either for both types of item or specifically for lanterns or balloons. The Marine Conservation Society has a useful list of authorities with a ban in place, although its accuracy is reliant on the Society being informed by the Council that a Policy or Ban is in place.

As noted in section 1 there has been a significant push by a large number of national agencies over the last three years. This is particularly in light of the impact of the Covid-19 pandemic on the change in the nation's work and leisure time, and on Fire & Rescue Services resources. There has been a notable increase in fires on moorland and grassland linked to littering from both lanterns and disposable BBQs.

Members reviewed the correspondence to the Customer Standards & Complaints Officer and all raised concerns about the environmental impact and called on the authority to put a ban in place within the locality.

Members also consulted with Environmental Health Officers on local data held and while they had no additional data to add, Members felt it was right that the Council sought to align with the approach of neighbouring areas and request that a Policy be drafted.

Further investigation following scrutiny structure changes

Further investigation by the Climate Change & Communities Scrutiny Committee took place in the 2022/23 municipal year. While it was clear that there had been no formal complaints raised at a local level with either the Customer Standards & Complaints Officer, or direct with the Environmental Health Service, the national campaign for change had gathered pace.

Development of a Local Charter

Officers within Environmental Health advised Members that due to the lack of support in terms of national legislation, creation of a policy at a local level may leave the Council open to challenge. An alternative course of action would be to adopt a Charter outlining the Council's stance. A suggested Charter the Council could adopt is as follows:

Bolsover District Council has banned the release of sky lanterns and balloons on any land or property owned by the Council.

We are committed to encouraging businesses, communities, landowners and individuals to switch to alternative ways of celebrating and commemorating events.

Bolsover District Council pledges to:

- Promote the restriction of the release of all types of helium-filled balloon and sky lantern on property and land owned by the Council. This includes those that are made from bamboo or claim to be biodegradable.*
- Engage with businesses, communities, landowners, schools and individuals to encourage them to sign up to this charter.*
- Raise awareness of safer and more environmentally friendly alternatives that people can celebrate with, through promotion and campaigns.*

Officers highlighted that there are many alternatives promoted such as tree planting, flag flying, jam jar lights, or even releasing giant bubbles. The RSPCA website has more suggestions (<https://www.rspca.org.uk/adviceandwelfare/litter/balloon-and-sky-lantern-alternatives>).

(Potential) Recommendations:

That a local Charter for BDC outlining our position in relation to Sky Lanterns and Helium Balloons be produced and endorsed by Executive and Council.

That on agreement of the Charter by Council, notification is sent to the Marine Conservation Society so the Council can be added to the national list of Councils with a ban in place.

That on agreement of the Charter by Council, all relevant tenancy agreements are reviewed and where necessary a clause added (at their next scheduled revision) to reflect the Council's position in relation to its land and property.

That advice and guidance be added to the Council's website and appropriate publicity in local publications takes place, following agreement of the Charter by Council.

That BDC writes a letter to the Government lobbying for change to national legislation, in line with the national campaign.

5.2 Assess the scale of the local environmental impact via consultation with both residents and local agencies/groups

As part of the original scope, Healthy, Safe, Clean & Green Communities Scrutiny Committee developed a brief questionnaire that could be used to consult with both residents and local community groups. Due to the timing of this coinciding with lead up to municipal year-end (2020/21) and a scheduled Citizen Panel Survey, hard copy questionnaires were not an option. Members had agreed to look at a web-based approach but agreed that they would re-assess how the consultation could be completed following the election period and Council AGM.

Due to changes in the scrutiny structure at AGM (May 2021), the review was presented to Climate Change & Communities Scrutiny to assess whether the review was still relevant and if members wanted to continue the piece of work. The new Committee agreed to continue with the review but chose to hold off carrying out consultation in favour of speaking to officers in more detail. Due to workload commitments, members could not move forward with the work until the 2022/23 committee cycle. However, as there was limited public contact in relation to the issue Members felt this was an appropriate course of action.

On reassessing the scope and the evidence originally gathered during 2020/21, Members felt that there was little impact to be gained from completing a consultation exercise, due to the limited number of resident complaints/queries. Additionally, due to the high volume of councils already taking a similar approach and agreeing a local policy, it was agreed this was sufficient weight for the Council to move ahead and develop its own policy to remain consistent with neighbouring areas.

Via internal enquiries it also became apparent that there had been no direct contact or complaint to Environmental Health in relation to the matter. As such, Members concluded that the time and cost of completing consultation would not add any additional benefit to the review.

6. Conclusions

The Committee have put together five recommendations which will hopefully assist the Council in limiting the impact of local use of sky lanterns and helium balloons.

The key findings arising from the review are:

- That there is limited additional impact we can have at a local level due to current national legislation, however designating restrictions on use on council land will bring us in line with over 50% of English councils.
- To ensure service delivery remains efficient and effective across the board, Members advise that BDC aligns its approach with that of neighbouring authorities as this will allow officers in the joint Environmental Health Service to take a proportionate and appropriate approach to enforcement and advice/guidance, within the Fire Service area.

Appendix 1: Stakeholders

Stakeholders engaged during the Review:

- Portfolio Holder – Cllr Watson (Environmental Health)
- Leader of Bolsover District Council
- Executive Director of Resources
- Customer Standards and Complaints Officer
- Improvement Officer (Consultation)
- Joint Assistant Director of Environmental Health
- Joint Environmental Health Managers
- Assistant Director of Housing Management & Enforcement

Stakeholders impacted by the Review:

- Bolsover residents
- Bolsover DC tenants
- Portfolio Holder – Cllr Watson (Environmental Health)
- Joint Assistant Director of Environmental Health and Joint Environmental Health Service
- Assistant Director of Housing Management & Enforcement
- Communications team
- Governance team
- Enforcement Team

Appendix 2: Bibliography

Policy Examples

Dorset County Council

<https://moderngov.dorsetcouncil.gov.uk/documents/s22975/Appendix%201%20-%20The%20Sky%20lantern%20and%20Balloon%20Release%20DC%20Policy.pdf>

Nottinghamshire County Council

<https://www.nottinghamshire.gov.uk/media/127740/sky-lanterns-policy.pdf>

Newark & Sherwood District Council

<https://www.newark-sherwooddc.gov.uk/skylanternsandballoons/>

North East Derbyshire District Council

<https://www.ne-derbyshire.gov.uk/news-and-media/latest-news/council-introduce-charter-to-ban-release-of-sky-lanterns-and-helium-balloons-on-council-land>

Council report: [https://democracy.ne-](https://democracy.ne-derbyshire.gov.uk/ieListDocuments.aspx?CId=1156&MId=1487&Ver=4)

[derbyshire.gov.uk/ieListDocuments.aspx?CId=1156&MId=1487&Ver=4](https://democracy.ne-derbyshire.gov.uk/ieListDocuments.aspx?CId=1156&MId=1487&Ver=4)

Guidance on Chinese Sky Lanterns – Issue 1, Oxfordshire County Council.

<https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/business/tradingstandards/safety/skylanternsleaflet.pdf>

Preston City Council

<https://www.preston.gov.uk/article/4195/Balloon-and-Sky-Lantern-Release-Policy>

Shropshire County Council

<https://shropshire.gov.uk/committee-services/documents/s30585/Policy%20on%20the%20Release%20of%20Balloons%20and%20Sky%20Lanterns-20042022%200909.pdf>

National Campaigns

Countryside

<https://www.countrysideonline.co.uk/care-for-the-countryside/sky-lanterns/>

Marine Conservation Society

<https://www.mcsuk.org/what-you-can-do/campaigns/dontletgo/dontletgo-councils/>

NFU

<https://www.nfuonline.com/updates-and-information/has-your-local-authority-banned-sky-lanterns/>

RSPCA

<https://www.rspca.org.uk/adviceandwelfare/litter/skylanterns>

<https://www.rspca.org.uk/documents/1494939/7712578/Sky+lanterns+%28PDF+346KB%29.pdf/73464443-0f58-6b2e-1d50-efde47de7fe6?t=1553617206154&version=1.0&t=1553617206154>

Legislation

Environmental Protection Act 1990, Part VIII, s.140
<https://www.legislation.gov.uk/ukpga/1990/43/part/VIII>

Sky Lanterns (Prohibition) Bill
<https://bills.parliament.uk/bills/2378/news>
[https://hansard.parliament.uk/commons/2019-03-27/debates/0EAB4869-23CB-4422-9EB1-ABA96E1E4B94/SkyLanterns\(Prohibition\)](https://hansard.parliament.uk/commons/2019-03-27/debates/0EAB4869-23CB-4422-9EB1-ABA96E1E4B94/SkyLanterns(Prohibition))



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językiem**

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Bolsover District Council

Meeting of the Executive on Monday 5th December 2022

Ambition Plan Targets Performance Update – July to September 2022

(Q2 – 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 2 outturns for the Council's Ambition targets 2020-2024

Out of the 31 targets:

- 21 (67%) are on track
- 1 (3%) has been withdrawn
- 1 (3%) has been amended
- 1 (3%) continues to be on alert, and
- 7 (23%) achieved previously.

REPORT DETAILS

1 Background

- 1.1 The attached appendices contain the performance outturn as of 30th September 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 continues to be on alert as it remains some way off its original target:

- **CUS.07** - *Reduce average relet times for standard voids (council properties) to 20 calendar days by March 2021 and maintain thereafter*

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

- 11 targets in total
- 6 targets are on track
- 1 target has been withdrawn:
 - **ENV.08** - *Bring 5 empty properties back into use per year through assistance and enforcement measures. (See appendix)*
- 1 target has been amended:
 - **ENV.03** - *Achieve a combined recycling and composting rate of 50% by March 2023. (See appendix)*
- 3 targets achieved previously (ENV 07, ENV 09, ENV 10)

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

- 10 targets in total
- 6 targets are on track
- 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, 21 are on track (67%), 1 is to be withdrawn (3%), 1 target has been amended (3%), 1 is on alert (3%), and 7 achieved previously (23%).

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

4 **Alternative Options and Reasons for Rejection**

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

RECOMMENDATION(S)

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

IMPLICATIONS:**Finance and Risk:** Yes ☐ No ☒**Details:**

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☐ No ☒**Details:**

On behalf of the Solicitor to the Council

Environment:

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

Details:

By reporting on targets which supports the Council to meet its carbon neutral target and enhance the environment.

Staffing: Yes ☐ No ☒**Details:**

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? (Only Key Decisions are subject to Call-In)	No

District Wards Significantly Affected	None
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"/>	Cabinet Members/SLT informed on route via the quarterly performance process Details: Ward Members

Links to Council Ambition: Customers, Economy and Environment.
All





DOCUMENT INFORMATION	
Appendix No	Title
1	Quarterly Performance Update for Q2 July to September 2022
2	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>
All details on the PERFORM system

Rpttemplate/BDC/021122


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.
 Withdraw	The target has been recommended for withdrawal and discussed at Senior leadership team.
 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.
 Amend Target	The target has been amended via a delegated decision signed by a Director

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Aim: Our Customers – providing excellent and accessible services

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 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	BDC Contact Centre Residents are most satisfied with: Disability access 73.60% Office opening times 72.80% Telephone opening times 70.23% Email enquiries 68.22% BDC Streetscene Residents are most satisfied with: Litter control on their street 78% Litter control in their town centres 63% Litter control in green open spaces 53% Sweeping of their street 60% Sweeping in their town centres 65% BDC Grounds maintenance services

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 2022/23 Progress Update	
			<p>Residents are most satisfied with:</p> <p>Grounds maintenance services in their street 67%</p> <p>Grounds maintenance services in children's playgrounds 67%</p> <p>Grounds maintenance services in sports/recreational grounds and parks 70%</p> <p>Grounds maintenance services in green open spaces 69%</p> <p>(Source: Citizens Panel June 2022)</p>
CUS.02 - Improve the overall performance and usability of the website by achieving a minimum score of 90% using the Silktide* tool by Dec 2022.	Resources <i>Councillor Downes</i>	On track	<p>The Silktide system has been upgraded and we have undertaken the necessary training. The parameters which are measured have been expanded so the scores have changed since the previous report. We are looking at what needs rectifying over the next couple of weeks to ensure the certain scores are increased. The scores are Content - 79 (Good), Accessibility - 82 (Great), Marketing - 65 (Good), User Experience - 97 (Excellent)</p>
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 Q2 :</p> <p>Online Digital Transactions - 39,394 this is including Voter Registrations, Housing (Bidding and Application), Revenues and Planning online forms accessed via the website</p> <p>Tel and Non Digital contact - 40,016 all staff assisted transactions</p> <p>Total contact transactions 79410 = 49.6 % via a digital method</p>
CUS.04 - Work with partners to deliver the Sustainable Communities Strategy and publish an	Strategy & Development <i>Cllr Dooley</i>	On track	<p>Thematic Groups have now put their priorities together and finalising their action plans. The Annual Document will be compiled over the coming weeks. 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>

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 2022/23 Progress Update	
evaluation report annually			
CUS.05 - Monitor performance against the corporate equality objectives and publish information annually	Resources <i>Cllr McGregor</i>	On track	The Equality Panel met for the first time since Covid and had a very informative meeting receiving a presentation from the ASB team. The Panel also raised some issues around accessibility of documents on the website and using a screen reader, these are being followed up. The Access for All Events checklist has been reviewed and issued to Service Managers. A couple of reasonable adjustments and hate crime incidents have been handled by the team this quarter.
CUS.06 - Prevent homelessness for more than 50% of people who are facing homelessness each year	Resources <i>Cllr Peake</i>	On track	Quarter 2 2022/2023 259 approaches 180 Prevented 79 Still Open 69% Prevented.
CUS.07 - Reduce average relet times for standard voids (council properties) to 20 calendar days by March 2021 and maintain thereafter	Strategy and Development <i>Cllr Peake</i>	Alert	We have undertaken 17 short term voids in Q2 with a number of these being relet following issues with lettings or having been part of a capital scheme. In addition there are 4 properties which have recently been let after void periods over 100 days (107 days actual). If we remove these 4 the average time is 37 days. One of these was a hard to let property but following a bespoke advert we were able to let this, two were connected with the councils housing programme, one being held and subsequently used for a decant the other held as a potential decant but now released, one requiring major adaptations for the incoming tenant. The void co-ordinator has now started and is spending time with both the repairs team and housing management to get a feel for the process and how we do things. Over the next few weeks the officer will be bringing forward some ideas and suggestions to allow a review of the current process to take place.
CUS.08 - Maintain high levels of tenant satisfaction with council	Resources <i>Cllr Peake</i>	On Track	Customer satisfaction data can now be extracted from the hand held devices used by the Repairs team. 100% achieved

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 2022/23 Progress Update	
housing and associated services			
CUS.09 - Increase participation/attendances in leisure, sport, recreation, health, physical and cultural activity by 3,000 per year.	Resources Councillor Downes	On Track	During quarter 2 we attracted 83,793 attendances to leisure facility based activities, community outreach programmes and school delivery. Slightly more than quarter 1, however the usage of the 3G pitch didn't really spike until September when the new football season commenced, so we should see this figure increase in quarter 3.
CUS.10 - Deliver a health intervention programme which provides 500 adults per year with a personal exercise plan via the exercise referral scheme	Resources Councillor Downes	On Track	Cumulative total of people that started a health referral programme is 273, so 171 clients attended during the 2nd quarter. We have just assisted with the introduction of a couple of pieces of fitness equipment into Staffa surgery in Tibshelf which will help with much needed provision in this area of the district. The surgery is seeking 'Active Surgery' status so a good opportunity to work collaboratively on this project.

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

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 2022/23 Progress Update	
ENV.01 - Develop an externally facing climate change communication strategy targeting communities and stakeholders	Resources Cllr Dooley	On track	Q2 July 2022 - Bolsover TV - Covered Energy Efficiency Grant (22 July), Love Parks Week (22 July), Air Source Heat Pumps (29 July)

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 2022/23 Progress Update	
by October 2020 and deliver an annual action plan			<p>Environment newsletter - 14 July - Love Parks Week, recycle pizza boxes, carbon footprint calculator. 28 July - National Allotments Week, Mental Health benefits of allotments.</p> <p>August 2022 -Bolsover TV - Covered Community Woodlands (5 August), EWI (12 August) Environment newsletter - 11 August - National Honey Bee Day, Bee-friendly gardens, Beekeeping, dealing with a swarm. 25 August - Organic September, Council toughens stance on environmental crime.</p> <p>September 2022 - Bolsover TV - Whitwell Wildlife Garden (2 September), Whitwell Community Orchard (23 September), Fox Green Consultation (23 September) NB: there were two less episodes in September due to the period of mourning following the death of Queen Elizabeth II Environment newsletter - Covered 8 September - National Honey Month. 22 September - World Car Free Day</p> <p>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 this quarter covered: Energy Efficiency Grant, Air Source Heat Pumps, Recycle Pizza Boxes, Community Woodlands and External Wall Insulation. In Touch - July issue covered - changes to plastics recycling.</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	The works undertaken have met and exceeded the target for this financial year. In addition to the External Wall Insulation works the AD is also investigating the energy hub offer from APSE, which will work with organisations to carry out an energy audit and offer improvement advice. Also reviewing the option of

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder		Q2 2022/23 Progress Update
			having a dedicated Climate Change Officer role to support the Council's journey to net zero. Microsoft 365 project roll-out is awaited to enable effective sharing of project information internally and externally.
ENV.03 - Achieve a combined recycling and composting rate of 50% by March 2024.	Resources <i>Cllr Watson</i>	Amended Target	<p>This target has been amended to 43% under a delegated decision.</p> <p>The UK Resource & Waste Strategy has been delayed (expected 2020) due to ongoing delays arising from BREXIT and Covid-19. This strategy should give a better understanding of any new or amended statutory instruments to empower new/changed duties on waste collection. This will influence the modelling of the Council's waste collection service to meet any new and/or amended duties (i.e. separate weekly food waste collections) and potential future mandatory recycling targets which we will need to build into future plans. Without this direction it will not be possible to meet the original target of 50%.</p> <p>Q2 (2022\23) performance is estimated based on Q2 2021\2022 Waste Data Flow figures of 4,205 tonnes of recyclable\compostable materials collected, equating to a combined (Q1 & Q2) recycling and composting rate of 44.9% (approx.) which will be updated when actual figures become available from WDF January 2023.</p> <p>Q1 – Actual 44.7%</p>
ENV.04 - Sustain standards of litter cleanliness to ensure 96% of streets each year meet an acceptable level as assessed by Local Environment Quality Surveys (LEQS).	Resources <i>Cllr Watson</i>	On track	Q2 (2022\23) LEQS's established 1% of streets and relevant land surveyed fell below grade B cleanliness standards representing 99% falling within the 96% target standard set.

