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To: Chair & Members of the Executive

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Friday 5<sup>th</sup> April 2024

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 15th April 2024 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 pages 3 and 4.

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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- 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.
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## EXECUTIVE AGENDA

*Monday, 15th April, 2024 at 10:00 hours taking place in the Council Chamber, The Arc,  
Clowne*

Item No.		Page No.(s)
1.	<b>Apologies For Absence</b>	
2.	<b>Urgent Items of Business</b>	
	To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.	
3.	<b>Declarations of Interest</b>	
	Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:	
	a) any business on the agenda	
	b) any urgent additional items to be considered	
	c) any matters arising out of those items	
	and if appropriate, withdraw from the meeting at the relevant time.	
4.	<b>Minutes</b>	5 - 13
	To consider the minutes of the last meeting held on 4 <sup>th</sup> March 2024.	
	<b><u>KEY DECISION</u></b>	
5.	<b>Private Sector Housing Strategy</b>	14 - 55
	<b><u>NON KEY DECISIONS</u></b>	
6.	<b>Menopause Policy</b>	56 - 68
7.	<b>Updated Maternity Leave Policy with Health and Safety Arrangements</b>	69 - 97
8.	<b>Updated/Reviewed Probation Policy</b>	98 - 107
9.	<b>Pleasley Vale Regeneration Project - Flood Prevention</b>	108 - 150
10.	<b>Cooperative Arrangements with other local authorities</b>	151 - 154
	<b><u>KEY DECISIONS</u></b>	
11.	<b>East Midlands Investment Zone (EMIZ)</b>	155 - 181

<b>12.</b>	<b>Award of Three-Year Idox Software Maintenance Contract</b>	<b>182 - 184</b>
<b>13.</b>	<b>Extension of Contract with Mobysoft for RentSense Data Analytical Services</b>	<b>185 - 188</b>
<b>14.</b>	<b>Lease of Premises at 9 Church Street, Clowne</b>	<b>189 - 192</b>

## EXECUTIVE

Minutes of a meeting of the Executive of the Bolsover District Council held in the Council Chamber, The Arc, Clowne, on Monday 4<sup>th</sup> March 2024 at 1000 hours.

### PRESENT:-

Members:

Councillor Steve Fritchley in the Chair

Councillors Anne Clarke, Mary Dooley, Duncan McGregor, Clive Moesby, John Ritchie, and Sandra Peake,

Officers:- Karen Hanson (Chief Executive), Jim Fieldsend (Monitoring Officer), Theresa Fletcher (Section 151 Officer), Steve Brunt (Strategic Director of Services), Pam Brown (Service Director Executive, Corporate Services and Partnerships), Vicky Dawson (Assistant Director Housing Management and Enforcement), Kath Drury (Information, Engagement and Performance Manager), Wayne Carter (Assistant Director of Leisure, Health & Wellbeing), and Alison Bluff (Governance).

Also in attendance at the meeting were Junior Cabinet Members Councillors Jeanne Raspin and Jane Yates.

### EX68-23/24. APOLOGIES

There were no apologies for absence.

### EX69-23/24. URGENT ITEMS OF BUSINESS

There were no urgent items of business.

### EX70-23/24. DECLARATIONS OF INTEREST

Minute Number	Member	Level of Interest
EX77-23/24 & EX78-23/24	Steve Fritchley	Other registerable interest due to being a Director of Dragonfly Development Ltd

### EX71-23/24. MINUTES – 29<sup>TH</sup> JANUARY 2024

Moved by Councillor Duncan McGregor and seconded by Councillor Mary Dooley  
**RESOLVED** that the Minutes of an Executive meeting held on 29<sup>th</sup> January 2024 be approved as a true and correct record.

## EXECUTIVE

### NON KEY DECISIONS

#### **EX72-23/24. FIRE SAFETY POLICY**

Executive considered a detailed report, presented by the Portfolio Holder for Environment, which sought Member's approval for the revised Fire Safety Policy which would be applicable to all the Council's corporate and housing independent living scheme premises.

The Government had published new guidance on the enhanced duties of responsible persons under amendments of the Regulatory Reform (Fire Safety) Order 2005 and Building Safety Act 2022 (S156) applying to all non-domestic premises where people worked, visited, or resided, including parts of multi-occupied residential buildings, communal corridors, stairs, and plant rooms.

It was a legal requirement to have a Fire Safety Policy and to monitor compliance with its implementation. Failure to approve and adopt the Fire Safety Policy would place the Council in a position of non-compliance, presenting risk of enforcement action by the Derbyshire Fire & Rescue Service (Fire Safety Officer) for failure to comply with and/or breaching requirements of the Fire Safety Order.

Moved by Councillor Anne Clarke and seconded by Councillor Mary Dooley  
**RESOLVED** that to ensure the Council was compliant with Regulatory Reform (Fire Safety) Order 2005 and Building Safety Act 2022, the Fire Policy be approved.

#### **Reasons for Recommendation**

It was a legal requirement to have a Fire Safety Policy and to monitor compliance with its implementation.

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

Failure to approve and adopt the Fire Safety Policy would place the Council in a position of non-compliance, presenting risk of enforcement action by the Derbyshire Fire & Rescue Service (Fire Safety Officer) for failure to comply with and/or breaching requirements of the Fire Safety Order.

#### **EX73-23/24. AMBITION PLAN TARGETS PERFORMANCE UPDATE – OCTOBER 2023 TO DECEMBER 2023**

Executive considered a detailed report, presented by the Portfolio Holder for Corporate Governance, in relation to outturn performance against the Council's Ambition Targets for Quarter 3 (October 2023 to December 2023).

Out of the 25 targets, 17 (68%) were on track and 8 (32%) had achieved their outturns previously. A summary of performance by Council Ambition aim was provided in the report.