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder		Q2 2022/23 Progress Update
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	Q2 (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	Q2 We fell short of the 36 target by one, however due to over performing in Q1 we are at a cumulative 52% of the annual target Q2 target = 36; Q2 actual = 35 Annual target = 144
ENV.08 - Bring 5 empty properties back into use per year through assistance and enforcement measures.	Resources <i>Cllr Peake</i>	Withdrawn	Withdrawn via DD : 0069/KH/260922 Following discussion with PH, we have agreed that the performance target relating to bringing empty properties back into use should be removed. This is because it has limited value, not in our control and we are currently reviewing and developing measures which will be more useful for Members to assess performance regarding private sector housing
ENV.11 - Resolve successfully 60% of cases following the issuing of a Community Protection Warning by 2024	Resources <i>Cllr Peake</i>	On track	In Quarter Two 2022 there has been 12 CPWs served. Of the 45 CPWs served so far this year 24 (53%) have been a success, 4 have failed (8%), 1 was cancelled because the tenancy was terminated (8%) and 12 (26%) are within their monitoring period.
			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).

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 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	Q2 2022/23 Progress Update
ECO.02 - Optimise business growth (as measured by gross Business Rates) by £2m by March 2024.	Resources <i>Cllr Moesby</i>	On track Quarter 2 22-23: Outturn Q2 22/23 = £66,699,640, Baseline(Outturn 21/22) £66,507,349 = difference +192,291, +0.29%
ECO.03 - Working with partners to bring forward employment and development opportunities at Coalite and Clowne Garden Village strategic sites by 2024	Strategy & Development <i>Cllr Smyth</i>	On track Coalite: Build out has commenced on Plot 5 for Peak Pharmacy Clowne Garden Village: Awaiting update from DCC who have now received updated modelling to support the case for the proposed highway intervention at the Treble Bob roundabout.
ECO.05 - Annually review housing delivery in the district and facilitate delivery to meet the annual target of 272 new homes	Strategy & Development <i>Cllr Peake</i>	On track Based on the latest quarterly information collected on major housing sites in relation to S106 Agreement monitoring, we are on track to meet the annual target when it is compiled in April 2023.
ECO.06 - Work with partners to deliver an average of 20	Strategy & Development	On track The final figure for affordable housing units delivered is collated at the end of the financial year. However, it is anticipated that this target will be exceeded due to

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q2 2022/23 Progress Update	
units of affordable homes each year.	Cllr Peake		<p>the number of commitments for affordable homes on existing planning applications that the Council has received.</p> <p>The Council continues to work with developers to encourage the provision of affordable housing across the District.</p>
ECO.07 - Deliver 150 new homes through the Bolsover Homes Programme by March 2024	Strategy & Development Cllr Peake	On track	<p>Following the collapse of RWL construction the decision was quickly taken at Leadership/Executive level to directly employ a number of former RWL staff who were key to our delivery. This has happened and we now have an internal team to lead on design, and manage sites for BDC. This has resulted in works re-starting at The Woodlands and mobilisation being undertake to start on site at Market Close, Shirebrook. This has been an amazing effort by the Property Services Manager and team and has prevented the significant delays being experienced by other organisations.</p> <p>Design work continues on the schemes detailed below with BDC now directly delivering these schemes using the existing subcontractor network.</p>
ECO.10 - Working with partners to grow the visitor economy, the number of tourists and the amount of tourism spending in the District by 2024	Strategy & Development Cllr Downes	On track	<p>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.</p>

Bolsover District Council

Meeting of the Executive on Monday 5th December 2022

Alterations & Extension at 33 Harlesthorne Avenue, Clowne

Report of the Portfolio Holder for Housing & Community Safety

Classification	This report is Public
Report By	Catherine Platts Building Surveyor/ Contract Administrator 01246 242249 catherine.platts@bolsover.gov.uk
Contact Officer	Catherine Platts Building Surveyor/ Contract Administrator 01246 242249 catherine.platts@bolsover.gov.uk

PURPOSE/SUMMARY OF REPORT

To seek approval for the appointment of a Contractor to undertake the demolition works to the rear of 33 Harlesthorne Avenue, Clowne and the construction of an extension and alterations to 33 Harlesthorne Avenue, Clowne.

REPORT DETAILS

1. Background

- 1.1 Housing Services have identified a need for a suitable property in the area to provide accommodation for a family with welfare requirements. The intended family are currently living in a terraced property at New Bolsover which is unsuitable for access due to the stairs and absence of a wet-room. A suitable property is required to be single storey for access and a minimum of 3 bedrooms. No. 33 Harlesthorne Avenue was identified as a potential property to extend and adapt as it is a void property with sufficient land surrounding provided by the garage site.
- 1.2 The project includes for demolishing the garage site to the rear to incorporate this space into the boundary of the property. This will allow the 2 bedrooomed semi-detached bungalow with attached single skin offshoot to be converted into a 3/4 bedrooomed bungalow with wet-room and family kitchen-diner area.
- 1.3 Working in conjunction with the Procurement Team, the works were tendered in accordance with Council procedures.

- 1.4 1 Nr. tenders were received and was evaluated on 1st November 2022. Ven Construction Ltd scored 96 out of 100, and for the tendered sum of £123,725.

2. Details of Proposal or Information

- 2.1 The extension will be of traditional brick construction with a truss roof to match existing. The property has been designed that it can be adapted in future to provide either 3 or 4 bedrooms to fit the needs of the tenant in occupation.
- 2.2 The proposal is made necessary that there are no other vacant properties in the area that are suitable for families with disabled members.

3. Reasons for Recommendation

- 3.1 The evaluation group were in unanimous agreement that this tender represented a high quality submission received from Ven Construction Ltd.

4 Alternative Options and Reasons for Rejection

- 4.1 None.

RECOMMENDATION(S)

- 1 It is recommended that Ven Construction be awarded Contract to carry out the demolition, alteration and extension works at 33 Harlesthorne Avenue, Clowne in accordance with tendered specification and following tender evaluation.
- 2 That progress on this contract will be reported through the Housing Stock Management Group.

Approved by Portfolio Holder for Housing, Councillor Sandra Peake

IMPLICATIONS:

Finance and Risk: Yes ☒ No ☐

Details:

This scheme is contained within the approved capital programme for the Housing Revenue Account.

The investment in improved alterations will provide suitable accommodation in the area for the foreseeable future as the property can be easily adapted if the occupants / requirements change.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☒ No ☐

Details:

The procurement of these works has been undertaken in compliance of standard council procedures. Industry standard contract documentation will be prepared for both parties to sign prior to commencement of works. The issue of sensitive data such as names, addresses and contact numbers of council tenants while

undertaking this project shall comply in full with council and data protection policy guidelines.

On behalf of the Solicitor to the Council

Environment:

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

Details:

The extension and alterations will be constructed to current insulation standards, along with new windows and doors, and updated central heating which will reduce energy consumption and the carbon footprint of the property.

Staffing: Yes ☐ No ☒

Details:

The works will result in no direct staffing implications.

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>	No
<p>Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)</p>	No

District Wards Significantly Affected	Clowne
<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>Ward Members</p>

Links to Council Ambition: Customers, Economy and Environment.
<p>Links to Customer aims as will improve suitability of accommodation and provide a bespoke property in the area for the future.</p> <p>Links to Environment as adaptations will be carried out to current Building Regulations and with a waste management / recycling plan. The garage site to the rear will become enclosed garden space, remediating the area of hardstanding and creating habitat for local flora/fauna.</p> <p>Links to Customers, Economy and Environment as the property has been designed so it can be easily adapted between a 3 and 4 bedroomed property, saving on future alteration costs (financially and environmentally) if the circumstances / occupants change. In addition, customers are less likely to be subject to the bedroom tax.</p>

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>

Rpttemplate/BDC/021122

Bolsover District Council

Meeting of the Executive on Monday 5th December 2022

Bolsover Homelessness and Rough Sleeping Strategy 2022-2027

Report of the Portfolio Holder for Housing

Classification	This report is Public
Report By	Victoria Dawson, Assistant Director Housing Management and Enforcement , 01246 242231
Contact Officer	Victoria Dawson, Assistant Director Housing Management and Enforcement , 01246 242231

PURPOSE/SUMMARY OF REPORT

The purpose of this report is for Executive to consider, approve and adopt the Bolsover Homelessness and Rough Sleeping Strategy.

REPORT DETAILS

1. Background

- 1.1 In 2016, Bolsover District Council, jointly with Chesterfield Borough Council and North East Derbyshire District published a North Derbyshire Homeless Strategy. This was updated in 2019 to become a North Derbyshire Homelessness & Rough Sleeping Strategy.
- 1.2 In October 2021, the Council approved a standalone North Derbyshire Rough Sleeping Strategy with the intention being to merge both strategies into one comprehensive Homelessness Prevention and Rough Sleeping Strategy following a review in 2021. This work has been delayed due to the Covid-19 pandemic and the resulting impacts upon services.
- 1.3 The Homelessness Reduction Act (2017) is now fully embedded and this legislation has enabled councils to do much more for people facing homelessness. The Government are committed to ending rough sleeping by 2024 and this new strategy is fully in keeping with the positive spirit of the homelessness legislation and the ambition of the Government's target.
- 1.4 The pandemic and subsequent response by all of The District and borough authorities in Derbyshire has brought about creativity, innovation, improved partnership working and a wide recognition of the link between homelessness and health.

- 1.5 Through our co-ordinated approach to tackling homelessness and service delivery we have seen improved outcomes for many people across North Derbyshire with long and complex histories of homelessness.
- 1.6 The strategy makes reference to the new Domestic Abuse Act (2021) and contained within the list of priority actions are proposals to increase support and easier access to accommodation for abuse victims.

2. Details of Proposal or Information

- 2.1 The new Bolsover Homelessness and Rough Sleeping Strategy is attached at Appendix 1. Its core aim is to break down system blockages, and argues that a multi-disciplinary approach is needed to make systems work better and that services are flexibly designed around the needs of our customers.
- 2.2 The strategy has been developed through close collaboration between the Derbyshire Homelessness Officers Group (DHOG), and a wide range of partner agencies to ensure that we “working collaboratively to prevent and reduce homelessness – making it everyone’s responsibility.”
- 2.3 The strategy will meet the vision and aims through the delivery of 4 clear priorities:
 1. Make homelessness everyone’s responsibility through a system wide approach
 2. Prevent homelessness and respond through early intervention and personalised solutions
 3. End rough sleeping and repeat homelessness
 4. Develop sustainable supported and settled housing solutions
- 2.4 The strategy will serve as the Council’s main homelessness & rough sleeping strategy for 5 years.

3. Reasons for Recommendation

- 3.1 By adopting this strategy we will be able to meet the continued challenges ahead such as meeting the needs of those with multiple and complex needs and the coming issues related to the increases in the cost of living.

4. Alternative Options and Reasons for Rejection

- 4.1 Not to approve the recommendation to implement the proposed strategy. It should be noted that the Council would be in breach of its legal requirement to have a published Rough Sleeper Strategy in place.
- 4.2 Not to approve the implementation of the proposed strategy would have a negative impact on the health and wellbeing of considerably vulnerable individuals. The strategy provides a co-ordinated framework for the delivery of essential services to protect the wellbeing of rough sleepers

RECOMMENDATION(S)

That Executive, consider, approve and adopt the Bolsover Homelessness and Rough Sleeping Strategy 2022-2027.

Approved by the Portfolio Holder for Housing, Councillor Sandra Peake

IMPLICATIONS:

Finance and Risk: Yes ☐ No ☒

Details:

There are no financial implications arising from the Strategy.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☐ No ☒

Details:

As set out in the report.

On behalf of the Solicitor to the Council

Environment:

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

Details:

Staffing: Yes ☐ No ☒

Details:

There are no staffing implications contained within the 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"/> Please indicate which threshold applies	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No

District Wards Significantly Affected	No
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: Portfolio Holder

Links to Council Ambition: Customers, Economy and Environment.
Customer Services

DOCUMENT INFORMATION	
Appendix No	Title
1	Bolsover Homelessness & Rough Sleeping Strategy

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 Homelessness and Rough Sleeping Strategy

2022 – 2027



**Derbyshire
Homelessness
Officers Group**



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Introduction

This Bolsover Homelessness and Rough Sleeping Strategy signifies a transformation in our response to homelessness. Through this strategy we want to ensure a whole system approach whereby homelessness is everyone's responsibility. The development of this strategy has been commissioned by us to ensure a collaborative and innovative approach to transforming our response to homelessness.

This strategy has been developed at a time of significant pressures – including the recovery from the pandemic, the war in Ukraine, the largest increases in the cost of living witnessed in 10 years, and inflation at the highest level in 40 years. This is set against a backdrop of an increasingly unaffordable housing market and national increases in homelessness levels. The challenges we are facing are significant – and that is why it is more imperative than ever to have a strategic response to tackling homelessness across Bolsover and Derbyshire.

It is widely recognised that homelessness, in its causes and consequences, is a cross-cutting issue, which cannot be tackled by one agency alone. In order to effectively prevent and respond to homelessness it is essential that all partner agencies work collaboratively together in an integrated way to both address the underlying causes that have led to homelessness, but also develop a system that meets the needs of this, often vulnerable, client group in a coordinated way.

The homelessness response to the COVID-19 pandemic has seen a collective partnership approach to protecting the most vulnerable members of our communities. Through our response to the pandemic we have demonstrated what working together can achieve and there is strong evidence to show that our actions have saved lives and prevented hospital and intensive care admissions.

This unprecedented challenge has led to creativity, innovation, improved partnership working, and a wider recognition of the intrinsic link between homelessness and health. Through a co-ordinated approach to service delivery we have witnessed improved outcomes for some of our clients with



long and complex histories of homelessness.

Through this strategy we want to build upon this collaborative approach and create a new normal that breaks down current blockages within the system, ensuring a multi-disciplinary approach designed around the needs of customers.

We now have a unique opportunity to ensure that systems change permanently. Through this strategy we want to ensure that there is a legacy; changing the way homelessness and wider services are designed, commissioned, and delivered across Derbyshire.

This strategy also provides a platform to work in partnership to meet the complex and multiple needs that some individuals experiencing homelessness present with – over recent years we have witnessed a stark increase in the complexity of need that people are presenting with. The solution to homelessness is rarely ever just a home and through the implementation of this strategy we will develop a multi-disciplinary approach that seeks to address the underlying causes of homelessness and the wider support needs that people experience, alongside developing clear pathways between services.

This strategy sets out a clear and ambitious plan to transform our response to homelessness and has been developed through close collaboration between the Derbyshire Homelessness Officer's Group (DHOG), Derbyshire County Council, Public Health, NHS, Police, Probation, and a wide range of partner agencies.

The success of its delivery will rest upon the

ongoing commitment of all of these organisations to meet our vision, and to ensure that homelessness is everyone's responsibility and the response that we saw during the pandemic becomes the new normal.

Whilst the ambitions of this Strategy are to collaborate to ensure consistent and high quality provision to meet the needs of the people of Derbyshire, there will still be a need for individual local authorities to undertake localised projects to meet the individual needs of their specific communities.

Building on Success: Derbyshire Homelessness Officers Group

Derbyshire Homelessness Officers Group's (DHOG) purpose is to promote homelessness reduction and prevention through strategic leadership and the development and commissioning of improved and integrated homelessness services in the County. DHOG's mission is to make homelessness, and the causes of homelessness, everyone's responsibility.

DHOG is made up of homeless leads from the 9 District and Borough Authorities (including Staffordshire Moorlands), together with representatives from Public Health and Derbyshire County Council.

DHOG recognises that this Strategy sets out an ambitious plan and vision for tackling homelessness over the next five years, and to successfully deliver this will require significant commitment from all of the Local Authorities and our key partners. However this strategy is built upon a successful partnership, which has a unique reputation for getting things done, and bringing about collaboration and change.

The response to the pandemic has crystallised the impact that a joint and collaborative approach can have, and the combined effort of all DHOG partners ultimately saved lives. Our response included:

- Jointly commissioning the use of a local hotel to provide emergency accommodation.
- Securing match funding of £86,000 from Derbyshire County Council in order to pool COVID-19 emergency funds to enable a collaborative approach.



- Bringing together partners from the NHS, public health, adult social care, police, substance misuse services and the charitable sector to provide support to those accommodated as part of the crisis response.
- Establishing a 'Keeping Everyone In Service' (KEIS) to continue to provide accommodation and support to clients with severe and multiple deprivation, securing funding from a wide range of partners.
- Development of the Mount Cook Winter provision to provide emergency cold weather provision, with multi-agency support available on site.

Other achievements and successes of DHOG include:

- Derbyshire Move-on support protocol.
- Joint commissioning on an integrated ICT solution to meet the requirements of the Homelessness Reduction Act 2017.
- Co-ordination of rough sleeper counts across Derbyshire and Staffordshire Moorlands.
- Successful Rough Sleeper Initiative funding bid to provide outreach services across Derbyshire.
- Joint commissioning of a countywide out of hours service
- Joint commissioning of Call B4U Serve to prevent homelessness from the private rented sector



- These achievements provide us with a solid platform of collaboration to meet the ambitions set out in this strategy.
- Effective and successful partnership established with the Derbyshire Law Centre to deliver the Homelessness Prevention and Court Desk liaison services.

These achievements provide us with a solid platform of collaboration to meet the ambitions set out in this strategy.


Our Vision

Our Vision for Homelessness across Derbyshire

We recognise that many of the challenges we face in tackling homelessness are common across the whole of Derbyshire, and therefore this Strategy provides us with a platform upon which to transform homelessness services across Derbyshire. We recognise that the impact that we have when we work together is greater and we can achieve more. Together we are stronger.

Through this Strategy we aim to:

- Create, share, and replicate best practice and innovation in responses to homelessness and its prevention across Derbyshire.
- Commission and develop joint services and improve collaboration wherever possible.
- Prevent homelessness across the whole system by intervening earlier and developing individual solutions.
- Respond to homelessness by ensuring individuals have prompt access to homes and tailored support.
- Secure system wide transformation of all services in recognition that homelessness is everyone's responsibility.
- Increase the range of affordable housing options available across Derbyshire.
- Develop a better understanding of the causes of homelessness through improved data capture across the sub region.



Working collaboratively across Derbyshire to prevent and reduce homelessness – making it everyone's responsibility.

Meeting our vision

Transforming our Approach

This Strategy sets out an ambitious plan for transforming our response to homelessness within Bolsover. The scale and complexity of the challenges that face the partnership over the lifetime of this strategy cannot be underestimated; these challenges include the recovery from the pandemic, high increases in the cost of living, national increases in homelessness and rough sleeping, and pressures on budgets – set against an increasingly unaffordable housing market.

Through the delivery of the Strategy we will continue to work closely with partners to develop a new approach to responding to homelessness that focuses on preventing homelessness at the earliest opportunity, while providing rapid housing responses to those that need them. We will work to embed homelessness prevention approaches across all public services.



To meet the vision and aims of the strategy there is a need to transform service delivery through the following principles:

Collaboration

A collaborative partnership approach is fundamental to being able to effectively tackle homelessness. This Strategy is a multi-agency document and has been developed with partners to tackle the underlying causes of homelessness, create effective pathways out of homelessness, and design out system blockages.



Making homelessness everyone's responsibility

We are clear that all agencies have a responsibility to prevent homelessness. We will work with partners and local communities to ensure that the factors that lead to homelessness can be better understood and identified, with effective pathways into preventative services in place, and clear and accessible referral mechanisms. We aim to embed this approach across Derbyshire, significantly reducing crisis presentations and ensuring effective homelessness prevention interventions, partnerships and pathways are in place.

A personalised approach

We recognise that people experiencing homelessness are individuals and have different and unique circumstances and needs. Through this Strategy we intend to deliver solutions that are tailored to the individual needs of people. Our approach is to recognise the strengths and assets that individuals have, and we will build upon these strengths, empowering individuals, and ensuring a trauma informed approach across all key services.

Strategic Priorities

This Strategy will meet the vision and aims through the delivery of 4 clear priorities:

1. Make homelessness everyone's responsibility through a system wide approach

- Secure System-wide commitment to transform services in recognition that homelessness is everyone's responsibility.
- Embed homeless prevention across public services.

2. Prevent and respond to homelessness through early intervention and personalised solutions

- Intervene earlier to ensure opportunities for homeless prevention are maximised with effective and targeted tools in place.
- Promote customer choice in developing bespoke housing solutions.



3. End rough sleeping and repeat homelessness

- Deliver a multi-agency, trauma informed approach to meet the multiple and complex needs of individuals through multi-disciplinary interventions
- Develop targeted rough sleeping prevention services and rapid accommodation and support
- Prevent repeat homelessness through individually tailored accommodation and support options.

4. Develop sustainable supported and settled housing solutions

- Advocate for higher standards in the regulation of supported housing at a national level
- Develop, improve, then maintain the standards and management of supported housing provision to meet the needs of our homeless population
- Improve access to affordable, quality, private sector homes to respond to homelessness
- Secure commitment from social housing providers to tackle homelessness as a corporate priority
- Ensure an adequate supply of temporary accommodation and minimise the use of B&B accommodation.

The Strategy sets out how these strategic priorities will be delivered.



Make homelessness everyone's responsibility through a system-wide approach

In order to be able to meet the vision of this Strategy we intend to develop a clear Derbyshire Homelessness Charter for partner agencies to be sign up to.

The Charter will set out our vision for homelessness and ask partner agencies to sign up to this and make a pledge as to what they can do to help us achieve the vision. Building upon this we will explore the feasibility of developing a commitment from partners to collaborate to prevent homelessness in order to embed homeless prevention across public services. In the meantime we will streamline the existing duty to refer process to ensure timely and quality referrals.

We know that there are currently missed opportunities across the system to prevent homelessness; a wide range of agencies have opportunities to reduce housing crisis amongst

the clients that they work with. We can achieve this by working in a more joined up way to identify those individuals that are at a greater risk of homelessness. By working to identify the triggers for homelessness and ensuring that agencies can recognise the indicators of housing stress, we can ensure that partner agencies are equipped to prevent homelessness and make appropriate timely referrals. We are clear that homelessness is everyone's responsibility, and by all agencies accepting this responsibility we can transform our approach to homelessness across the District.

While it is widely recognised that there are strong correlations between homelessness and severe physical and mental health conditions, alongside significantly reduced life expectancy, the pandemic has crystallised the links between health and homelessness like never before.



**Embed
homeless
prevention
across public
services**



**Secure system-
wide commitment to
transform services
in recognition that
homelessness
is everyone's
responsibility**

We will work to improve access to health services for people experiencing homelessness to address both immediate and longer term needs, while recognising that people experiencing homelessness may not find it easy to access mainstream service provision.

It is acknowledged that there are currently barriers within the current system that often mean that individuals experiencing homelessness with complex needs aren't always able to access the wider services that they need to, including mental health, substance misuse, and adult social care services. Often individuals with complex and multiple needs fail to attend appointments at specific locations and times, or engage with the necessary services, this can result in them being discharged from services. We will work closely with Public Health, the Primary Care Trust, Derbyshire Foundation Trust, and Derbyshire County Council to ensure that services are accessible to those experiencing multiple and severe deprivation and that individual outcomes are improved.

We will work closely with all social housing providers to end evictions into homelessness, through the development of pre-eviction protocols and encouraging landlords to sign up to the principles of Homes for Cathy.

Some areas of the district are rural and as such homelessness in these areas is often hidden. People who are experiencing homelessness or in housing difficulty are more likely to try and make temporary arrangements with family and friends, compared with more urban areas with greater



provision available. We will undertake research into the nature and extent of rural homelessness across the District and raise awareness within rural communities of the help and support that is available to people who are at risk of experiencing homelessness.

This Strategy provides the opportunity to develop more consistent approaches to how each Local Authority delivers their housing options and homelessness services, including learning from, sharing, and replicating best practice and innovation.

We will also ensure that data informs and underlies everything that we do. We will ensure that we collect data more effectively across the wider system and use this data to improve targeted interventions and joint approaches.



Actions

In Partnership with the Derbyshire homeless officers group we will make homelessness everyone's responsibility through a system-wide approach

1. Gain commitment from partner agencies across Derbyshire to develop a Homelessness Charter together.
2. Assess the feasibility of a Commitment to Collaborate in order to embed homeless prevention across Derbyshire's statutory and voluntary services.
3. Identify the key triggers for homelessness and work with partners to ensure that they are equipped to prevent homelessness and/or make seamless referrals where necessary.
4. Streamline the Duty to Refer referral system and work with partner agencies to improve the timeliness and quality of referrals.
5. Develop a Countywide Homelessness Forum as a vehicle for delivering the Countywide Homelessness Strategy.
6. Seek to better understand the health needs of the homeless population through a health needs audit with partners.
7. Improve access to health services and health outcomes for individuals experiencing homelessness, by working with partners.
8. Work with Derbyshire County Council, the Primary Care Trust, Derbyshire Foundation Trust, and Public Health to influence and inform the commissioning and delivery of mental health, substance misuse, and adult social care services to ensure they are accessible and meet the needs of clients experiencing homelessness with complex and multiple needs.
9. Seek that stock holding authorities sign up to the principles for Homes for Cathy.
10. Encourage all social housing providers to become a member of Homes for Cathy.
11. Evaluate the extent of rural homelessness across the area and the need for a specific public awareness campaign within rural communities.
12. Identify opportunities to create more consistent approaches and promote best practice in the delivery of housing options services.
13. Develop a common referral form to access supported housing services across Derbyshire.
14. Ensure that data is captured widely and effectively across the system to understand homelessness and the wider determinants, and that this data is used to improve interventions and joint approaches.



Prevent and Respond to Homelessness Through Early Intervention and Personalised Solutions

We have had significant success in both preventing and relieving homelessness following the implementation of the Homelessness Reduction Act 2017, but we recognise that we can always do more.

By acting quicker and earlier to identify problems alongside the provision of high-quality advice, assistance, and advocacy, we will ensure people have the best chance of staying in their home. We will also develop a greater understanding of the impact of wider social issues such as childhood poverty and disadvantage, unemployment, poor health and wellbeing, and lack of access to affordable, decent homes. We believe this will greatly increase the chances of positive outcomes for people at risk of experiencing homelessness.

Alongside our intention to promote the earliest possible prevention by embedding homelessness prevention awareness and information through a multi layered, whole system, partnership approach, we are committed to ensuring all Housing Options services work with individuals prior to the statutory 56-day threat of homelessness. We will work with people at the earliest possible point to ensure that opportunities for prevention are maximised, this will include undertaking an awareness raising campaign encouraging people to seek help at the earliest point.

In order to ensure that we are able to deliver personalised housing solutions we will develop an integrated homelessness and wellbeing assessment which will identify the wider support and wellbeing areas that people need help with alongside understanding their strengths and aspirations.

We will continue to work with partners to develop and deliver effective, targeted, and consistent homelessness prevention services targeted at the main causes of homelessness – in particular we will undertake research into the causes of family evictions in order to gain an in depth insight into this area and develop targeted interventions accordingly. We will work with key partners to ensure that a range of joint protocols are in place to prevent homelessness and create clear pathways out of homelessness.

Intervene earlier to ensure opportunities for homelessness prevention are maximised with effective and targeted tools in place.

Promote customer choice in developing bespoke housing solutions.

It is anticipated that increases in the cost of living will lead to people finding it increasingly difficult to meet their housing costs. We will ensure that a range of measures are in place to prevent homelessness linked to the wider economy, increases in the cost of living, and the recovery from the pandemic. We will work in partnership to ensure adequate services are in place to improve people's financial capability, including accessing education, employment and training. We will also ensure that there are targeted interventions to support both tenants and landlords in order to minimise evictions from the private rented sector.

Following the enactment of the Domestic Abuse Act 2021 we will work closely with Derbyshire County Council to meet the requirements of the Act, and ensure that for those experiencing domestic abuse there are a range of options and choice available to assist them in having a safe home to live in.

The months ahead are going to be very hard with soaring food and energy prices on top of extortionate and rising rents. If struggling families are to stand a chance at recovery, the government has to build decent social homes - it is the only solution to homelessness that will last."

The impact of homelessness on families with children can be significant – not only do children feel an overwhelming sense of displacement having lost a sense of home, experiencing homelessness and living in emergency accommodation can impact upon access to healthy meals, limited access to bathrooms and laundry facilities, potentially having to move away from family, schools, and wider support networks. Experiencing homelessness can also lead to severe emotional trauma.

With increases in the cost of living there will be an increase in the number of children living in poverty, an increase in families being able to meet their housing costs, and a very likely increase in homelessness amongst families.

We will work closely in partnership with a range of agencies including Children's Services to minimise the detrimental impact of homelessness on families, specifically children.

Actions

What we will do to prevent and respond to homelessness through early intervention and personalised solutions

1. Consider research projects into the impact of wider social issues on homelessness where shared partnership approaches are central to resolving them. Prioritise projects and seek resources for these based on impact and extent of existing research.
2. Commit to working to prevent homelessness prior to 56 days (in advance of any statutory duty), and where funding allows develop a specialist early intervention project.
3. Undertake an awareness raising campaign focusing on homeless prevention, encouraging individuals to seek help at the earliest point.
4. Work with partners to develop an integrated homelessness and wellbeing assessment.
5. Work with Derbyshire County Council to meet the requirements of the Domestic Abuse Act 2021, including ensuring that there is a range of housing options, choice and information available to those experiencing domestic abuse.



6. React accordingly and ensure a range of measures are in place to prevent homelessness linked to the wider economy and increases in the cost of living.
7. Work with partners to ensure access to services to improve customer's financial capability – including access to education, training, and employment.
8. Commit to improving prevention toolkits across Derbyshire.
9. Work with partners to better understand the nature and extent of family evictions, and develop targeted preventative tools accordingly.
10. Work to maximise preventions from the private rented sector through the development of targeted interventions.
11. Explore the viability of creating a county-wide private landlords forum in order to improve landlord participation and engagement.
12. Develop a supported housing pre-eviction protocol in partnership with providers.
13. Develop a prison release protocol.
14. Secure support from leadership at relevant hospitals to develop discharge protocols with Derbyshire councils.



15. Develop a Young Persons Positive Pathway with Children's Services to include a joint protocol for 16/17 year olds.
16. Work in partnership with Children's services and other key agencies to minimise the detrimental impact of homelessness on children.



End rough sleeping and repeat homelessness

Through this strategy we are committed to ensure that we can end the need for anyone to sleep rough across the District. Rough sleeping is harmful to both individuals and communities and we believe that no one should have to sleep on the streets.

We will deliver a reduction in rough sleeping and address the multiple harms it brings to individuals and communities through rapid intervention to offer a route off the street for all, improving health and wellbeing, and tackling street activity associated with rough sleeping.

Develop targeted rough sleeping prevention services and rapid accommodation and support

If we are to minimise the considerable harm caused by rough sleeping, the most important thing we can do is to prevent it from happening in the first place. However, we can't do this in isolation, rather, we need to ensure that the right support is in place from other key agencies, including health services, adult social care, prison, probation, police, the care system and the Job Centre working together to support the most vulnerable, with services in place that prevent people ending up in crisis.

Prevent repeat homelessness through individually tailored accommodation and support options

Deliver a multi-agency, trauma-informed approach to meet the multiple and complex needs of individuals through multi-disciplinary interventions

We will identify the key triggers that lead to rough sleeping, and work with partner agencies to ensure that these key triggers and risk factors are identified, and referrals are made. We will also ensure that effective preventative work is targeted at groups who have a greater likelihood of experiencing homelessness and rough sleeping.

We will provide a rapid intervention for all rough sleepers which will offer a route off of the streets for everyone, through an assertive outreach service, that works effectively and rapidly with those new to the streets – alongside supporting more entrenched rough sleepers into accommodation and support and providing supported reconnections to those from out of area.

We will ensure that no one in Bolsover has to sleep rough through the creation of a clear accommodation pathway from the streets into a range of accommodation options, including exploring the feasibility of a Countywide assessment centre. We will also create specialist winter provision, building upon the success of the Mount Cook project – which provided both accommodation and multi-agency support under one roof.

While rough sleeping is the most visible form of homelessness, and one that creates the greatest risk of harm, we recognise that across the majority of Derbyshire Local Authority areas rough sleeping levels are low; however there has been over recent years an increase in the number of individuals with complex and multiple needs who have a history of repeat homelessness across all areas of Derbyshire.

For many people experiencing homelessness is not just a housing issue, it is closely linked with complex and chaotic life experiences, often having their roots in entrenched disadvantage, and leaving people socially and economically excluded.

We cannot successfully tackle homelessness and rough sleeping without addressing the multiple needs of clients, and to do this we must work in partnership.

Through the establishment of a Multi-Disciplinary Team we aim to deliver assertive and co-ordinated services to those clients with the most complex needs to ensure a holistic and collaborative approach to responding to their homelessness and the wider support and health issues that they experience, breaking down some of the



existing system blockages and preventing repeat homelessness from occurring.

We recognise that homelessness in adults is more likely amongst those who have experienced a history of childhood adversity and poverty. We are committed to working to develop trauma-informed approaches to delivering homelessness services and ensuring that existing systems do not result in retraumatising individuals.