The Chief Executive noted that the Council's current Ambition Plan 2020-2024 was very close to the end of its four year completion and Members would receive a presentation on the Council's new plan for 2024-2028 at Council on 6<sup>th</sup> March 2024.

Moved by Councillor Duncan McGregor and seconded by Councillor John Ritchie

## EXECUTIVE

**RESOLVED** that the quarterly outturns against the Council Ambition 2020-2024 targets be noted.

### Reasons for Recommendation

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

### Alternative Options and Reasons for Rejection

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

## EX74-23/24. MANAGEMENT OF CORPORATE DEBT – WRITE OFF OF OUTSTANDING AMOUNTS

Executive considered a detailed report, presented by the Portfolio Holder for Finance, which sought Member's approval to the proposed write off of debts in respect of Business Rates, Housing Rents and Overpaid Housing Benefits totalling £28,881.49 as individually detailed in the appendix to the report.

Moved by Councillor Clive Moesby and seconded by Councillor Duncan McGregor **RESOLVED** that the amounts included at paragraph 2.1 of the report (£28,881.49), and individually detailed in the appendix to the report, be written off.

### Reasons for Recommendation

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

### Alternative Options and Reasons for Rejection

These were outlined in the main body of the report.

## KEY DECISIONS

### EX75-23/24. VEHICLE REPLACEMENTS – WASTE SERVICES

Executive considered a detailed report, presented by the Portfolio Holder for Environment, which sought Member's approval for the purchase of 4 refuse collection vehicles.

The Strategic Director of Services advised Members that the size and configuration of these vehicles were not available in electric unless built on a retrofit basis, which costings received was £586k per vehicle. However, the vehicles proposed in the report were able to operate on HVO (Hydrated Vegetable Oil) offering 60% (approx.) reduced tail-pipe emissions. He added that when these refuse and Housing fleet vehicles were replaced later this year, approximately 90% of the fleet would be HVO compatible at which point a switch to HVO fuel would be considered.

Moved by Councillor Anne Clarke and seconded by Councillor Duncan McGregor **RESOLVED** that the replacement of 4 waste collection vehicles, as set out in the report, be approved.

## EXECUTIVE

### Reasons for Recommendation

To ensure fleet vehicles were replaced in line with the capital fleet replacement programme.

### Alternative Options and Reasons for Rejection

Replacement of vehicles by way of finance lease arrangements was not considered to offer good value to the Council and reduced the scope for flexibility concerning how vehicles were managed throughout the course of their anticipated life; in particular, where vehicles may require releasing from the leasing agreement prior to their natural end date. In addition, some of the lease companies had charged the Council considerable amounts of money when they were unhappy with the condition vehicles were returned in. This increased the cost of leasing considerably to the Council.

Vehicle replacements proposed in the report were diesel (combustion) engine powered; in particular, as alternative electric (EV) or ultra-low emission (ULEV) vehicle options were not available in this vehicle class and weight range. Vehicles proposed met current highest Euro-VI emission standards and were fitted with electric bin hoists which further reduced engine emissions and were able to operate on HVO (Hydrated Vegetable Oil) offering 60% (approx.) reduced tail-pipe emissions.

### **EX76-23/24. DERBY AND DERBYSHIRE STRATEGIC LEADERSHIP BOARD**

Executive considered a detailed report, presented by the Leader of the Council, which provided an update on the work taking place with Derby and Derbyshire councils in relation to a revised approach to collaborative and partnership working.

The report also sought Member's approval for the Council to establish and participate in a new Joint Committee of Derby and Derbyshire councils, the D2 Strategic Leadership Board, to collaborate, co-ordinate and drive forward agendas where it was recognised that more could be achieved by councils working together to improve outcomes for people and places across Derbyshire.

All Derby and Derbyshire Councils were now being asked to agree to join and participate in the D2 Strategic Leadership Board. Wider engagement with leadership teams within participating councils, both at an Elected Member and Senior Management level, were recognised as being vital to secure shared commitment, including Q&A sessions with Members and development of an accessible 'short guide to the D2 SLB'. It would be important to ensure that the Council was engaged in development of the Board's work programme over the coming months to maximise the collaborative benefits for the Authority, local people, and communities in Derbyshire.

Identifying the key actions which the Council would need to undertake, and the resources and capacity required to participate fully in both the development and future implementation of collaborative working, would also be important.

It was noted that paragraph 2.23 of the report should read say that Councillor Steve Fritchley be nominated to represent Bolsover District Council and not the County Council.

## EXECUTIVE

Moved by Councillor Steve Fritchley and seconded by Councillor Mary Dooley

**RESOLVED** that 1) Executive approves proposals for the establishment of the D2 Strategic Leadership Board and delegates functions to this Joint Committee as set out in the Functions and Responsibilities document in Appendix 2 to the report,

2) the Terms of Reference, including the Introduction and Context, Functions and Responsibilities, Procedural Rules and Information Procedure Rules for the D2 Strategic Leadership Board as set out at Appendix 2 to the report and the position detailed in those documents regarding scrutiny and co-option be approved,

3) appoints the Leader, Councillor Steve Fritchley, as the Council's representative on the D2 Strategic Leadership Board and the Deputy Leader, Councillor Duncan McGregor, as substitute,

4) notes the intention that the D2 Strategic Leadership Board be the body for the nomination of district and borough representatives to the East Midlands Combined County Authority, when established, further noting that this is subject to the CCA's agreement to designate the D2 Strategic Leadership Board as a nominating body,

5) agrees that the County Council will act as the host authority for the Joint Committee,

6) notes the dissolution of the D2 Joint Committee for Economic Prosperity, the enactment of which is subject to the establishment of the D2 Strategic Leadership Board, and recommends to Council that the Constitution is amended accordingly,

7) notes the dissolution of the Vision Derbyshire Joint Committee, the enactment of which is subject to the establishment of the D2 Strategic Leadership Board, and recommends to Council that the Constitution is amended accordingly,

8) approves the Council's membership of the D2 Strategic Leadership Board,

9) notes that the functions of the Committee are executive functions, and therefore, the Council will not have the opportunity to co-opt additional members onto the Committee and the ability to co-opt is restricted within the Terms of Reference,

10) notes that, in accordance with section 9F of the Local Government Act 2000, constituent authorities who operate executive arrangements will need to make formal scrutiny arrangements to review or scrutinise decisions made in connection with the exercise of the functions of the D2 Strategic Leadership Board, and that the Council's existing scrutiny arrangements will apply.