Many of the current rough sleeping and complex needs services across Derbyshire are funded through Rough Sleeper Initiative (RSI) funding from central Government which is only confirmed until 2025. Over the first two years of this strategy we will assess the impact and outcomes of the RSI funded projects, including a cost benefit analysis –working to develop a business case to secure future ongoing funding for these essential services which are critical to our aim to end rough sleeping.

While rough sleeping is the most visible form of homelessness, the COVID-19 pandemic has revealed the true extent of hidden homelessness across the County, individuals living in insecure accommodation, vulnerably housed and/or sofa surfing. We will undertake research to understand the nature and scale of hidden homelessness across Derbyshire and develop targeted interventions.

We will also work in partnership to develop specialist services for families with complex needs to prevent repeat cycles of homelessness occurring, with the aim of tackling inter-generational homelessness.

Actions

What we will do to end rough sleeping and repeat homelessness

1. As part of the Rough Sleeping Initiative, develop a targeted prevention approach to prevent the flow of new rough sleepers on to the street.
2. Develop a multi-disciplinary team to work to deliver assertive and coordinated services to rough sleepers and individuals experiencing homelessness with multiple, complex needs, with a focus on preventing repeat homelessness.
3. Explore how we can provide a rapid offer of off the street accommodation so that no-one has to spend a second night on the streets.
4. Explore the feasibility of developing an assessment centre to provide off the street accommodation for rough sleepers.
5. Plan and develop specialist winter provision for future winters.
6. Develop a supported reconnection policy to support rough sleepers to return safely to their home areas.
7. Assess the impact and outcomes of the Rough Sleeper Initiative funded projects, and develop a business case to secure future funding, including a detailed cost benefit analysis.
8. Develop an alternative giving campaign, and work to promote public awareness around rough sleeping and begging, where there is evidence that the issues exists.
9. Develop specialist education, employment, and training opportunities for those with a complex history of homelessness and rough sleeping.
10. Gather evidence and consider research projects into
 - The extent of dual diagnosis within the homelessness population in order to create an evidence base to work with commissioners to create new service pathways.
 - The nature and scale of hidden homelessness.
 - The nature and scale of intergenerational homelessness across Derbyshire.
 - Prioritise those projects needed based on impact and seek funding to progress them.



Develop sustainable supported and settled housing solutions

We want to maximise every mechanism to increase the number of affordable housing options available across Bolsover to both prevent and relieve homelessness ensuring long-term solutions to people's housing situation. A range of accommodation options is needed across the social, affordable private and supported sector to cater for a wide range of housing needs.

We will work with all social housing developers to increase the provision of appropriate and affordable social housing to meet the identified need in each area.

The private rented sector plays an increasingly critical role in meeting the housing needs of those who are experiencing homelessness or threatened with homelessness.

There are clear opportunities to increase access to the private rented sector through the development of an attractive and comprehensive Derbyshire landlord offer, alongside this we will explore the feasibility of developing a countywide private sector leasing scheme.

Supported housing has an important role to play in meeting the housing and support needs of clients who are not ready to live independently. However, this must provide quality accommodation with good support. Increasingly we are seeing a rise in unscrupulous landlords taking advantage of the exempt accommodation rules and failing to provide the necessary levels

Develop, improve, then maintain the standards and management of supported housing provision to meet the needs of our homeless population

Improve access to affordable, quality, private sector homes to respond to homelessness

Secure commitment from social housing providers to tackle homelessness as a corporate priority

of support or expected standards of tenancy management. Through this Strategy we will advocate at a national level for higher standards in the regulation of supported accommodation. We will work closely with Adult Social Care to protect and safeguard the most vulnerable residents of supported accommodation.

Locally we will develop a Charter of Rights and Responsibilities for exempt accommodation, we also recognise we have many good private landlords of exempt accommodation, and we will support them to achieve Registered Provider status.

To ensure that supported housing provision is able to meet our customers' increasingly complex and multiple needs, we will undertake a detailed needs assessment of housing related support services, to understand the current and future needs of our residents. This will provide the basis for a robust delivery strategy.

DHOG is committed to investing in a supported housing model that acts as a place of change. We will work with the Derbyshire County Council to develop appropriate housing for clients with complex, multiple and care needs, ensuring that provision and support is psychologically informed, and builds upon the assets of the individuals supported.

We will also work closely with Derbyshire County Council to develop provision for those experiencing domestic abuse, including rapid safe provision together with advocacy support.

Advocate for higher standards in the regulation of supported housing at a national level

Where homelessness cannot be prevented, temporary accommodation is an essential part of a household's journey out of homelessness. There has been an increase in the use of temporary accommodation across Derbyshire over the last three years, including increases in the use of bed & breakfast accommodation, this is partly linked to the response to the pandemic.

By ensuring a continued focus on early intervention and prevention work we aim to reduce the flow of new placements into temporary accommodation. However, as a District we need to ensure that we have a sufficient supply of temporary accommodation to meet demand, of the right type and in the right place. This will be essential to avoid the high use of B&B.

In order to achieve this we will undertake a review of temporary accommodation identifying future need and an options appraisal for future delivery arrangements. We will also explore the feasibility of jointly commissioning nightly paid accommodation as an alternative to B&B.

Ensure an adequate supply of temporary accommodation and minimise the use of B&B accommodation



Actions

What we will do to develop sustainable supported and settled housing solutions

1. Work towards increasing the provision of appropriate, affordable social housing.
2. Following consultation with private landlords develop a comprehensive and attractive countywide landlord offer.
3. Explore opportunities to develop a countywide private sector leasing scheme
4. Review exempt supported accommodation leading to:
 - A needs assessment.
 - A charter of rights and quality standards.
 - Support for accommodation providers becoming Registered Providers.
 - Advocating at a national level for better regulation.
 - A delivery strategy.
5. In partnership with Derbyshire County Council, develop appropriate housing provision for clients with complex, multiple and longer-term care needs where funding permits.
6. Work with current exempt supported accommodation providers to achieve Registered Provider status.
7. Carry out a review of the use of temporary and interim accommodation:
 - Identifying future need and an options appraisal for future delivery arrangements, including the option of nightly paid emergency accommodation.
 - Explore opportunities for a countywide temporary accommodation forum.



Transforming our approach to homelessness

Delivering our Homelessness and Rough Sleeping Strategy

In order to deliver the priorities that we have set out in this Strategy we need to continue to work closely with our key partners to ensure that across Derbyshire we have the expertise, services, provision, resources, partnerships and infrastructure to deliver the Strategy.

The Strategy and its action plan will be reviewed annually so that it is responsive to emerging needs, alongside policy, and legislative changes.

While Derbyshire Homelessness Officers Group will lead on the delivery of the strategy, it is essential that it joins up with over workstreams across the County. DHOG will report into the County's Housing and Health Systems Group, who will adopt the Strategy as priority 2 of their own work plan. The Housing and Health Systems Group operates as a coalition of partners who share good practice and expertise around housing and health, as well as explore external investment opportunities and work towards a joined-up system.

The delivery of the Strategy will be governed by Derbyshire's Health and Wellbeing Board, ensuring the intrinsic link between homelessness and health is fully understood and cementing the partnership approach required to deliver the Strategy.

We will also ensure that the Homelessness Strategy continues to feed into the Place Board and the seven Place Alliances, joining up housing, health, care and community support.

This strategy will be complemented by a detailed delivery action plan and we will work closely with all of our key partners to agree the detail on how our priorities can be met. We will annually review the strategy action plan to ensure that it remains relevant, up to date and responsive to new policy developments and external pressures.

We acknowledge that the plans set out within this Strategy are ambitious, however we are confident that with the full commitment from all of the Local Authorities and our key partners we can transform our response to homelessness across Bolsover and more widely, Derbyshire, and make homelessness everyone's responsibility.



Appendix 1: About Homeless Link

Homeless Link is the national membership charity for organisations working with people experiencing or at risk of homelessness in England. We aim to develop, inspire, support, and sustain a movement of organisations working together to achieve positive futures for people who are homeless or vulnerably housed.

Representing over 900 organisations across England, we are in a unique position to see both the scale and nature of the tragedy of homelessness. We see the data gaps; the national policy barriers; the constraints of both funding and expertise; the system blocks and attitudinal obstacles. But crucially, we also see – and are instrumental in developing – the positive practice and ‘what works’ solutions.

As an organisation we believe that things can and should be better: not because we are naïve or cut off from reality, but because we have seen and experienced radical positive change in the way systems and services are delivered – and that gives us hope for a different future.

We support our members through research, guidance, and learning, and to promote policy change that will ensure everyone has a place to call home and the support they need to keep it.

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Local Authority contacts

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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
- 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 via textphone or app on 0800 500 888 - 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.

Bolsover District Council

Meeting of the Executive on Monday 5th December 2022

MEDIUM TERM FINANCIAL PLAN – REVISED BUDGETS 2022/23

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 Executive approval of the 2022/23 revised budget for the General Fund, Housing Revenue Account and Capital Programme.

REPORT DETAILS

1 General Fund Revenue Account

- 1.1 The revised budget process is now complete and the proposed 2022/23 revised budget for the General Fund is attached at **Appendix 1**. The appendix shows the original budget for 2022/23 which was approved by Council in February 2022, the current budget which reflects budget transfers and approved changes during the financial year, and the proposed revised budget for 2022/23.
- 1.2 The revised budget on **Appendix 1** shows that Net Cost of Services has increased to £18.371m which is £1.204m above the original budget figures. This movement in the Net Cost of Services reflects committee approvals during the year to fund new expenditure, predominantly funded from either earmarked reserves, new grant allocations or new income received, since the original budget was set.
- 1.3 In addition this year, the Net Cost of Services has increased due to the effect of inflation largely on pay awards, utility bills and fuel costs. It has also been revised for increases in income where appropriate such as investment income. This is detailed further on in the report.
- 1.4 The original budget showed a funding deficit of £0.082m. The current budget position before changes from the revised budget process were included was a surplus of £0.132m. This included the council tax increase of £0.112m and the quarter 1 vacancy savings of £0.131m.

- 1.5 **Table 1** below shows the revised budget position for 2022/23. During the revised budget process, finance have worked with budget managers to review all income and expenditure. Additional budget savings were captured as well as unavoidable budget pressures. Government funding assumptions were updated where necessary and corporate costs such as debt charges and investment interest were also revised.

Table 1

	2022/23 Original Budget £000	2022/23 Current Budget £000	2022/23 Revised Budget £000
Budget Shortfall - MTFP Feb 2022	82	82	82
Efficiencies identified to date (removed from budget)	0	(214)	(214)
Net increase in expenditure/reduction in income (included in budget)	0	0	214
Current Budget Shortfall	82	(132)	82
Efficiencies Identified <u>not yet realised</u>	(112)	0	0
Pension costs to be funded by GF balance	(82)	(82)	(82)
Closing Budget Surplus	(112)	(214)	0

- 1.6 The revised budget funding gap is £0.082m which is the planned use of the general fund balance for 2022/23 as agreed in 2020/21. This was the £0.261m surplus which we added to the general fund balance in 2020/21 to fund the increased pension costs for each of the next 3 years.
- 1.7 The main variances between the current and revised budget positions (£0.132m surplus and £0.082m deficit) are given in **Table 2** below:

Table 2

	£000
Salary pay award	583
Planning fees – increase in income	(41)
Q2 Salaries variances and National Insurance reversal	(232)
Debt Charges/Investment Interest	(761)

<i>Table 2 continued</i>	£000
Net t/f to reserves including the NNDR Growth Protection Reserve	1,557
NNDR growth income from 2021/22 + 2022/23 nndr1	(959)
Strategic Alliance joint working cessation costs	175
Recycling contract costs	(156)
Utilities and Diesel	329
Support Services	(417)
Non-staff miscellaneous variances	136
Net increase in expenditure/reduction in income	214

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

- We have now had confirmation of the Local Government Services pay agreement for 2022-23. We estimated this increase as 2.25% or roughly £0.261m. The actual cost of £1,925 on each spinal column point was an increase of almost £0.600m more than we budgeted for. The reversal of the National Insurance increase and the change to the National Insurance thresholds has meant the increase in the salary cost budgets is a net one of £0.583m.
- The number of planning applications received so far this year means we've been able to increase the income budget by £0.041m.
- In the first 6 months of the year, £0.363m has been saved through vacancy management, maternity leave, changes due to restructuring and changes to National Insurance. Each vacancy is considered to ensure there is still a business need for it before recruiting. The requirements of the service are also considered to ensure no negative impact is caused by delaying or changing the staffing provision.
- Debt charges and investment interest budgets have been updated to reflect the 31st March position and this has resulted in combined reductions in cost of £0.761m. This is mainly due to the increases in bank base rate we've seen this year since we set the original budget.
- Net savings resulting from the revised budget process mean £1.552m more than estimated can be transferred to the NNDR Growth Protection Reserve. This reserve will be used to help mitigate against future changes to Government funding by allowing the flow of income back to general fund in a controlled and manageable manner. Net transfers to other reserves have increased by £0.005m.
- Our share of the business rates pool - redistributed growth, for 2021/22 was not known in time to be included in last year. Additionally, as is usual, the extra income calculated in the nndr1 return for the current year was not

included in the original budget. This is completed in January each year after the MTFP process is complete. Therefore, we are able to increase the budget for NNDR income by £0.959m for 2022/23.

- This year we have ceased joint working through the Strategic Alliance in a number of areas. As part of this we have stopped receiving income and there will be a compensating reduction in salary costs in some areas. It would be very time consuming to split out the salary costs so they remain included within the vacancy figures above. The £0.175m is a combination of income no longer being received and the cost of providing a Bolsover only service.
- The budget for the recycling service has been reduced due to us receiving better than estimated prices for the sale of the recycled materials amounting to £0.156m.
- Inflation on gas, electric and diesel together have meant we need to increase the budgets by a total of £0.329m this year. Prices were fixed at a lower rate from April to September so this is really only a half year effect in 2022/23 for the utilities.
- The significant increase in the cost of general fund staff and utility costs has prompted us to recalculate the recharge of services to the HRA. We don't usually do this once the years' budget is set. The increased cost to HRA and therefore income to general fund is £0.417m.
- The net movement in miscellaneous income and expenditure is a cost to general fund of £0.136m. This is made up of a number of small increases and decreases.

- 1.9 The final position on the general fund revenue account will clearly be dependent on the actual financial performance out-turning in line with the revised budgets as there may be further costs and/or savings identified as the year progresses. **Appendix 2** details the net cost of each cost centre by Directorate.

Housing Revenue Account (HRA)

- 1.10 The Housing Revenue Account revised budget for 2022/23 is set out in **Appendix 3** to this report.

Expenditure

- 1.11 Expenditure on the HRA is showing a net increase against current budgets of £0.409m.
- 1.12 As discussed in 1.8, the Local Government Services pay agreement for 2022-23 has been settled and increased the salary cost budgets on the HRA by £0.294m.
- 1.13 Vacancy savings of £0.358m have been removed from the budget for the first 6 months of the year. Six vacant posts have now been filled and new staff are due to start in November.

- 1.14 The approval during the year of new expenditure to be funded by earmarked HRA reserves relates to £0.223m. The council tax liability on the management of void properties being held for capital schemes £0.150m, is now being funded by the development reserve.
- 1.15 The increase due to inflation on utilities and inflation linked budgets is £0.238m. The budget for subcontractors has been reduced by £0.206m as the painting contract is not now required in 2022/23.
- 1.16 The cost to the HRA of paying for the general fund services provided as discussed in 1.8, has increased by £0.417m since the original budget was produced.

Income

- 1.17 In total, income is £0.084m higher than the current budget.
- 1.18 Dwelling rents have been reduced by £0.247m since the original budget. The number of empty properties (voids) is higher than originally estimated. Members will be aware, this year voids have been between 3.86% in quarter 1 and 3.52% by quarter 2 which is higher than the original estimate of 3%.
- 1.19 The revised budget has been set with an estimate for voids of 3.47% for the remainder of 2022/23. This is to allow officers to embed new operating methods now bought in, on managing properties being held intentionally empty for capital schemes, to reduce the number of voids at any one time.
- 1.20 Income from Non-dwelling rents is also reduced, again in preparation for capital schemes to take place.
- 1.21 Income from both Housing Related Support schemes has increased by £0.364m since the current budget. This is due to Derbyshire County Council extending the Independent Living Service contracts until March 2023.
- 1.22 The movement in the debt charges and investment interest budgets has meant a net increase in cost to the HRA of £0.430m. This is due to the increase in bank base rate and is a cost to the HRA because it has more debt than investments which is currently the opposite of the general fund position.
- 1.23 In light of the proposed changes detailed above, it has been necessary to reduce the planned contributions to the HRA reserves by £0.532m, to ensure the HRA is still in balance. It is hoped that this is a one year only course of action but this will be revisited for future years as part of the MTFP currently being prepared.

Capital Programme

- 1.24 The Council's capital programme is shown in **Appendix 4**. It has been updated from the original budgets to reflect approvals within the year and the profiling of the individual schemes following approved changes by Members and from detailed discussions with budget officers.

- 1.25 As part of the revised budget process, officers have estimated the likely level of spend in the current financial year. As a result £1.608m has been removed from the current budget and put in 2023/24 as this is when the work is likely to be undertaken. The proposed estimated outturn for 2022/23 is therefore a budget of £25.580m.
- 1.26 The changes that are shown in the revised capital programme mean that the financing is adjusted accordingly to meet the anticipated spend. There are no issues to report with regard to the financing of the 2022/23 capital programme.

2 Reasons for Recommendation

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

3 Alternative Options and Reasons for Rejection

3.1 General Fund and HRA

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

3.2 Capital

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

RECOMMENDATION(S)

- 1 That Executive approves the revised General Fund budget for 2022/23 as set out in **Appendix 1** and detailed in **Appendix 2**.
- 2 That Executive approves the revised HRA budget for 2022/23 as set out in **Appendix 3**.
- 3 That Executive approves the revised Capital Programme for 2022/23 as set out within **Appendix 4**.

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

IMPLICATIONS:

Finance and Risk: Yes ☐ No ☒

Details:

The issue of Financial Risk is covered throughout the report. In addition, however, it should be noted that the risk of not achieving a balanced budget is outlined as a key

risk within the Council's Strategic Risk Register. While officers are of the view that these risks are being appropriately managed it needs to be recognised that continued reductions in budgets may mean that adverse variances arising from particular issues or pressures outside of our control, may not be able to be absorbed from favourable variances in other budgets.

Similarly the income on the HRA needs to be carefully managed to ensure the HRA continues to be sustainable over the life of the 30 year business plan, particularly in light of the expenditure increases we've seen during the last 12 months.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☐ No ☒

Details:

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

On behalf of the Solicitor to the Council

Staffing: Yes ☐ No ☒

Details:

There are no human resource issues arising directly 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	None
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: Portfolio Holder for Finance

Links to Council Ambition: Customers, Economy and Environment.

DOCUMENT INFORMATION

Appendix No	Title
1	General Fund Summary
2	General Fund Detail
3	HRA Summary
4	Capital Programme
5	Treasury Management Update

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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None

**BOLSOVER DISTRICT COUNCIL
GENERAL FUND**
APPENDIX 1

Description	Original Budget 2022/23 £	Current Budget 2022/23 £	Revised Budget 2022/23 £
Resources	11,075,440	11,209,367	11,434,594
Strategy and Development	4,767,756	5,215,737	5,466,727
<u>S106 Expenditure</u>			
Resources	534,579	666,452	680,095
Strategy and Development	789,479	789,908	789,908
Net Cost of Services	17,167,254	17,881,464	18,371,324
Debt Charges	562,762	562,762	571,856
Investment Interest	(97,944)	(97,944)	(867,955)
Appropriations:			
Contributions to Reserves	1,411,667	1,411,667	1,729,500
Contribution from Earmarked Reserves	(320,005)	(587,471)	(3,434,756)
Contribution (from)/to NNDR Growth Protection Reserve	3,921	90,518	2,043,000
Contribution from Grant Accounts	(5,320)	(5,320)	(5,820)
Contribution from Revenue Grants	(8,217,434)	(8,517,568)	(8,517,568)
Contribution (from)/to Holding Accounts	(271,038)	(387,126)	(292,546)
Contribution from S106 Holding A/cs	(1,324,058)	(1,456,360)	(1,470,003)
TOTAL EXPENDITURE	8,909,805	8,894,622	8,127,032
Parish Precepts	3,645,990	3,645,990	3,645,990
TOTAL SPENDING REQUIREMENT	12,555,795	12,540,612	11,773,022
Revenue Support Grant	(1,231,521)	(1,231,521)	(1,231,521)
Business Rates Retention	(5,325,514)	(5,325,514)	(6,284,330)
Business Rates deficit due to Covid reliefs	0	0	1,940,350
New Homes Bonus Grant	(703,263)	(703,263)	(703,263)
Lower Tier Services Grant	(131,270)	(131,270)	(131,270)
2022/23 Services Grant	(201,739)	(201,739)	(201,739)
COUNCIL TAX - BDC precept	(4,180,730)	(4,292,893)	(4,292,893)
Council tax - Parish element from above	(3,645,990)	(3,645,990)	(3,645,990)
Council Tax Collection Fund (Surplus)/Deficit	0	(86,597)	(86,597)
Council Tax spread of 20/21 Covid loss	56,416	56,416	56,416
COVID-19 Related Support	2,889,884	2,889,884	2,889,884
TOTAL FUNDING	(12,473,727)	(12,672,487)	(11,690,953)
FUNDING GAP / (SURPLUS)	82,068	(131,875)	82,069

APPENDIX 2

List of General Fund net budgets per cost centre per directorate

		Original	Current	Revised
		Budget	Budget	Budget
		2022/23	2022/23	2022/23
		£	£	£
G001	Audit Services	128,660	128,660	133,565
G002	I.C.T.	966,750	966,750	997,087
G007	Community Safety - Crime Reduction	62,755	62,755	65,097
G010	Neighbourhood Management	66,885	66,885	71,782
G013	Community Action Network	295,367	303,367	317,859
G014	Customer Contact Service	781,188	763,602	807,584
G017	Private Sector Housing Renewal	85,378	85,378	77,449
G018	Environmental Health Covid Team	0	40,448	40,617
G020	Public Health	(70,000)	(70,000)	(70,000)
G021	Pollution Reduction	234,844	234,844	249,713
G022	Env Health - Health + Safety	0	0	(239)
G023	Pest Control	33,314	33,314	54,399
G024	Street Cleansing	330,528	330,528	364,440
G025	Food, Health & Safety	133,397	133,397	125,121
G026	Animal Welfare	98,632	98,632	91,076
G028	Domestic Waste Collection	1,020,138	1,020,931	1,098,030
G030	Street Trading	0	0	(452)
G032	Grounds Maintenance	717,796	717,112	847,881
G033	Vehicle Fleet	1,031,204	1,031,204	1,152,961
G036	Environmental Health Mgmt & Admin	261,162	261,162	280,841
G038	Concessionary Fares & TV Licenses	(10,380)	(10,380)	(11,387)
G040	Corporate Management	185,183	185,183	183,881
G041	Non Distributed Costs	664,737	664,737	647,737
G043	Director of Resources	141,306	141,306	146,256
G044	Financial Services	325,785	328,633	334,896
G046	Homelessness	156,600	180,111	79,889
G047	Household Support Fund	0	0	104,923
G048	Town Centre Housing	(10,600)	(10,600)	(10,600)
G053	Licensing	34,049	34,049	34,411
G061	Bolsover Wellness Programme	64,921	94,321	89,737
G062	Extreme Wheels	26,407	(3,408)	(1,075)
G063	This Girl Can	0	1,908	1,908
G064	Bolsover Sport	139,395	140,573	132,667
G065	Parks, Playgrounds & Open Spaces	41,364	41,364	42,402
G069	Arts Projects	51,157	51,157	52,408

APPENDIX 2

List of General Fund net budgets per cost centre per directorate

	Original Budget 2022/23 £	Current Budget 2022/23 £	Revised Budget 2022/23 £
G070 Outdoor Sports & Recreation Facilities	19,663	19,663	53,133
G072 Leisure Services Mgmt & Admin	263,237	259,237	267,209

APPENDIX 2

List of General Fund net budgets per cost centre per directorate

		Original Budget 2022/23 £	Current Budget 2022/23 £	Revised Budget 2022/23 £
G097	Groundwork & Drainage Operations	72,914	72,914	82,042
G100	Benefits	406,470	405,071	339,088
G103	Council Tax / NNDR	384,537	379,983	379,453
G105	Council Tax Energy Rebate	5,327,550	5,327,550	5,327,550
G106	Housing Anti Social Behaviour	137,313	137,313	132,163
G113	Parenting Practitioner	37,779	37,779	38,822
G117	Payroll	75,160	75,160	78,583
G123	Riverside Depot	164,981	164,981	208,276
G124	Street Servs Mgmt & Admin	46,078	46,078	56,346
G125	S106 Percent for Art	20,970	30,985	30,985
G126	S106 Formal and Informal Recreation	153,067	203,328	216,971
G135	Domestic Violence Worker	44,737	76,985	78,404
G142	Community Safety - CCTV	0	4,937	4,937
G143	Housing Strategy	37,731	37,731	59,896
G144	Enabling (Housing)	19,249	19,249	41,414
G146	Pleasley Vale Outdoor Activity Centre	56,107	85,922	77,034
G148	Commercial Waste	(141,600)	(141,600)	(161,600)
G149	Recycling	298,950	298,950	117,277
G153	Housing Advice	15,927	15,927	15,107
G155	Customer Services	37,655	37,655	34,129
G161	Rent Rebates	(134,349)	(134,349)	(37,466)
G162	Rent Allowances	38,352	38,352	17,829
G164	Support Recharges	(4,393,307)	(4,393,307)	(4,810,563)
G168	Multifunctional Printers	37,600	37,600	37,600
G170	S106 Outdoor Sports	360,542	432,139	432,139
G176	Affordable Warmth	21,631	21,631	20,426
G177	Discretionary Housing Payments	0	0	20,000
G182	Community Outreach Programmes	0	12,879	12,879
G197	Assistant Director of Finance + Resources	93,665	93,665	93,070
G198	Assistant Director of Housing (GF)	35,049	35,049	34,902
G199	Assistant Director of Street Scene	86,530	86,530	87,523
G228	Go Active Clowne Leisure Centre	(3,091)	909	197,417
G229	Housing Standards	0	0	(1,325)
G239	Housing + Comm Safety Fixed Penalty Acc	1,000	1,000	175
Total for Resources Directorate		11,610,019	11,875,819	12,114,689

APPENDIX 2

List of General Fund net budgets per cost centre per directorate

		Original Budget 2022/23 £	Current Budget 2022/23 £	Revised Budget 2022/23 £
G003	Communications, Marketing + Design	273,771	287,854	313,483
G006	Partnership, Strategy & Policy	422,600	427,459	425,189
G009	Dragonfly	0	0	(2,580)
G011	Assistant Director of Leader's Executive Team	86,903	86,903	86,523
G012	Community Champions	597	14,397	13,800
G015	Customer Service + Improvement	130,942	130,942	130,251
G016	Skills Audit	15,160	15,160	15,160
G027	Emergency Planning	16,447	16,447	17,071
G031	S106 - Biodiversity	15,035	14,679	14,679
G039	Children and YP Emotional Well-being	0	37,500	37,500
G052	Human Resources	224,490	213,773	205,017
G054	Electoral Registration	190,775	184,499	167,132
G055	Democratic Representation & Management	521,076	521,076	532,650
G056	Land Charges	(1,378)	(1,378)	16,112
G057	District Council Elections	25,000	25,000	33,250
G058	Democratic Services	332,525	297,418	196,358
G060	Legal Services	243,175	243,175	383,570
G073	Planning Policy	261,622	307,008	337,355
G074	Planning Development Control	23,352	32,655	8,219
G076	Planning Enforcement	130,039	118,686	103,330
G077	LGA Housing Advisers Programme (HAP)	0	25,000	25,000
G078	LGA Net Zero Innovation Programme (NZIP)	0	30,000	30,000
G079	Senior Urban Design Officer	23,174	23,174	22,384
G080	Engineering Services (ESRM)	99,280	99,280	97,506
G082	Tourism Promotion + Development	42,816	32,112	39,172
G083	Building Control Consortium	55,000	55,000	55,000
G085	Economic Development	29,425	53,387	53,387
G086	Alliance	5,250	5,250	5,250
G088	Derbyshire Economic Partnership	15,000	15,000	15,000
G089	Premises Development	(44,030)	(44,030)	(60,535)
G090	Pleasley Vale Mills	(164,659)	(155,698)	(153,110)
G092	Pleasley Vale Electricity Trading	(67,312)	(67,312)	(54,000)
G095	Estates + Property	551,714	544,967	552,026
G096	Building Cleaning (General)	104,222	105,222	109,240
G099	Catering	500	500	500

APPENDIX 2

List of General Fund net budgets per cost centre per directorate

	Original Budget 2022/23 £	Current Budget 2022/23 £	Revised Budget 2022/23 £
G109 Director of Strategy and Development	141,401	141,401	146,716
G110 Assistant Director of Development	86,888	86,888	93,910
G111 Shared Procurement	49,171	49,171	40,120
G114 Strategic Investment Fund	100,000	100,000	100,000
G129 Bolsover Apprenticeship Programme	0	0	(4,500)
G131 Bolsover Community Woodlands Project	0	0	(9,841)
G132 Planning Conservation	29,231	40,156	46,418
G133 The Tangent Business Hub	(54,528)	(56,528)	(39,314)
G138 Bolsover TC Regeneration Scheme	0	39,195	39,195
G139 PropTech Engagement Fund	0	152,391	167,391
G151 Street Lighting	38,604	38,604	55,506
G156 The Arc	155,374	153,472	236,731
G157 Controlling Migration Fund	1,733	14,597	14,620
G167 Facilities Management	9,669	10,571	10,571
G169 Closed Churchyards	10,000	10,000	10,000
G172 S106 - Affordable Housing	0	1,116	1,116
G188 Cotton Street Contact Centre	31,007	31,007	33,218
G191 Bolsover Community Lottery	0	6,250	6,250
G192 Scrutiny	23,308	23,308	24,101
G193 Economic Development Management + Admin	365,227	384,176	420,411
G195 Assistant Director of Governance + Monitoring	94,105	94,105	92,229
G200 Assistant Director of Property + Housing Repairs	8,688	8,688	16,153
G204 Construction Skills for the Unemployed	4,000	0	0
G216 Raising Aspirations	0	51,250	51,250
G218 I-Venture/Namibia Bound	34,484	12,484	12,484
G220 Locality Funding	0	5,050	(19,950)
G226 S106 - Highways	599,463	569,000	569,000
G227 S106 - Public Health	174,981	205,113	205,113
G238 HR Health + Safety	91,918	96,605	115,278
G241 Community Rail	0	4,025	13,125
G244 Bolsover Business Growth Fund	0	38,445	38,445
Total for Strategy + Development Directorate	5,557,235	6,005,645	6,256,635
Total Net Cost of Services	17,167,254	17,881,464	18,371,324

APPENDIX 3

Housing Revenue Account

	Original Budget 2022/23 £	Current Budget 2022/23 £	Revised Budget 2022/23 £
Expenditure			
Repairs and Maintenance	5,886,947	5,886,947	5,699,502
Rents, Rates, Taxes + Other Charges	295,675	295,675	213,542
Supervision and Management	5,852,044	5,944,344	6,609,260
Special Services	436,940	436,940	552,523
Housing Related Support - Wardens	639,755	639,755	688,789
Housing Related Support - Central Control	343,721	343,721	352,842
Tenants Participation	71,055	71,055	75,758
New Build Schemes Evaluations	600,000	915,000	750,000
New Bolsover Project	5,000	5,000	5,000
Leasehold Flats	0	4,834	4,834
Debt Management Expenses	8,250	8,250	8,562
Total Expenditure	14,139,387	14,551,521	14,960,612
Income			
Dwelling Rents	(21,768,926)	(21,768,926)	(21,522,170)
Non-dwelling Rents	(117,402)	(117,402)	(101,490)
Leasehold Flats and Shops Income	(14,480)	(14,480)	(19,295)
Repairs and Maintenance	(17,708)	(17,708)	(19,129)
Supervision and Management	0	0	(378)
Special Services	(32,145)	(32,145)	(21,732)
Housing Related Support - Wardens	(129,906)	(129,906)	(409,320)
Housing Related Support - Central Control	(210,767)	(210,767)	(277,000)
Tenants Participation	0	0	(5,005)
Total Income	(22,291,334)	(22,291,334)	(22,375,519)
Net Cost of Services	(8,151,947)	(7,739,813)	(7,414,907)
Appropriations:			
Increase in Bad Debt Provision	130,000	130,000	130,000
Capital Interest Costs	3,095,942	3,095,942	3,627,207
Investment Interest Income	(1,985)	(1,985)	(103,017)
Depreciation	4,274,630	4,274,630	4,274,630
Transfer to Major Repairs Reserve	725,370	725,370	725,370
Contribution to HRA Reserves	566,000	566,000	35,000
Use of Earmarked Reserves	(600,000)	(1,012,134)	(1,235,590)
Contribution from HRA Balance	(38,693)	(38,693)	(38,693)
Net Operating (Surplus)	(683)	(683)	0

Appendix 4

CAPITAL PROGRAMME SUMMARY

APPENDIX 4

	Original Budget 2022/23 £	Current Budget 2022/23 £	Revised Budget 2022/23 £
General Fund			
Asset Management Plan			
Investment Properties	0	4,008	4,008
Leisure Buildings	0	22,000	0
Pleasley Vale Business Park	0	135,574	60,574
Riverside Depot	0	5,463	9,322
The Arc	0	83,336	47,893
The Tangent	0	15,000	15,000
Contact Centres	0	10,000	11,638
General	0	8,760	8,760
Asset Management Plan not yet allocated to an individual scheme	260,000	45,442	72,388
	260,000	329,583	229,583
Engineering Asset Management Plan			
Car Parks	25,000	27,986	27,986
Shelters	10,000	11,128	11,128
Lighting	15,000	15,000	15,000
	50,000	54,114	54,114
Assets			
Car Parking at Clowne	0	13,416	13,416
Pleasley Vale Mill - Dam Wall	96,614	100,410	100,410
Land at Portland Street	0	109,750	109,750
Shirebrook Crematorium	0	623,750	1,873,750
CISWO - former Creswell LC	0	166,000	166,000
	96,614	1,013,326	2,263,326
ICT Schemes			
ICT infrastructure	198,000	306,825	306,825
Digital Screens	0	31,970	31,970
Town Centre Regeneration	0	29,000	29,000
	198,000	367,795	367,795
Leisure Schemes			
Playing Pitch Improvements (Clowne)	0	440,284	440,284
Pleasley Vale - Leisure	0	0	20,000