### **Reasons for Recommendation**

To establish the D2 Strategic Leadership Board with robust governance arrangements in place and secure the Council's future involvement and participation in new governance arrangements as they develop and emerge.

## EXECUTIVE

To enable Cabinet to commit the financial resources required to support the D2 Strategic Leadership Board and work activity.

To enable the Council to participate fully in all decision making and programme activity that will take place under the remit of the proposed D2 Strategic Leadership Board.

To ensure the Council has appropriate lead Elected Member representation on the proposed D2 Strategic Leadership Board.

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

Existing Joint Committees having been dissolved; the Council could take the option to not create a successor committee. There would still, however, need to be an alternative vehicle to make nominations to the CCA when established.

Existing Joint Committees having been dissolved; the Council could take the option to not participate in the D2 SLB once established. This is not desirable as this report has indicated that the D2 SLB is a merger of two successful Joint Committees to support effective and efficient decision making. There is also significant interest in continuing to work collaboratively with Deby and Derbyshire Councils to work collectively in partnership to tackle the county's challenges and speak as a collective where possible.

Having previously declared his interest in the following two items of business, Councillor Steve Fritchley left the meeting.

Council Duncan McGregor in the Chair

### **EX77-23/24. BOLSOVER HOMES SCHEME – WOBURN CLOSE CLUSTER, BLACKWELL**

Executive considered a detailed report, presented by the Strategic Director of Services, which sought Member's approval to change the name of the contractor for the Woburn Close Cluster Development.

At Executive on 11<sup>th</sup> September 2023, Members agreed that the Council entered into contract with Dragonfly Development Limited for the development of the Woburn Close Cluster (Minute No EX32-23/24 refers).

Due to the value of the work, the Council would need to enter into a contract with Dragonfly Management (Bolsover) Limited and not Dragonfly Development Limited.

Regulation 12(1) of the Public Contract Regulations 2015 required that any direct contract award that the Council made for works where the value was £5,372,609 or more must be to Dragonfly Management (Bolsover) Limited and not to Dragonfly Development Limited. This was because Dragonfly Development Limited had been designed to be an outward facing commercial trading company and could not take advantage of the rules set out in Regulation 12. Dragonfly Management (Bolsover) Limited, however, was a company set up to take advantage of the rules and therefore the Council could make direct awards to it without the need for competition

## EXECUTIVE

Moved by Councillor Sandra Peake and seconded by Councillor Clive Moesby  
**RESOLVED** that the Council enters into contract with Dragonfly Management (Bolsover) Limited for the development of the Woburn Close Cluster as outlined in the report to Executive on 11th September 2023.

### Reasons for Recommendation

To comply with the Public Contract Regulations 2015.

### Alternative Options and Reasons for Rejection

To enter into a contract with Dragonfly Development Limited. This would breach the requirements of the Public Contract Regulations 2015.

## EX78-23/24.            **BRIAR CLOSE, SHIREBROOK – DEMOLITION OF COUNCIL OWNED BUNGALOWS**

Executive considered a detailed report, presented by the Portfolio Holder for Corporate Governance, which sought Member's approval to award a contract for the demolition of 49 Council-owned bungalows and ancillary buildings on Briar Close, Shirebrook, to Dragonfly Development Limited.

Due to their condition, the bungalows were beyond their habitual economic lives, and it was not considered financially viable to undertake any extensive repairs and maintenance to them.

The bungalows were now vacant, and the affected tenants had been awarded an agreed home loss payment. Planning permission had been obtained for demolition of the bungalows and officers continued to explore redevelopment opportunities or sale of the site.

An indicative quote to clear the site in full, including removal of asbestos, service disconnection and removal of gas/electric meters, had been obtained. Therefore, a budget of up to £265,000 was required for demolition and clearance.

The Assistant Director Housing Management and Enforcement, advised the meeting that since the publication of the report, the quote received from Dragonfly for £258.5k was slightly less than that stated in the report of £265k

Moved by Councillor Duncan McGregor and seconded by Councillor Mary Dooley  
**RESOLVED** that delegated authority be given to the Assistant Director Housing Management and Enforcement to award the contract for demolition of the Council-owned bungalows and ancillary buildings on Briar Close, Shirebrook to Dragonfly Development Limited.

### Reasons for Recommendation

There were no compelling reasons to retain the existing buildings, but there was potential for re-development of the site that would enhance amenity value of the local area and better serve the local community. However, leaving the buildings empty was likely to attract additional anti-social behaviour as well as incur costs to the Council in terms of council tax payments for the vacant bungalows. It was therefore recommended that Dragonfly Development Limited be appointed to demolish the Council-owned bungalows and ancillary buildings.

## EXECUTIVE

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

The option to retain the bungalows was rejected due to their condition and the significant amount of investment needed to get them to a decent home's standard. Were they not to be demolished, the Council would continue to incur cost liability for Council Tax (£1,200 per week) and this would also further obscure void property performance. It was therefore in the interest of the Council to arrange demolition of the properties.

Councillor Steve Fritchley returned to the meeting.

Councillor Steve Fritchley in the Chair

### **EX79-23/24. 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 item of business on the grounds that it involved the likely disclosure of exempt information as defined in the stated Paragraph of Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.

### **KEY DECISION**

### **EX80-23/24. RECEIPT OF GRANT FUNDING FOR INSTALLATION OF COMBINED HEAT AND POWER UNITS AT THE ARC EXEMPT PARAGRAPH 3**

Executive considered a detailed report, presented by the Portfolio Holder for Partnerships, Health and Wellbeing, which sought Members approval for the Council to accept Government funding in order to pursue the procurement of Combined Heat and Power Units for installation at The Arc.

Members congratulated the Assistant Director of Leisure, Health & Wellbeing for the success of the funding bid application.

**RESOLVED** that 1) the grant offer towards the installation of CHP units for The Arc be accepted,

2) that the Procurement process be undertaken,

3) the use of the monies already identified and set-a-side in the Transformation Reserve to cover the additional costs over and above the grant received, with any remaining balance going into the unallocated reserve balance be approved.

### **Reasons for Recommendation**

To accept the grant offer towards the installation of CHP units for The Arc.

## **EXECUTIVE**

To approve the start of the procurement process and additional costs of monies already identified from the Transformation Reserve.

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

To continue with current operating systems of conventional gas fired boilers and not recoup the benefit of long-term savings.

The meeting concluded at 1036 hours.



**Bolsover District Council**

**Meeting of the Executive on 15<sup>th</sup> April 2024**

**Private Sector Housing Strategy**

**Report of the Assistant Director Housing Management and Enforcement**

<b>Classification</b>	This report is Public.
<b>Contact Officer</b>	Victoria Dawson Assistant Director Housing Management and Enforcement  Joanne Wilson Housing Strategy and Development Officer

**PURPOSE/SUMMARY OF REPORT**

- To consider and approve the proposed Private Sector Housing Strategy 2024-2027.

**REPORT DETAILS**

**1. Background**

- 1.1 Housing is one of the key determinants of health. The quality of people’s homes is strongly related to economic prosperity and minimising the adverse effects of poor housing remains a major challenge for the Council. Living in a home which is in good condition, that the household can afford to heat, and is in an area in which they feel safe and well supported by the local community underpins the wellbeing of individuals and families. The impact of poor housing in childhood can affect an individual for a lifetime and can affect physical, social, and psychological development. Damp, mould, cold, and overcrowded conditions can lead directly to physical illness and there is also increasing evidence that poor housing conditions can seriously affect people’s mental health and sense of wellbeing
- 1.2 During 2019, Derby City Council developed a desktop survey approach to assess the condition of private sector housing across Derbyshire. It established that Bolsover District Council had complex housing issues within the private rented sector. Issues of quality, price and management continually cause difficulty both in terms of creating homelessness and trying to house people in suitable accommodation.
- 1.3 Owner occupied and privately rented properties make up over 83.3% of homes in Bolsover (Census 2021). Many homes in the private sector in Bolsover are in poor condition. 45.8% do not meet EPC C, and 16.3% of owner-occupied homes and 18.6% of private rented homes fail the Decent Homes Standard for having a

Category 1 hazard, which poses a serious and immediate risk to a person's health.

As a result of the stock condition survey, officers wanted to develop robust and ambitious private sector housing strategies to help engage with the private sector, to improve the quality of accommodation, develop good management practices, and reduce homelessness.

1.4 In November 2022, jointly with North East Derbyshire District Council, the Council was successful in securing £20,000 from the LGA Housing Advisors Programme to develop a Private Sector Housing Strategy for each district. We appointed Arc4 Housing consultants and work began in earnest from April 2023.

1.5 The aim of the project was to:

- access and report on information relating to the make-up of the private rented sector including the stock condition surveys and most recent Census data
- engage and consult with private landlords, tenants, and other stakeholders, to get their views on the issues affecting them
- assess the various options available to NEDDC/BDC to intervene in the private rented sector
- develop and recommend proposals for Members to consider
- enable both councils to protect the viability of the private rented market in both Districts especially in relation to affordability.

The key outcomes identified for achievement included a focus on corporate commitment to engage with and support the private rented sector. Previously our collective understanding and interaction with the sector has focused on traditional local authority functions such as housing benefit payments, housing standards enforcement, empty property work and homelessness prevention.

We wanted and needed to change this approach so that we can better work with and utilise the sector to the benefit of our residents. Moving forward, we want to develop and explore innovative new approaches to funding and policies to drive improvements in quality and management standards. We also want to protect the stock that we have, and increase the availability of accommodation to our residents who would otherwise be excluded from the sector.

Interviews with key stakeholders have taken place and we now have an evidence base which is extremely comprehensive and timely, given the uncertain economic times. Landlord and tenant surveys have been completed on-line and ran for an extended period from 29<sup>th</sup> May 2023 to 1<sup>st</sup> September 2023.

The proposed Private Sector Strategy sets out the Councils plans for achieving good quality housing across the existing private sector stock.

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

2.1 The Council's Housing Strategy 2021-2024 commits to developing a Private Sector Strategy and Action Plan to deliver the recommendations identified in the Stock Condition Survey, which were:

- Continue to work with partners (Derbyshire County Council, Derby City Council, NHS, and other districts) to examine how housing and health data can be collated to maintain a database that can be updated on a regular basis and used more systematically.
- Working with partners to use the data to inform both health and housing policy with a view to increasing housing interventions in support of addressing health inequalities and improving health and wellbeing of residents.
- Use the data to develop an action plan to address specific housing issues identified within the report to improve health outcomes.

The Strategy's focus is the both the private rented sector and owner occupiers. It has been developed to help the Council better understand the key challenges, the activity and performance of the market, how and where to focus resources, and the scale of the challenge that is being faced.