CAPITAL PROGRAMME SUMMARY

APPENDIX 4

	Original Budget 2022/23 £	Current Budget 2022/23 £	Revised Budget 2022/23 £
Leisure Schemes continued			
Go Active Café Equipment	25,000	25,000	25,000
Go Active Equipment	15,000	15,000	15,000
Houfton Rd Play Area (Insurance)	0	25,000	25,000
Community Assets (Leisure)	0	10,000	10,000
	40,000	515,284	535,284
Private Sector Schemes			
Disabled Facility Grants	500,000	500,000	650,000
	500,000	500,000	650,000
Joint Venture			
Dragonfly Joint Venture Shares	0	519,150	519,150
Dragonfly Joint Venture Loan	0	1,753,202	1,753,202
	0	2,272,352	2,272,352
Vehicles and Plant			
Vehicle Replacements	766,000	1,644,933	1,132,662
Vehicle Wash Area	0	1,000	1,000
CAN Rangers Equipment	0	14,231	14,231
	766,000	1,660,164	1,147,893
Total General Fund	1,910,614	6,712,618	7,520,347

Housing Revenue Account

New Build Properties

Alfreton Rd Pinxton	0	568,560	56,860
Ashbourne Extension	1,000,000	1,023,093	1,038,857
Bolsover Homes-yet to be allocated	3,325,000	1,468,325	1,068,931
Bolsover Homes Staffing Costs	0	0	272,506
Harlethorpe Ave Bungalow adaptation	125,000	125,000	125,000
Keepmoat Properties at Bolsover	0	818,500	818,500
Market Close Shirebrook	0	3,928,644	3,926,144
Moorfield Lane Whaley Thorns	0	0	126,688
Sandy Lane/Thorpe Ave Whitwell	0	376,740	299,340
The Whitwell Cluster	0	239,058	26,828
The Woodlands	3,000,000	3,000,000	3,000,000
Valley View (2 Bungalows & extension)	750,000	750,000	750,000
West Street Langwith	800,000	850,000	142,919
	9,000,000	13,147,920	11,652,573

CAPITAL PROGRAMME SUMMARY

APPENDIX 4

	Original Budget 2022/23 £	Current Budget 2022/23 £	Revised Budget 2022/23 £
Vehicle Replacements	351,000	615,600	477,600
	351,000	615,600	477,600
Public Sector Housing			
Electrical Upgrades	125,000	125,000	212,000
Environmental Works	50,000	0	0
External Door Replacements	20,000	80,000	150,000
External Wall Insulation	400,000	756,211	506,211
Fencing	70,000	80,000	110,000
Flat Roofing	40,000	75,000	75,000
Heating Upgrades	0	78,740	78,740
Kitchen Replacements	200,000	200,000	335,000
Re Roofing	750,000	750,000	1,000,000
Property Services Mgmt. & Admin	97,810	97,810	99,846
Safe & Warm	2,400,000	2,774,946	2,305,993
Soffit and Facia	30,000	30,000	30,000
Unforeseen Reactive Capital Works	217,190	162,190	107,107
Welfare Adaptations	400,000	423,761	423,761
Wet Rooms (Bungalows)	200,000	200,000	150,000
Whaley Common - Air Source Heating	0	0	250,000
	5,000,000	5,833,658	5,833,658
HRA ICT Schemes			
Careline Upgrade	0	6,436	0
Rent Arrears Management System	50,000	112,000	0
Open Housing	50,000	79,686	79,686
	100,000	198,122	79,686
New Bolsover Scheme			
New Bolsover-Regeneration Scheme	0	140,000	16,000
	0	140,000	16,000
Total HRA	14,451,000	19,935,300	18,059,517
TOTAL CAPITAL EXPENDITURE	16,361,614	26,647,918	25,579,864

CAPITAL PROGRAMME SUMMARY**APPENDIX 4**

	Original Budget 2022/23 £	Current Budget 2022/23 £	Revised Budget 2022/23 £
Capital Financing			
General Fund			
Better Care Fund	(500,000)	(500,000)	(650,000)
Prudential Borrowing	0	0	(1,596,720)
Reserves	(964,000)	(5,123,750)	(4,309,759)
Capital Receipts	(446,614)	(512,614)	(387,614)
External Funding	0	(576,254)	(576,254)
	(1,910,614)	(6,712,618)	(7,520,347)
HRA			
Major Repairs Allowance	(5,000,000)	(5,973,658)	(5,833,658)
Prudential Borrowing	(1,248,882)	(2,898,093)	(2,085,281)
Reserves	(8,202,118)	(9,541,580)	(8,409,915)
External Funding	0	(1,521,969)	(1,730,663)
	(14,451,000)	(19,935,300)	(18,059,517)
TOTAL CAPITAL FINANCING	(16,361,614)	(26,647,918)	(25,579,864)

Bolsover District Council

Meeting of the Executive on Monday 5th December 2022

Household Support Fund Service Level Agreement

Report of the Portfolio Holder for Housing

Classification	This report is Public
Report By	Karen Hanson – Executive Director of Resources
Contact Officer	Victoria Dawson – Assistant Director Housing Management and Enforcement – 01246 242231, Victoria.dawson@bolsover.gov.uk

PURPOSE/SUMMARY OF REPORT

To seek approval to enter into the Service Level Agreement between Derbyshire County Council and Bolsover District Council which sets out the funding arrangement for the grant of Household Support fund.

REPORT DETAILS

1. Background

- 1.1 On 6th October 2021 the government announced a Household Support Fund (HSF) grant would be made available to County Councils and Unitary Authorities in England to support those most in need over the winter. Bolsover District Council was awarded £200,000 to cover the period 6 October 2021 to 31 March 2022, (tranche 1).
- 1.2 A further scheme was been announced to cover the period 1st April 2022 to 30th September 2022, to help support those most in need to help with significantly rising living cost, (tranche 2).
- 1.3 A third tranche of Household Support Fund has been announced to cover the period October 2022 – 31 March 2023.

2. Details of Proposal or Information

- 2.1 The purpose of the grant is to provide support to vulnerable households who would otherwise struggle to buy food or pay essential utility bills, essential living costs and housing costs.
- 2.2 Following discussions with Derbyshire County Council it was agreed that Derbyshire County Council would retain a portion of their grant funding to assist vulnerable households with regards to food and utility bills and Bolsover District Council would utilise the grant of approximately £100,000 - £114,000 around housing costs specifically;
- Provide support with Council Tax /Council Tax Arrears for customers who are in financial difficulty due to unforeseen or exceptional circumstances, or financial hardship that affects their ability to pay their Council Tax liability.
 - Additional homeless prevention funds to assist those threatened with homelessness in social tenancies.
 - Clearing arrears for households experiencing financial hardship/threatened with homelessness in social tenancies.
 - Whilst additional resources have been made available for private renters by the Government to top up prevention funds for private renters, should these become exhausted, additional homeless prevention funds to assist those threatened with homelessness in the private sector.
 - Call B4 you Serve team to access the Law Centre prevention fund to prevent homelessness from the private rented sector.
 - Emergency welfare payments for those in temporary accommodation or to establish tenancies/relieve homelessness.
 - Additional support for those suffering fuel poverty.
 - Additional support for those struggling with food provision.
- 2.3 A Service Level Agreement has been provided by Derbyshire County Council which is provided at Appendix 1, and sets out how the grant must be administered, and reporting information.

3. Reasons for Recommendation

- 3.1 This grant is an opportunity to financially assist vulnerable households across the district, to prevent homelessness and to sustain tenancies.
- 3.2 In order to receive this grant the Service Level Agreement needs to be signed. The Councils legal team have approved the agreement in its current form.

4 Alternative Options and Reasons for Rejection

- 4.1 Do nothing. This option is rejected, to refuse the Service Level Agreement would mean residents in the district could not benefit from the funding and may suffer financial hardship.

RECOMMENDATION(S)

That Executive agrees to enter into the Service Level Agreement for the Household Support Fund, with Derbyshire County Council for the grant of approximately £100,000 - £114,000.

Approved by the Portfolio Holder for Housing, Councillor Sandra Peake

IMPLICATIONS:

Finance and Risk: Yes ☒ No ☐

Details:

All expenditure will be covered by the Household Support Grant of approximately £100,000 - £114,000 provided by Derbyshire County Council.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☐ No ☐

Details:

The Service Level Agreement has been reviewed by Legal. On entering this agreement there will be a formal legal contractual relationship with DCC for the delivery of the Housing Support Fund scheme

On behalf of the Solicitor to the Council

Environment:

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

Details:

There are no Environmental implications arising from this report.

Staffing: Yes ☐ No ☐

Details:

There are no staffing issues arising from signing the Service Level Agreement or the Administration of the grant funding.

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 type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	Yes £100,000- £114,000
Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	Yes

District Wards Significantly Affected	No
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.
Customer Service

DOCUMENT INFORMATION	
Appendix No	Title
1.	Service Level Agreement

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>

**SERVICE LEVEL AGREEMENT FOR
DEPARTMENT OF WORK AND PENSIONS HOUSEHOLD SUPPORT FUND**

DERBYSHIRE COUNTY COUNCIL

AND

BOLSOVER DISTRICT COUNCIL

THIS AGREEMENT shall commence on TBC

PARTIES

1. **DERBYSHIRE COUNTY COUNCIL (Funder)** whose principal address is at County Hall, Matlock, Derbyshire, DE4 3AG; and
2. **BOLSOVER DISTRICT COUNCIL (Recipient)**, whose principal address is at The Arc, High Street, Clowne, Derbyshire S43 4JY.

BACKGROUND

- A. The County Council has received grant funding from the Department of Work and Pensions (DWP), known as the Household Support Fund (HSF).
- B. The HSF has been awarded to upper tier and unitary authorities across England to support households facing financial hardship through Winter 2022/23.
- C. The Funder has agreed to pay a proportion of the HSF grant it is due to receive from the DWP to the Recipient as part of plans to distribute monies to residents in the District of Bolsover.
- D. This Agreement sets out the terms and conditions on which the Grant is made by the Funder to the Recipient.
- E. These terms and conditions are intended to ensure that the Grant is used for the purpose for which it is awarded.

AGREED TERMS

1. DEFINITIONS

In this Agreement the following terms shall have the following meanings:

Agreement: this Grant agreement consisting of these clauses and any attached schedules or appendices and the Department of Work Pensions, Household Support Fund Grant Guidance.

Monitoring and Budget Reporting Requirements: this refers to the requirement for the Recipient to provide the Funder with details relating to how the grant has been spent as set out in Schedule 1 and 2.

The Agreed Distribution Plans: the plans described in Schedule 1.

Schedule 1: The nature and detail of the work required by the Recipient as part of this Agreement a set out in Schedule 1.

Schedule 2: The Grant payment schedule setting out when the Funder will pay the Grant to the Recipient as set out in Schedule 2.

Outcomes: The benefits of the Grant and Agreed Distribution Plans to residents living in the District of Bolsover.

Bribery Act: the Bribery Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant government department concerning the legislation;

Commencement Date: 1st October 2022

Expiry Date: 31st March 2023

Governing Body: the governing body of the Recipient including its directors , Chief Officer or Elected Members;

Grant: the sum of £XXX. to be paid to the Recipient by the Funder in accordance with this Agreement;

Grant Period: the period for which the Grant is awarded starting on the 1/10/22 and ending on 31/03/2023.

Intellectual Property Rights: all patents, copyrights and design rights (whether registered or not) and all applications for any of the foregoing and all rights of confidence and know-how however arising for their full term and any renewals and extensions.

Prohibited Act: means:

- a. directly or indirectly offering, promising or giving any person working for or engaged by the Funder a financial or other advantage to:
 - i. induce that person to perform improperly a relevant function or activity; or
 - ii. reward that person for improper performance of a relevant function or activity;
- b. directly or indirectly requesting, agreeing to receive or accepting any financial or other advantage as an inducement or a reward for improper performance of a relevant functions or activity in connection with this Agreement;
- c. committing any offence:
 - i. under Section 117(2) of the Local Government Act 1972;

- ii. under the Bribery Act 2010;
- iii. under legislation creating offences concerning fraudulent acts;
- iv. at common law in respect of fraudulent acts relating to this Agreement or any other contract with the Funder; or
- v. defrauding or attempting to defraud or conspiring to defraud the Funder.

The Assistant Finance Director: the individual who has been nominated to represent the Funder for the purposes of this Agreement; and

State Aid Law: the law embodied in Articles 107 – 109 of Section 2 of the Common Rules on competition, Taxation and Approximation of Laws Consolidated versions of the Treaty on European Union and the Treaty on the Functioning of the European Union.

2. DURATION

1. The terms of this Agreement shall apply for the Grant Period: 1st October 2022 to 31st March 2023.
2. Any obligations under this Agreement that remain unfulfilled following the expiry or termination of the Agreement shall survive such expiry or termination and continue in full force and effect until they have been fulfilled.

3. PURPOSE OF GRANT

1. The Recipient shall use the Grant only for the delivery of the Agreed Distribution Plans in accordance with the terms and conditions set out in this Agreement, as described in Section 1 and set out within the DWP Household Support Fund Grant Guidance (appendix 2). The Grant shall not be used for any other purpose without the prior written agreement of the Funder.
2. The Recipient shall not make any significant change to the Agreed Distribution Plans without the Funder's prior written agreement.
3. The Recipient agrees and accepts that it shall not apply for duplicate funding in respect of any part of the Agreed Distribution Plans or any related administration costs that the Funder is funding in full under this Agreement.

4. PAYMENT OF GRANT

1. Subject to clause 13, the Funder shall pay the Grant to the Recipient and the Recipient will accept the Grant from the Funder in accordance with Schedule 2.
2. The Recipient agrees and accepts that payments of the Grant can only be made in arrears upon confirmation from the Recipient of eligible spend within the Grant terms and conditions, as set by the DWP and on submission of satisfactory management information data as part of the Monitoring and Budget Reporting Requirements as set out in Schedule 1 and Schedule 2.
3. The Funder agrees to notify the Recipient in the event that there is a reduction in the amount of funds available.
4. No Grant shall be paid unless and until the Funder is satisfied that such payment has been, or will be, used for proper expenditure in the delivery of the agreed distribution plans

5. The amount of the Grant shall not be increased in the event of any overspend by the Recipient in its delivery of the agreed distribution plans, unless by prior written agreement.

6. The Recipient shall promptly repay to the Funder any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes (without limitation) situations where either an incorrect sum of money has been paid or where Grant monies have been paid in error before all conditions attaching to the Grant have been complied with by the Recipient.

5. USE OF GRANT

1. The Grant shall be used by the Recipient for the delivery of the Agreed Distribution Plans in accordance with Schedule 1.

2. The Recipient may use a proportion of the Grant funds to pay for the administration costs incurred by Recipient in the delivery of the Agreed Distribution Plans. Administration costs should not exceed 5% of the Grant total without the agreement of the Funder.

3. Where the Recipient has obtained funding from a third party related to the elements of the Agreed Distribution Plans (including without limitation funding for associated administration and staffing costs), the Recipient shall notify the Funder of the amount of such funding together with a clear description of what the funding shall be used for.

4. The Recipient shall not use the Grant to:

- a. make any payment to members of its Governing Body;
- b. purchase buildings or land; or
- c. pay for any expenditure commitments of the Recipient entered into before the Commencement Date,

unless this has been approved in writing by the Funder's Assistant Director of Finance.

1. The Recipient shall not spend any part of the Grant on the delivery of the Agreed Distribution Plans after the Grant Period.

2. Any liabilities arising at the end of the agreed distribution plans including any redundancy liabilities for staff employed by the Recipient to deliver the plans must be managed and paid for by the Recipient using the Grant or other resources of the Recipient. There will be no additional funding available from the Funder for this purpose.

6. ACCOUNTS AND RECORDS

1. The Grant shall be shown in the Recipient's accounts as a restricted fund and shall not be included under general funds.

2. The Recipient shall keep separate, accurate and up-to-date accounts and records of the receipt and expenditure of the Grant monies received by it.

3. The Recipient shall keep all invoices, receipts, and accounts and any other relevant documents relating to the expenditure of the Grant for a period of at least six years following receipt of any Grant monies to which they relate. The Funder shall have the right to review, on reasonable notice, the Recipient's accounts and records that relate to the expenditure of the Grant and shall have the right to take copies of such accounts and records.

4. If requested, the Recipient shall provide the Funder with a copy of its annual accounts that relate to the expenditure of the grant within six months

(or such lesser period as the Funder may reasonably require) of the end of the relevant financial year in which the Grant is paid.

5. The Recipient shall comply and facilitate the Funder's compliance with the Funder's internal financial regulations as well as all statutory requirements as regards accounts, audit or examination of accounts, annual reports and annual returns applicable to itself and the Funder.

7. MONITORING AND REPORTING

1. The Recipient shall closely monitor the delivery and success of the distribution plans and ongoing spend throughout the Grant Period to ensure that the aims and objectives of the grant are being met and that this Agreement is being adhered to.