## 2.2 Policy Context

The home is a driver of health inequalities. Inadequate housing causes or contributes to many preventable diseases and injuries, including respiratory, nervous system and cardiovascular diseases, and cancer (source: World Health Organisation Regional Office for Europe Report (2012)). Direct effects of an inadequate home on a person's health can include heart attacks, stroke, respiratory disease, flu, falls and injuries, hypothermia, and poor mental health. This in turn can lead to greater demand for health and emergency services. Poor housing is estimated to cost the NHS at least £600 million per year in first year treatment costs alone (source: Building Research Establishment and the Chartered Institute of Environmental Health 2010). Good housing leads to good health.

## 2.3 Stock Condition

There is a gradient of risk with age of the property, the risk being greatest in dwellings built before 1850, and lowest in the more energy efficient dwellings built after 1980. Data gathered as part of the stock condition survey shows the percentage of property built pre-1944 across Derbyshire and Chart 3.8, the age of stock in Bolsover. Bolsover has the 5th highest proportion of properties built before 1944 across Derbyshire.

The 2021 Census confirms that there are 29,383 households living in the private sector in Bolsover. This represents 83.3% of all stock.

The 2021 Census also confirms that there are 6,119 households living in the Private Rented Sector in Bolsover. This is 17.4% of all households. Bolsover has the second largest Private Rented Sector across Derbyshire and grew by 2.8 percentage points since 2011. In 2001, it was 9.8%. The owner-occupied sector has reduced since 2001 from 69.0% to 65.9% in 2021.

## 2.4 Stakeholder Feedback

A range of discussions took place with officers, partners, and agents as part of completing the stock condition survey, which have fed into the development of the strategy and the objectives. In addition specific targeted consultation with was undertaken with landlords and tenants in the Rented Sector. 21 landlords

and 84 tenants completed the online survey as part of developing the evidence base.

## 2.5 Landlord and Tenant Feedback

21 landlords and 84 tenants completed the online survey as part of developing the evidence base.

71% of landlords who responded to the survey are a member of the Landlord Accreditation scheme (DASH). The survey confirmed that 71% of landlords in Bolsover are planning to sell their properties, with a further 10% considering this as an option. When asked to indicate the reason for selling their properties, 71% of landlords responded that there is too much regulation, 38% agreed it was no longer profitable, 19% had too many problems with tenants, and 5% of landlords were selling to benefit from the value of the property. Other reasons given by landlords for selling their property included EPC requirements, the end of no fault evictions, lack of interest relief, and council charges when the property is vacant, with one landlord going as far as calling them 'anti landlord policies'. 24% of landlords specified interest in receiving information about the council's landlord events.

### **Implications for the Private Sector Housing Strategy**

- Further promotion of DASH
- Support to ensure properties remain in the Private Rented Sector
- Introduction of Loans
- Further promotion of the landlord's forum with training, support, and a safe place to voice concerns
- Specific advice and guidance on landlord legal requirements
- Support for more vulnerable tenants and advice for landlords about how to provide support

The majority of tenants in Bolsover who responded to the survey live in a house (85%). 8% of respondents live in a flat and 7% live in a bungalow. 31% of tenants are satisfied with the value for money with regards to their rent, 33% are satisfied with the current condition of their property, and 26% are satisfied with the maintenance and general upkeep of the property. Energy efficiency was one area of this section of the survey where responses were weighted more negatively, with 27% of tenants dissatisfied and 14% very dissatisfied with the energy efficiency of their property, and a further 30% neither satisfied nor dissatisfied.

99% of tenants had a way to contact their landlord/letting agent when they needed to but only 64% felt able to complain to their landlord about their home if there was a problem. Only 20% of tenants reported concerns with the behaviour of their landlord/letting agent and 80% had no concerns. 5% of tenants responded to indicate their landlord is a member of the Landlord Accreditation scheme (DASH), 5% of tenants did not think their landlord was a member, and 90% did not know.

With regards to places where tenants would like to see/get information to encourage people to report concerns, via the council website was the most popular method (63%), followed by post (57%), by phone (52%), face-to-face advice (46%), Facebook (27%), leaflets (18%), posters (16%), Twitter (5%), snapchat (5%), and emails (4%).

#### **Implications for the Private Sector Housing Strategy**

- Increased supply of affordable homes in the Private Rented Sector
- Ensuring promotion of 'cost of living' initiatives to tenants, potentially via landlords
- Promotion of the positive role the council can play in supporting poor landlord practices

## 2.6 Proposed Objectives and Outcomes

This Strategy will meet the Council's Ambition Statement 2024-2028 vision and aims through the delivery of 4 Objectives:

- Objective 1: Improve Property and Management Standards
- Objective 2: Maintain and Improve the Supply of Good Quality, Well-Managed Homes in the Private Rented Sector
- Objective 3: Ensuring that Housing Standards and Living Conditions in Bolsover Contribute Towards Better Health Outcomes for All
- Objective: 4: Ensuring All Areas, Neighbourhoods, and Streets in Bolsover, irrespective of Housing Tenure or Type, Are Places Where People Want to Live and Are Proud to Live

The strategy is accompanied by an action plan which sets out what the Council hopes to achieve and by when. The action plan will be agreed with partners and stakeholders and will be used to monitor progress over the period of the strategy.

The outcomes that will be achieved through this strategy are:

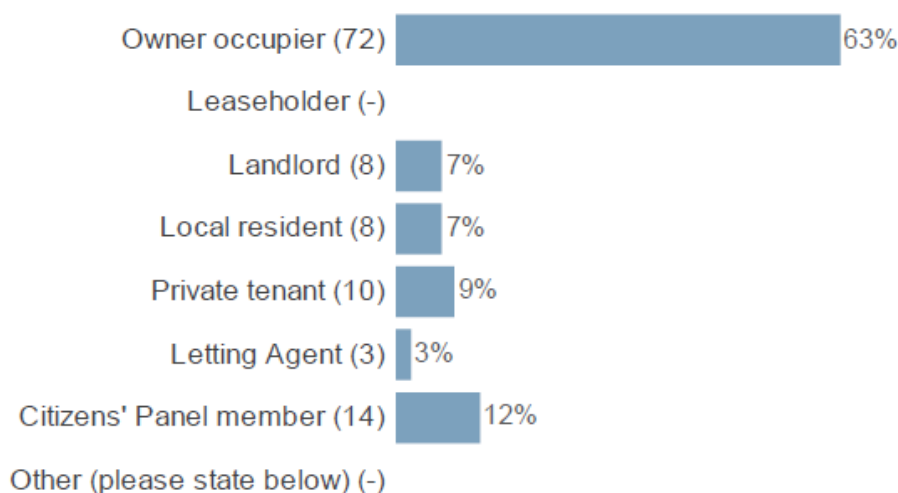
- Improved property condition across the private sector.
- Improved management standards across the private rented sector.
- Improved energy efficiency of homes in the private sector.
- Reduced number of properties with a Category 1 hazard.
- Reduced levels of Anti-Social Behaviour across our neighbourhood.
- Reduced number of people presenting as homeless from the Private Rented Sector.
- Increased access to the private rented sector to offer accommodation to homeless households.
- Increased supply of high-quality affordable housing for the private rented market.
- Residents living independently for longer.
- Improved targeting of resources to maximise our impact in the private sector.
- Reduced numbers of empty homes across the District.

A safe, warm, and secure home underpins people’s ability to build a better quality of life and enables people to maintain independence. Living where you can afford and having security in knowing you won’t be ‘kicked out’ at a moment’s notice helps people to put down roots and have a stable base, a sense of community, and belonging. We want to make sure that homes in the private sector—whether owned or privately rented—are safe, well-managed, and well maintained and this Private Sector Housing Strategy sets out how we, along with our partners, will achieve this over the next 3 years (2024-27).

## 2.7 Outcome of consultation on final draft

The draft Strategy was presented to Customer Services Scrutiny Committee on 22<sup>nd</sup> January. Members welcomed the proposals and commented on property in their area that would clearly benefit from additional repairs and energy grants to enable improvements. Members acknowledged a key issue was the number of private landlords looking to sell up leave the sector due to change legislation and decreased profit margins. Officers informed Members that following consideration by Executive, there would be a launch event for the strategy, alongside the development of both a landlord newsletter and guidance for private tenants.

In total there were 115 respondents to the consultation with the type of respondent split as below:



In analysing agreement with the proposed objectives and outcomes, those responding, ‘strongly agree’ and ‘agree’ have been combined.

All four suggested objectives were well received with the following response rates agreeing with the proposals:

Objective	Response
Objective 1: Improve Property and Management Standards	87% (100)
Objective 2: Maintain and Improve the Supply of Good Quality, Well-Managed Homes in the Private Rented Sector	85% (98)
Objective 3: Ensuring that Housing Standards and Living Conditions in Bolsover Contribute Towards Better Health Outcomes for All	93% (107)

Objective	Response
Objective: 4: Ensuring All Areas, Neighbourhoods, and Streets in Bolsover, irrespective of Housing Tenure or Type, Are Places Where People Want to Live and Are Proud to Live	93% (107)

When assessing agreement with the 11 proposed outcomes of the strategy the results are as follows:

Outcome	Response
Improved property condition across the private sector.	87% (100)
Improved management standards across the private rented sector.	81% (94)
Improved energy efficiency of homes in the private sector.	83% (96)
Reduced number of properties with a Category 1 hazard.	80% (92)
Reduced levels of Anti-Social Behaviour across our neighbourhood.	92% (106)
Reduced number of people presenting as homeless from the Private Rented Sector.	81% (94)
Increased access to the private rented sector to offer accommodation to homeless households.	71% (81)
Increased supply of high-quality affordable housing for the private rented market.	74% (84)
Residents living independently for longer.	91% (104)
Improved targeting of resources to maximise our impact in the private sector.	75% (86)
Reduced numbers of empty homes across the District.	94% (108)

Respondents were also asked to give a priority order to the areas identified for action under each objective. The results have been used to guide the setting of target delivery dates in the Delivery Plan for the Strategy. The results across each objective were as follows:

#### Objective 1: Improve property and management standards

Priority	Rank 1-6
Enforcement	2 (joint)
Damp and mould	1
Promoting rights and responsibilities in the private rented sector (both landlord and tenant)	4
Promoting good practice and raising awareness	5
Promoting DASH (Decent and Safe Homes) Services	6
Energy Efficiency	2 (joint)

Objective 2: Maintain and improve the supply of good quality, well-managed homes in the private rented sector:

Priority	Rank 1-2
Increasing access to the private rented sector	2
Building more homes	1

When the results for this objective are rounded they both equate to 50% each so there is limited prioritisation of one over another.