1. The Recipient shall provide the Funder with reports on its use of the Grant and delivery of the Agreed Distribution Plans in accordance with Schedule 1. The frequency and format of such reports shall be in accordance with Schedule 1 and 2 or, in the absence of which, as the Funder may reasonably require.

2. If at any stage the Recipient identifies they are likely to have a significant underspend by the end of the Grant period, they will notify the Funder straight away so allocation of funding can be reviewed.

4. The Recipient shall on request provide the Funder with such further information, explanations and documents as the Funder may reasonably require in order for it to establish that the Grant has been used properly in accordance with this Agreement.

5. The Recipient shall permit any person authorised by the Funder such reasonable access to its employees, agents, premises, facilities and records, for the purpose of discussing, monitoring and evaluating the Recipient's fulfilment of the conditions of this Agreement and shall, if so required, provide appropriate oral or written explanations from them.

6. The Recipient shall permit any person authorised by the Funder for the purpose to visit the Recipient as the Funder may reasonably require to monitor the delivery of the Agreed Distribution Plans. Where, in its reasonable opinion, the Funder considers that additional visits are necessary to monitor the distribution, it shall be entitled to authorise any person to make such visits on its behalf.

7. The Recipient shall provide the Funder with a management information reports as part of Monitoring and Budget Reporting Requirements (as defined in Schedule 1 and 2) shall confirm whether the Agreed Distribution Plans have been successfully and properly completed. The Recipient shall provide this information within the timescales set out in Schedule 2.

8. ACKNOWLEDGMENT AND PUBLICITY

1. The Recipient shall acknowledge the Grant in its annual report and accounts, including an acknowledgement of the Funder and Department for Work and Pensions as the source of the Grant.

2. The Recipient shall not publish any material referring to the distribution plans or the Funder without the prior written consent of the Funder. The Recipient shall acknowledge the support of the Funder and the Department for Work and Pensions in any materials that refer to the grant and in any written or spoken public presentations about the distribution plans. Such acknowledgements (where appropriate or as requested by the Funder) shall include the Funder's name, the Department for Work and Pensions name and

both logos (or any future name or logo adopted by the Funder) using the templates provided, or approved in writing, by the Funder.

3. In using the Funder's and the Department for Work and Pensions name and logo, the Recipient shall comply with any reasonable guidelines issued by the Funder.

4. The Recipient agrees to participate in and co-operate with promotional activities relating to the grant that may be instigated and/or organised by the Funder.

5. The Funder may acknowledge the Recipient's involvement in the distribution plans as appropriate without prior notice.

6. The Recipient shall comply with all reasonable requests from the Funder to facilitate visits, provide reports, statistics, photographs and case studies that will assist the Funder in its promotional and fundraising activities relating to the agreed distribution plans.

9. INTELLECTUAL PROPERTY RIGHTS

1. The Funder and the Recipient agree that all rights, title and interest in or to any information, data, reports, documents, procedures, forecasts, technology, know-how and any other Intellectual Property Rights whatsoever owned by either the Funder or the Recipient before the Commencement Date or developed by either party during the Grant Period, shall remain the property of that party.

2. Where the Funder has provided the Recipient with any of its Intellectual Property Rights for use in connection with the distribution plans (including without limitation its name and logo), the Recipient shall, on termination of this Agreement, cease to use such Intellectual Property Rights immediately and shall either return or destroy such Intellectual Property Rights as requested by the Funder.

10. CONFIDENTIALITY

1. Subject to clause 10.2, the parties shall keep confidential all matters relating to this Agreement and shall use all reasonable endeavours to prevent any disclosure to any person of any matters relating hereto.

2. Clause 10.1 shall not apply to any disclosure of information:

- a. required by any applicable law, including FOIA or the EIR under clause 11;
- b. where a party can demonstrate that such information is already publicly available;
- c. which is already lawfully in the possession of the receiving party, prior to its disclosure by the disclosing party;
- d. by the Funder to any other department, office or agency of the Government.

11. FREEDOM OF INFORMATION

1. The Recipient acknowledges that the Funder is subject to the requirements of the Freedom of Information Act 2000 (**FOIA**) and the Environmental Information Regulations 2004 (**EIRs**).

2. The Recipient shall:

- a. provide all necessary assistance and cooperation as reasonably requested by the Funder to enable the Funder to comply with its obligations under the FOIA and EIR;

- b. transfer to the Funder all requests for information relating to this agreement that it receives as soon as practicable and in any event within 2 working days of receipt;
 - c. provide the Funder with a copy of all information belonging to the Funder requested in the request for information which is in its possession or control in the form that the Funder requires within 5 working days (or such other period as the Funder may reasonably specify) of the Funder's request for such information; and
 - d. not respond directly to a request for information unless authorised in writing to do so by the Funder.
3. The Recipient acknowledges that the Funder may be required under the FOIA and EIR to disclose information without consulting or obtaining consent from the Recipient. The Funder shall take reasonable steps to notify the Recipient of a request for information (in accordance with the Secretary of State's section 45 Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the FOIA) to the extent that it is permissible and reasonably practical for it to do so but (notwithstanding any other provision in this agreement) the Funder shall be responsible for determining in its absolute discretion whether any information is exempt from disclosure in accordance with the FOIA and/or the EIR.

12. DATA PROTECTION

Both the Funder and the Recipient shall comply with all their obligations under data protection legislation, including all laws and regulations relating to the processing of personal data and privacy and, where applicable, the guidance and codes of practice issued by the Information Commissioner, which arise in connection with the Agreement.

13. WITHHOLDING, SUSPENDING AND REPAYMENT OF GRANT

1. The Funder's intention is that the Grant will be paid to the Recipient in arrears in two instalments upon submission of management information reports required as part of Monitoring and Budget Reporting Requirements at intervals set out in Schedule 1 and 2. However, without prejudice to the Funder's other rights and remedies, the Funder may at its discretion withhold payment of the Grant and/or require repayment of all or part of the Grant if:
- a. the Recipient uses the Grant for purposes other than those for which they have been awarded;
 - b. the Funder considers that the Recipient has not made satisfactory progress with the delivery of the Agreed Distribution Plans;
 - c. the Recipient is, in the reasonable opinion of the Funder, delivering the Agreed Distribution Plans in a negligent manner;
 - d. the Recipient obtains duplicate funding from a third party for elements of the Agreed Distribution Plans;
 - e. the Recipient is in breach of State Aid Law as a result of which a requirement has been imposed on the Funder to recover the Grant. The Recipient shall also be liable for the payment of any interest that is required to be repaid under State Aid Law.
 - f. the Recipient obtains funding from a third party which, in the reasonable opinion of the Funder, undertakes activities that are likely to bring the reputation of the Agreed Distribution Plans or the Funder into disrepute;

- g. the Recipient provides the Funder with any materially misleading or inaccurate information;
 - h. the Recipient, or any of its employees or agents (in all cases whether or not acting with the Recipient's knowledge) commits or committed a Prohibited Act;
 - i. any member of the Governing Body, employee or volunteer of the Recipient has (a) acted dishonestly or negligently at any time and directly or indirectly to the detriment of the delivery of the Agreed Distribution Plans or (b) taken any actions which, in the reasonable opinion of the Funder, bring or are likely to bring the Funder's name or reputation into disrepute;
 - 1. the Recipient fails to comply with any of the terms and conditions set out in this Agreement and fails to rectify any such failure within 30 days of receiving written notice detailing the failure.
2. The Funder may retain or set off any sums owed to it by the Recipient which have fallen due and payable against any sums due to the Recipient under this Agreement or any other agreement which the Recipient has with the Funder.
3. The Recipient shall make any payments due to the Funder without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise.
4. Should the Recipient be subject to financial or other difficulties which are capable of having a material impact on its effective delivery of the agreed distribution plans or compliance with this Agreement it will notify the Funder as soon as possible so that, if possible, and without creating any legal obligation, the Funder will have an opportunity to provide assistance in resolving the problem or to take action to protect the Funder and the Grant monies.

14. ANTI-DISCRIMINATION & HUMAN RIGHTS

1. The Recipient shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment. The Recipient shall take all reasonable steps to secure the observance of this clause by all servants, employees or agents of the Recipient and all suppliers and sub-contractors engaged in the Agreed Distribution Plans.
2. The Recipient shall (and shall use its reasonable endeavours to procure that its staff shall) at all times comply with the provisions of the Human Rights Act 1998 in the performance of this Agreement as if the Recipient were a public body (as defined in the Human Rights Act 1998). The Recipient shall undertake, or refrain from undertaking, such acts as the Funder requests so as to enable the Funder to comply with its obligations under the Human Rights Act 1998.

15. LIMITATION OF LIABILITY

1. The Funder accepts no liability for any consequences, whether direct or indirect, that may come about from the Recipient delivering the Agreed Distribution Plans, the use of the Grant or from withdrawal of the Grant. The Recipient shall indemnify and hold harmless the Funder, its employees, agents, officers or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from

or incurred by reason of the actions and/or omissions of the Recipient in relation to the Agreed Distribution Plans, the non-fulfilment of obligations of the Recipient under this Agreement or its obligations to third parties.

2. Subject to clause 15.1, the Funder's liability under this Agreement is limited to the payment of the Grant.

16. WARRANTIES

16.1 The Recipient warrants, undertakes and agrees that:

- a. it has all necessary resources and expertise to deliver the Agreed Distribution Plans;
- b. it has not committed, nor shall it commit, any Prohibited Act;
- c. it shall at all times comply with all relevant legislation and all applicable codes of practice and other similar codes or recommendations, and shall notify the Funder immediately of any significant departure from such legislation, codes or recommendations;
- d. it shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to employees and other persons working on the Agreed Distribution Plans;
- e. it has and shall keep in place adequate procedures for dealing with any conflicts of interest;
- f. it has and shall keep in place systems to deal with the prevention of fraud and/or administrative malfunction;
- g. all financial and other information concerning the Recipient which has been disclosed to the Funder is to the best of its knowledge and belief, true and accurate;
- h. in accepting the Grant the Recipient shall not be in breach of State Aid Law;
- i. it is not subject to any contractual or other restriction imposed by its own or any other organisation's rules or regulations or otherwise which may prevent or materially impede it from meeting its obligations in connection with the Grant;
- j. it is not aware of anything in its own affairs, which it has not disclosed to the Funder or any of the Funder's advisers, which might reasonably have influenced the decision of the Funder to make the Grant on the terms contained in this Agreement; and
- k. since the date of its last accounts there has been no material change in its financial position or prospects.

17. INSURANCE

The Recipient shall effect and maintain with a reputable insurance company a policy or policies in respect of all risks which may be incurred by the Recipient, arising out of the Recipient's performance of the Agreement, including death or personal injury, loss of or damage to property or any other loss

18. TERMINATION

The Funder may terminate this Agreement by giving the Recipient three months' written notice should it be required to do so by financial restraints or for any other reason.

19. NOTICES

All notices and other communications in relation to this Agreement shall be in writing and shall be deemed to have been duly given if personally delivered, e-mailed, or mailed (first class postage prepaid) to the address of the relevant party, as referred to above or otherwise notified in writing. If personally delivered or if e-mailed all such communications shall be deemed to have been given when received (except that if received on a non-working day or after 5.00 pm on any working day they shall be deemed received on the next working day) and if mailed all such communications shall be deemed to have been given and received on the second working day following such mailing.

20. DISPUTE RESOLUTION

1. In the event of any complaint or dispute (which does not relate to the Funder's right to withhold funds or terminate) arising between the parties to this Agreement in relation to this Agreement the matter should first be referred for resolution to the Assistant Director of Finance or any other individual nominated by the Funder from time to time.

2. Should the complaint or dispute remain unresolved within 14 days of the matter first being referred to the Assistant Director of Finance or other nominated individual, as the case may be, either party may refer the matter to the Director of Finance **OR** Managing Director of the Recipient with an instruction to attempt to resolve the dispute by agreement within 28 days, or such other period as may be mutually agreed by the Funder and the Recipient.

3. In the absence of agreement under clause 20.2, the parties may seek to resolve the matter through mediation under the CEDR Model Mediation Procedure (or such other appropriate dispute resolution model as is agreed by both parties). Unless otherwise agreed, the parties shall bear the costs and expenses of the mediation equally.

21. GENERAL

21.1 This Agreement shall not create any partnership or joint venture between the Funder and the Recipient, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.

21.2 Where the Recipient is not a company nor an incorporated entity with a distinct legal personality of its own, the individuals who enter into and sign this Agreement on behalf of the Recipient shall be jointly and severally liable for the Recipient's obligations and liabilities arising under this Agreement.

21.3 The Recipient may not, without the prior written consent of the Funder, assign, transfer, sub-contract, or in any other way make over to any third party the benefit and/or the burden of this Agreement or, except as contemplated as part of the Agreed Distribution Plans, transfer or pay to any other person any part of the Grant.

21.4 No failure or delay by either party to exercise any right or remedy under this Agreement shall be construed as a waiver of any other right or remedy.

21.5 This Agreement does not and is not intended to confer any contractual benefit on any person pursuant to the terms of the Contracts (Rights of Third Parties) Act 1999.

21.6 This Agreement shall be governed by and construed in accordance with the law of England and the parties irrevocably submit to the exclusive jurisdiction of the English courts.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

SIGNED for and on behalf of
DERBYSHIRE COUNTY
COUNCIL:

.....
Signature

.....
Head of Finance, Corporate Services and Transformation

.....
Title

.....
Date

SIGNED for and on behalf of

Bolsover District Council:

.....
Signature

.....
Authorised Signatory's Name

.....
Title

.....
Date

Schedule 1

The Agreed Grant Distribution Plans

DEPARTMENT OF WORK AND PENSIONS HOUSEHOLD SUPPORT FUND (HSF)

**This is Schedule 1 to the Agreement between Derbyshire County Council
and Bolsover District Council**

The nature of the work required of you is:

Distribute the Household Support Fund Grant awarded to Bolsover District Council to residents in the District facing financial hardship within the Grant period as set out below in the Agreed Distribution Plans and in Appendix 1.

Agreed Distribution Plans

a) Providing Financial Support to Vulnerable Households to Support Homelessness Prevention

The recipients will use existing processes to distribute the funds via:

- Additional homeless prevention funds to assist those threatened with/facing homelessness in social and private tenancies
- Clearing arrears for households experiencing financial hardship/threatened with homelessness in social and those in private tenancies where funds awarded by the Government have been exhausted or do not apply
- Emergency welfare payments for those in temporary accommodation provided by the Authority or to establish tenancies/relieve homelessness
- Discretionary housing benefit payments to alleviate financial hardship

The Recipients will identify eligible recipients using existing processes and carry out due diligence to determine the level of financial hardship of eligible residents.

b) Providing Financial Support to Vulnerable Households via Council Tax Hardship Fund

Recipients will use the grant funds to award top up payments to those in receipt of Local Council Tax Relief who are facing legal action due to financial hardship.

1. Outcomes:

Residents in Bolsover facing financial hardship and who are deemed eligible for support will receive financial support:

- to prevent homelessness
- to retain current housing provision
- to maintain or secure temporary accommodation/accommodation
- to pay costs of food, heating and related essential cost when in temporary accommodation
- to prevent enforcement action and financial hardship related to Council Tax arrears
- to help maintain their wellbeing and avoid crisis.

2. Monitoring and Budget Reporting Requirements:

The agreed all-inclusive grant:

Up to £TBC

Payments are made to the Funder from the DWP in arrears upon submission of MI return to be signed by the Funder's Section 151 officer. The funder will transfer funds to the Recipient once received from the DWP in two payments as set out in Schedule 2.

Payments schedule as described in Schedule 2.

The Recipient will use the DWP MI and budget reporting template as provided by the Funder.

- Interim MI return to cover the period 1st October 2022 to 31st December 2022 to be returned to the Funder by 19th January 2023.

- Final MI return to cover the period 1st January 2023 to 31st March 2023 to be returned to the Funder by 21st April 2023.

Reporting and budget breakdown required:

- Total number of grant awards to households with children
- Total number of grant awards to households with pensioners
- Total number of grant awards to other households
- Total spend of awards for households with children
- Total spend of awards to households with pensioners
- Total spend of awards to other households.
- Total number of awards and spend of awards broken down into the following categories:
 - Housing support
 - Wider essentials (to include Council Tax support)
 - Food
 - Energy and water
 - Essentials linked to energy and water.
- Administration costs.

Although the recipient is required to report how many awards they have made to each household type (as listed above), there is no requirement to meet any distribution targets to particular household types.

In addition to the above mentioned Management Information and Budget Reporting Requirements, the Recipient will closely monitor ongoing spend throughout the Grant period. If at any stage the Recipient identifies they are likely to have a significant underspend by the end of the grant period, they will notify the Funder straight away to provide the opportunity for the Funder to allocate Grant underspend to another distribution source.

The Recipient will provide the Funder with a brief one or two page summary report containing two short case studies upon expiry of the Grant period to evidence how the grant has been used to support households in the Bolsover District Area to meet the Outcomes listed above. This should be provided to the Funder no more than one month after the Expiry Date.

For the purpose of this grant (and without prejudice to other schemes):

- The definition of a household with a child is a household containing any person:
 - who will be under the age of 19 as at 31st March 2023 or
 - a person aged 19 or over in respect of whom a child-related benefit (for example, Child Benefit) is paid or free school meals are provided.