Objective 3: Ensuring that housing standards and living conditions in Bolsover District contribute towards better health outcomes for all:

Priority	Rank 1-3
Health and safety at home for longer	2
Providing practical support for homeowners	3
Affordable warmth and fuel poverty	1

Objective 4: Ensuring all areas, neighbourhoods, and streets in Bolsover District, irrespective of housing tenure or type, are places where people want to live and are proud to live:

Priority	Rank 1-2
Sharing intelligence to target resources	2
Bringing empty homes back into use	1

Respondents were also given the opportunity to provide open comments to the proposals. These will be taken account of as part of the officers implementation of the Delivery Plan. It should be noted that some of the issues raised would require action by Central Government in terms of revised legislation and enforcement powers. The following points summarise the main issues raised most frequently:

- Look to secure additional rental properties by bringing empties back into use. Provide the necessary support to owners to become landlords
- Improved energy efficiency information/grant information for landlords and tenants. This should include detail on any discounted or free improvements.
- Public funding should be spent on enforcement and advice/guidance, not on grants to cover costs of improvement works. It is not for ratepayers to cover costs of inaction by landlords/tenants in relation to property maintenance and improvement.
- Enforcement measures against tenants causing problems to the property and non-payment of rent need to be clearer and used.
- Agents should not be able to show/let properties clearly in disrepair. This needs addressing.
- Consider developing a system where it is possible to cap rents on stock below a certain standard and reward landlords operating correctly.
- To tackle the issue of high rents consider a general rent cap for private rents to ensure costs remain affordable.

Overall, there is clear agreement with the Council's proposals and a desire for improvement in the sector.

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

- 3.1 The Council needs to take pro-active action following completion of the Private Sector Stock Condition Survey. By adopting the Strategy and delivering the identified actions, this should generate marked improvement in the quality of private sector housing and improved management of the private rented sector.
- 3.2 The Government is currently reviewing the Decent Homes Standard and it is expected that the new version will apply to the Private Rented Sector, which will give further impetus to the improvements the Council is trying to achieve.

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

- 4.1 Members could choose not to support the adoption and delivery of the proposed Strategy but this would go against the recommendations of the private sector stock condition survey and cease delivery of a key action of the Housing Strategy 2021-24.

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## **RECOMMENDATION(S)**

That Members review the proposed Strategy and Delivery Plan, in light of the consultation results, and approve the Strategy for implementation.

Approved by Councillor Sandra Peake, Portfolio Holder for Housing

### **IMPLICATIONS**

**Finance and Risk:**            Yes             No

**Details:**

There are no direct implications from the report and the suggested objectives within the Strategy and Action Plan can be delivered within existing budgets.

On behalf of the Section 151 Officer

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

**Details**

Local Authorities have a legal duty under the Housing Act 2004 to keep the conditions of homes in their areas under review with a view to identifying any action that may need to be taken.

On behalf of the Solicitor to the Council

**Environment:** Yes  No

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment. (Please speak to the Climate Change Lead Officer for advice)

A core element of the Strategy is to improve the quality of housing in the private sector, this will include energy efficiency improvements in both the private rented and owner occupier sectors.

**Staffing:** Yes  No

**Details:**

There are no staffing implications arising from the report or policy.

On behalf of the Head of Paid Service

**DECISION INFORMATION**

<p><b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards, or which results in income or expenditure to the Council above the following thresholds:</p> <p><b>Revenue - £75,000</b> <input type="checkbox"/> <b>Capital - £150,000</b> <input type="checkbox"/>  <input checked="" type="checkbox"/> Please indicate which threshold applies.</p>	<p>Yes</p>
<p><b>Is the decision subject to Call-In?</b> (Only Key Decisions are subject to Call-In)</p>	<p>Yes</p>

<p><b>District Wards Significantly Affected</b></p>	<p>Yes, all Wards</p>
<p><b>Consultation:</b>  <b>Leader / Deputy Leader</b> <input type="checkbox"/> <b>Executive</b> <input checked="" type="checkbox"/>  <b>SLT</b> <input checked="" type="checkbox"/> <b>Relevant Service Manager</b> <input checked="" type="checkbox"/>  <b>Members</b> <input checked="" type="checkbox"/> <b>Public</b> <input checked="" type="checkbox"/> <b>Other</b> <input checked="" type="checkbox"/></p>	<p>During consultation process – all Councillors, all tenants, Customer Services Scrutiny Committee and Tenant Participation Review and Development Group</p>

<p><b>Links to Council Ambition: Customers, Economy, Environment and Housing.</b></p>
<p>Customers: Providing excellent and accessible services.</p> <ul style="list-style-type: none"> <li>Promoting equality, diversity, and inclusion, and supporting and involving vulnerable and disadvantaged people</li> </ul> <p>Economy: Driving growth, promoting the district and being business and visitor friendly.</p> <ul style="list-style-type: none"> <li>Unlocking regeneration and development potential of long-term vacant land and buildings, and stalled sites and deliver income-generating capital projects.</li> </ul>

**Links to Council Ambition: Customers, Economy, Environment and Housing.**

Environment: Protecting the quality of life for residents and businesses, meeting environmental challenges, and enhancing biodiversity.

- Reducing our carbon footprint whilst supporting and encouraging residents and businesses to do the same.
- Ensuring all areas, neighbourhoods, and streets in the district, irrespective of housing tenure or type, are places where people want to live, feel safe, and are proud to live.

Housing: Delivering social and private sector housing growth.

- Enabling Housing Growth by increasing the supply, quality, and range of housing to meet the needs of the growing population.
- Maintaining and improving property and housing management standards and ensuring that standards and living conditions in the district contribute towards better health outcomes for all.
- Maximising our influence and opportunities within the East Midlands Combined County Authority to create affordable, good quality housing options and to retrofit existing homes to be more environmentally sustainable.

**DOCUMENT INFORMATION**

<b>Appendix No</b>	<b>Title</b>
1	Private Sector Housing Strategy 2024-2027
2	Private Sector Housing Strategy Delivery Plan

**Background Papers**

*(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive, you must provide copies of the background papers)*

Private Sector Stock Condition Survey

# Private Sector Housing Strategy



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## 1. Introduction

**1.1** This Private Sector Housing Strategy is the first such strategy that we have published and supports our over-arching Housing Strategy by setting out our detailed plans for both home ownership and private rented housing.