- Where an eligible child lives on his or her own, they are a household that includes a child covered in the one third allocation for households with children.

- The definition of a household with a pensioner is any household containing any person:
 - who has reached state pension age by 31st March 2023 (and no eligible children as defined above are resident)

Complaints and Compliments:

Inform Derbyshire County Council of any complaints received concerning delivery of this provision and the action taken to remedy these.

Capture any compliments and share these with Derbyshire County Council's via alex.shore@derbyshire.gov.uk

-

Schedule 2

PAYMENTS SCHEDULE Allocation May 2022 – September 2022

(A)	(B)	(C)	(D)
Grant Period	Payment Date	Amount of Grant Payable	Date for submission of monitoring information
1st October 2022 to 31st December 2022	TBC	Spend claimed for period based on MI return, including administration costs	19 th January 2023
1 January 2023 to 31st March 2023	TBC	Spend claimed for period based on MI return, including administration costs	21 st April 2023
Total Grant amount available to claim	TBC		

Appendix 1 – Recipient Proposal for Distributing the allocation of the Household Support Fund

Proposal to Obtain Funding Allocation for Bolsover District Council – submitted to Derbyshire County Council on DATE TO BE ADDED

Introduction

BDC already have a homelessness prevention scheme in place. This scheme, which draws on the annual homelessness prevention grant allows us to help vulnerable households (families and singles) across the housing sector who are threatened with or experiencing homelessness.

We are currently able to provide the following interventions in relation to preventing and relieving homelessness

- 1. Help with rent deposits and rent in advance payments**
- 2. Help with utility costs**
- 3. Help with food shopping costs and other essential spends**
- 4. Transport costs to attend interviews for accommodation**
- 5. Payments for rent arrears to help in people being re housed**

Current climate and future risks

We are seeing a big increase in applications relating to rent arrears and threats of eviction from the private and social rented sectors and this will increase in the months ahead and throughout 2022/23 and beyond. Rent arrears will be the number one issue and we are now seeing families who were furloughed needing help with rent arrears in order to prevent homelessness

In addition the cost of living crisis is placing families under significant financial pressure and are faced with a difficult decision as to whether to pay rent or utility bills.

Uses for the household support grant

The additional funding available will be utilised to further support households facing financial hardship and/or threatened with homelessness.

We would like to request Up to £TBC from the additional monies available to expand the homeless prevention services already in place to :-

- Provide support with Council Tax /Council Tax Arrears for customers who are in financial difficulty due to unforeseen or exceptional circumstances, or financial hardship that affects their ability to pay their Council Tax liability**

- Additional homeless prevention funds to assist those threatened with homelessness in social tenancies
- Clearing arrears for households experiencing financial hardship/threatened with homelessness in social tenancies.
- Whilst additional resources have been made available for private renters by the Government to top up prevention funds for private renters, should these become exhausted, additional homeless prevention funds to assist those threatened with homelessness in the private sector
- Call B4 you Serve team to access the Law Centre prevention fund to prevent homelessness from the private rented sector.
- Emergency welfare payments for those in temporary accommodation or to establish tenancies/relieve homelessness
- Additional support for those suffering fuel poverty
- Additional support for those struggling with food provision

The Council have considered the use of these funds for administration and this will be mostly absorbed, should any admin costs be required these will be kept to a minimum.

Suitable cases for emergency welfare payments will be identified by officers within Benefits Team, Rents Team and Homeless team.

Any payments under this initiative will be authorised by the Head of Housing Management & Enforcement, and the Revenues and Benefits Manager using the matrix already provided.

Internal processes will be set up to ensure that once any payment is authorised it is recorded in real time enabling an up-to-date analysis of spend to be kept and to be accessible almost immediately.

Appendix 2

Department Of Work and Pensions Household Support Fund Grant Guidance:

[Household Support Fund: guidance for local councils - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/household-support-fund-guidance-for-local-councils)

Bolsover District Council

Meeting of the Executive on Monday 5th December 2022

Air Quality Grant

Report of the Portfolio Holder for Environmental Health

Classification	This report is Public
Report By	Karen Hanson – Executive Director of Resources
Contact Officer	Matt Finn – Service Manager (Commercial & Environment) – matt.finn@bolsover.gov.uk ; 01246 217848

PURPOSE/SUMMARY OF REPORT

To seek approval to access the grant from the Department for Environment Food and Rural Affairs (DEFRA) as outlined in the report to improve air quality in The District.

REPORT DETAILS

1. Background

- 1.1 On 20th July 2022 the government announced an Air Quality Grant would be made to Bolsover District Council in order to carry out agreed promotion and infrastructure improvements to improve air quality (specifically Nitrogen dioxide). Bolsover District Council was awarded £975,000.
- 1.2 This grant has been made following compliance with the Ministerial Direction relating to air quality on the A34 within the district.

2. Details of Proposal or Information

- 2.1 The purpose of the grant is to implement education initiatives and infrastructure improvements (as per the grant determination letter in Appendix 1 and 2). The funding can only to be used to deliver these specific projects, as agreed with DEFRA and subject to quarterly reporting.

3. Reasons for Recommendation

- 3.1 This grant is an opportunity to improve air quality in the district through vehicle charging infrastructure, additional alternative transport initiatives and education and promotional activity.

- 3.2 In order to receive this grant the determination letters need to be signed and returned to DEFRA.

4 Alternative Options and Reasons for Rejection

- 4.1 Do nothing. This option is rejected. To refuse the grant would limit the Council's ability to directly improve air quality.

RECOMMENDATION

That Executive approves the signing of the grant determination letters.

Approved by the Portfolio Holder for Environmental Health,
Councillor Deborah Watson

IMPLICATIONS:

Finance and Risk: Yes ☒ No ☐

Details:

All expenditure on the resulting projects will be covered by the grants

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☒ No ☐

Details:

By signing the determination letters the Council will be bound by the grant conditions, as outlined in the appendices.

On behalf of the Solicitor to the Council

Environment:

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

Details:

The Air Quality Grant is being made to Bolsover District Council in order to carry out agreed promotion and infrastructure improvements to improve air quality (specifically Nitrogen dioxide).

Staffing: Yes ☐ No ☒

Details:

There are no staffing issues arising from signing the determination letters.

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 type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies	Yes £975,000
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	Yes

District Wards Significantly Affected	No
Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input checked="" type="checkbox"/> Relevant Service Manager <input checked="" type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details: The Cabinet Portfolio Holder has been consulted.

Links to Council Ambition: Customers, Economy and Environment.
Environment and Customer Service.

DOCUMENT INFORMATION	
Appendix No	Title
1.	Grant Determination Letter 1
2	Grant Determination Letter 2

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>



Department
for Environment
Food & Rural Affairs



Department
for Transport

Cllr Steve Fritchley,
Leader, Bolsover District Council

20 July 2022
Ref. 31/6167

By email: steve.fritchley@bolsover.gov.uk

Dear Steve,

Support for measures identified by Bolsover District Council to help reduce roadside nitrogen dioxide exceedances.

I am writing to confirm I have received clearance to make a resource grant payment of £375,000 to Bolsover District Council under Section 31 of the Local Government Act 2003. I attach a signed Grant Determination Form. Please note that notification of a capital grant will be sent under separate cover.

In September 2021, Bolsover District Council submitted a full business case setting out evidence why there are no measures to bring forward compliance from 2025. We indicated that we would consider providing funding for 'additional' measures which, whilst not expected to bring forward compliance, could help reduce exposure to pollutants. This letter sets out the funding and next steps.

This funding is to implement some of the projects from your district-wide measures proposal. This was presented at the same time as the Full Business Case of your local plan submitted in September last year. Subsequently, you have received a Ministerial letter allocating the funding award and confirming that the Final Business Case you have submitted concludes your obligation under the Direction issued on 22 March 2018. A summary of the activities that are supported are listed in Annex C.

The conditions of the grant and the monitoring and reporting expectations are outlined in Annex B. The first reporting submission is expected by 30 September 2022 and subsequent quarterly submissions. If this funding is not exhausted delivering the projects set out in Annex C we ask that you inform us so we can consider how the underspend is to be used.

Should you require a change to any element of the project this must be discussed with JAQU as soon as possible, any substantial change may require a variation. Your acceptance of the terms and conditions of this grant payment will be made by completing the sign-off section below, signed by the project SRO or your council's Director of Finance, and returning a completed copy via email. The Agreement is formed on the date on which the Authority communicates this acceptance. No other form of acknowledgement will be accepted. Please remember to quote the reference number in any future communications relating to this grant.

If you have any questions regarding this letter, please do not hesitate to contact either Darren Hill (Darren.hill@defra.gov.uk) for finance queries, or Mideia Kotsogianni (mideia.kotsogianni@defra.gov.uk).



SALLY RANDALL

DIRECTOR, ENVIRONMENTAL QUALITY, DEFRA

NO₂ PLAN IMPLEMENTATION FUND GRANT DETERMINATION 2022: No 31/6167

The Secretary of State at the Department for Environment, Food, and Rural Affairs, in exercise of the powers conferred by section 31 of the Local Government Act 2003, makes the following determination:

Citation

1) This determination may be cited as the NO₂ Plan Implementation Fund 2022 [No31/6167].

Purpose of the grant

2) The purpose of the grant is to provide funding to local authorities in England to implement their NO₂ plan to bring forward compliance.

Determination

3) The Secretary of State determines as the authorities to which grant is to be paid and the amount of grant to be paid, the authorities and the amounts set out in Annex A.

Treasury consent

4) Before making this determination in relation to local authorities in England, the Minister of State obtained the consent of the Treasury.

Signed by authority of the Secretary of State for the Department for Environment, Food, and Rural Affairs.



Sally Randall

Director, Environmental Quality

July 2022

ANNEX A


ANNEX A: Resource allocation for the 2022/23 financial year

English Local Authorities	22/23	Total
Bolsover District Council	£375,000	£375,000
TOTAL	£375,000	£375,000

Signed for on behalf of Bolsover District Council

Name	
Title	
Signature	
Date	

Signed for on behalf of the Joint Air Quality Unit

Name	Sally Randall
Title	Director, Environmental Quality, Defra
Signature	
Date	20.07.2022

ANNEX B: GRANT CONDITIONS

1. Monitoring and evaluation of measures in the local plan will need to be carried out in accordance with guidance which will be published shortly.

Bolsover District Council will be required to submit quarterly monitoring reports detailing progress with the implementation of the local plan. The first reporting submission is expected by 30 September 2022. In addition to specific reporting on the above measures, this will include the provision of:

- Existing air quality monitoring such as diffusion tubes and continuous analysers.
- Existing and planned relevant transport monitoring such as traffic surveys.

Evidence may also be requested to support use of funding, such as contracts, contractor reports, invoices and timesheets.

2. Should you require to change any element of the project this must be discussed with JAQU as soon as possible, any substantial change may require a variation.

Annex C: Summary of projects to be funded

Measure	Detail	Amount
<u>Package 1:</u> Infrastructure improvements (Capital Grant)	(1) Setting up EV charging points on council carparks (and possibly later on non-council land), Contract to maintain these charge points and (2) promoting and improving existing walking, cycling infrastructure. Bike rental scheme.	£600,000
<u>Package 2:</u> Communication and engagement (Resource Grant)	(1) Schools - communication of anti-idling messages, AQ monitoring near schools and promoting Safe walking routes. (2) Developing of travel plans for businesses/business parks, communities (3) Education on links between transport, AQ and Health	£375,000
<u>Total</u>		£975,000



Department
for Environment
Food & Rural Affairs



Department
for Transport

Cllr Steve Fritchley,
Leader, Bolsover District Council

By email: steve.fritchley@bolsover.gov.uk

20 July 2022
Ref. 31/6213

Dear Steve,

Support for measures identified by Bolsover District Council to help reduce roadside nitrogen dioxide exceedances.

I am writing to confirm I have received clearance to make a capital grant payment of £600,000 to Bolsover District Council under Section 31 of the Local Government Act 2003. I attach a signed Grant Determination Form. Please note that notification of a resource grant will be sent under separate cover.

In September 2021, Bolsover District Council submitted a full business case setting out evidence why there are no measures to bring forward compliance from 2025. We indicated that we would consider providing funding for 'additional' measures which, whilst not expected to bring forward compliance, could help reduce exposure to pollutants. This letter sets out the funding and next steps.

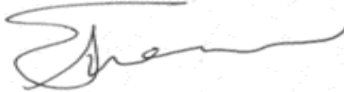
This funding is to implement some of the projects from your district-wide measures proposal. This was presented at the same time as the Full Business Case of your local plan submitted in September last year. Subsequently, you have received a Ministerial letter allocating the funding award and confirming that the Final Business Case you have submitted concludes your obligation under the Direction issued on 22 March 2018. A summary of the activities that are supported are listed in Annex C.

The conditions of the grant and the monitoring and reporting expectations are outlined in Annex B. The first reporting submission is expected by 30 September 2022 and subsequent quarterly submissions. If this funding is not exhausted delivering the projects set out in Annex C we ask that you inform us so we can consider how the underspend is to be used.

Should you require a change to any element of the project this must be discussed with JAQU as soon as possible, any substantial change may require a variation. Your

acceptance of the terms and conditions of this grant payment will be made by completing the sign-off section below, signed by the project SRO or your council's Director of Finance, and returning a completed copy via email. The Agreement is formed on the date on which the Authority communicates this acceptance. No other form of acknowledgement will be accepted. Please remember to quote the reference number in any future communications relating to this grant.

If you have any questions regarding this letter, please do not hesitate to contact either Darren Hill (Darren.hill@defra.gov.uk) for finance queries, or Mideia Kotsogianni (mideia.kotsogianni@defra.gov.uk).

A handwritten signature in black ink, appearing to read 'Suzanne', is centered within a faint, circular, dotted-line border.

SUZANNE TRUEMAN

HEAD OF THE JOINT AIR QUALITY UNIT

NO₂ PLAN IMPLEMENTATION FUND GRANT DETERMINATION 2022: No 31/6213,

The Secretary of State for Transport (“the Secretary of State”), in exercise of the powers conferred by section 31 of the Local Government Act 2003, makes the following determination:

Citation

1) This determination may be cited as the NO₂ Plan Implementation Fund 2022 [No31/6213].

Purpose of the grant

2) The purpose of the grant is to provide funding to local authorities in England to implement their NO₂ plan to bring forward compliance.

Determination

3) The Secretary of State determines as the authorities to which grant is to be paid and the amount of grant to be paid, the authorities and the amounts set out in Annex A.

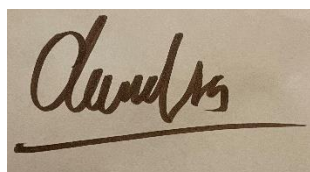
Grant conditions

4) Pursuant to section [31(3) and] 31(4) of the Local Government Act 2003, the Secretary of State determines that the grant will be paid subject to the conditions in Annex B.

Treasury consent

5) Before making this determination in relation to local authorities in England, the Secretary of State obtained the consent of the Treasury.

Signed by authority of the Secretary of State for Transport.

A handwritten signature in dark ink, appearing to read 'Claire Wren', is written over a horizontal line on a light-colored background.

Claire Wren

Director of Future Transport Systems & Environment

July 2022

ANNEX A

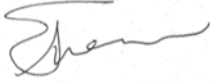
ANNEX A: Capital allocation for the 2022/23 financial year

English Local Authorities	22/23	Total
Bolsover District Council	£600,000	£600,000
Total	£600,000	£600,000

Signed for on behalf of Bolsover District Council

Name	
Title	
Signature	
Date	

Signed for on behalf of the Joint Air Quality Unit

Name	Suzanne Trueman
Title	Deputy Director, Joint Air Quality Unit
Signature	
Date	20.07.2022

ANNEX B

GRANT CONDITIONS

1. Grant paid to a local authority under this determination may be used only for the purposes that a capital receipt may be used for in accordance with regulations made under section 11 of the Local Government Act 2003.

2. The Chief Executive and Chief Internal Auditor of each of the recipient authorities are required to sign and return to the team leader of the Joint Air Quality Unit of the Department of Transport a declaration, to be received no later than 09 September 2022, in the following terms:

“To the best of our knowledge and belief, and having carried out appropriate investigations and checks, in our opinion, in all significant respects, the conditions attached to Clean Air Fund No 31/6213 have been complied with”.

3. If an authority fails to comply with any of the conditions and requirements of paragraphs 1 and 2, the Secretary of State may-

reduce, suspend or withhold grant; or

by notification in writing to the authority, require the repayment of the whole or any part of the grant.

4. Any sum notified by the Secretary of State under paragraph 3(b) shall immediately become repayable to the Secretary of State.

Annex C: Summary of projects to be funded

Measure	Detail	Amount
Package 1: Infrastructure improvements (Capital Grant)	(1) Setting up EV charging points on council carparks (and possibly later on non-council land), Contract to maintain these charge points and (2) promoting and improving existing walking, cycling infrastructure. Bike rental scheme.	£600,000
<u>Package 2:</u> Communication and engagement (Resource Grant)	(1) Schools - communication of anti-idling messages, AQ monitoring near schools and promoting Safe walking routes. (2) Developing of travel plans for businesses/business parks, communities (3) Education on links between transport, AQ and Health	£375,000
<u>Total</u>		£975,000