Owner occupied and privately rented properties make up over 83.3% of homes in Bolsover District. This strategy sets out our plans for achieving good quality housing across the existing private sector stock—we believe that all residents should have the opportunity to live in a decent home.

**1.2** Private sector housing performs a vital role in supporting our economic viability and meeting housing need in the District. Homes to buy have become increasingly unaffordable, and median property prices are now 9.3x median income levels, which has contributed to a major expansion in private renting. Consequently, rents in the private rented sector have also risen substantially, and households on lower income are spending up to 44% of their income on rents. For median income households, this figure is 51.8%. The private rented sector now provides homes for an increasingly diverse range of households and those reliant on Local Housing Allowance are being squeezed out of the market. In 2022, only 1.7% of homes to rent on Zoopla were within Local Housing Allowance and this strategy considers interventions that will encourage more landlords to provide homes for rent within Local Housing Allowance levels. The private rented sector now houses 198% more households than it did in 2001 and accounts for 17.4% of all homes across the District, but whilst many private renters in Bolsover District are satisfied with their homes, this sector can be a very unfair playing field for lower income households. Whilst most private landlords take their responsibilities very seriously, there are unfortunately some private tenants who are subjected to a badly regulated sector which allows poor conditions, mistreatment from landlords, unstable tenancies, and extortionate rents. Too many residents are trapped in overpriced, and in many cases, poor quality rented accommodation.



**1.3** Whilst the private rented sector has grown, the owner-occupied sector has reduced in size from 69% of all households to 65.9% between 2001 and 2021. The stock condition survey confirmed in some markets over 21.7% of owner-occupied homes fail the Decent Homes Standard. The case for well-insulated and energy efficient homes has never been greater. Climate change is already disrupting weather patterns and creating extremes that most homes in the UK are ill-equipped to cope with. In response to the root cause of climate change, we are committed to creating a net zero District by 2050 and this strategy therefore responds to the challenges of supporting homeowners and landlords to make their homes more energy efficient. We also know that many homeowners are living in homes that need major repairs and are in poor condition but do not have the income levels to afford this work. Our strategy considers the different solutions, we may be able to offer to support these vulnerable households.

**1.4** Many homes in the private sector in Bolsover District are in poor condition. 45.8% do not meet EPC C, and 16.3% of owner-occupied homes and 18.6% of private rented homes fail the Decent Homes Standard for having a category 1 hazard, which poses a serious and immediate risk to a person's health and as part of this strategy we commit to increasing the awareness of landlords of the Decent Homes Standard as well as more information on potential funding.

Our ambition for Bolsover District residents living in the private sector is that homes are safe, warm, and sustainable, and people feel invested in and connected to their home and local community.

This strategy reflects our strong commitment to realising this vision.

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1.5 Housing is one of the key determinants of health. The quality of people's homes is strongly related to economic prosperity and minimising the adverse effects of poor housing remains a major challenge for us. Living in a home which is in good condition, that the household can afford to heat, and is in an area in which they feel safe and well supported by the local community underpins the wellbeing of individuals and families. The impact of poor housing in childhood can affect an individual for a lifetime and can affect physical, social, and psychological development. Damp, mould, cold, and overcrowded conditions can lead directly to physical illness and there is also increasing evidence that poor housing conditions can seriously affect people's mental health and sense of wellbeing.

1.6 The outcomes of an improved private sector are far more beneficial than improving housing conditions or the way homes are managed. A safe, warm, and secure home underpins people's ability to build a better quality of life and enables people to maintain independence. Living where you can afford and having security in knowing you won't be 'kicked out' at a moment's notice helps people to put down roots and have a stable base, a sense of community, and belonging. We want to make sure that homes in the private sector, whether owned or privately rented, are safe, well-managed, and well maintained and this private sector strategy sets out how we, along with our partners, will achieve this over the next three years (2024-27).

1.7 It is therefore essential that we work with our partners to improve both property conditions and provide access to well-managed private sector housing to help meet the housing needs of our residents.

## 2. Private sector market

2.1 The information below summarises some of the key areas of work we are involved in.



- 16.2% of households are living in fuel poverty.
- 16.3% of homes in the owner-occupied sector have category one hazards. This increases to 18.6% in the private rented sector.
- 45.8% of private sector homes have an EPC rating of D or below. This rises to 65.7% for properties in the private rented sector.



- The main reason for homelessness in 2022/23 was the loss of a private rented tenancy.
- The level of statutory homelessness across Derbyshire has decreased and in 2017-18 was one per 1,000 households, significantly lower than the national average, but local data from district and borough councils indicates that over 3,000 homelessness assessments were made in 2020-21.



- Derbyshire has similar levels of fuel poverty to the England average with the estimated percentage of households that experienced fuel poverty in 2018 of 10.6%.



- 1.9% of people living in the private sector in Bolsover District live in overcrowded homes.
- Household overcrowding Census 2021 figures show 3.1% of households were overcrowded, with the highest proportion of affected households in Shirebrook and Langwith.





- There are 29,383 households living in the private sector. This represents 83.3% of all stock.
- The size of the private rented sector has almost doubled since 2001 from 9.38% to 17.4% in 2021.
- In 2022, the median rent level was £648pcm, an increase of 32.2% since 2018.
- In 2022, only 1.7% of properties in the private rented sector advertised through Zoopla were within the Local Housing Allowance rate.

- Lower quartile property prices are seven times as much as lower quartile income levels.
- People living in the private rented sector on lower quartile incomes spend 44% of their income on a lower quartile rent.



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- Derbyshire has a higher-than-average proportion of older people (21.9% aged over 65, compared to 18.5% in England). This is predicted to increase, according to ONS population projections, with the Derbyshire 65 and over population accounting for approximately 27.3% of the population in 2043. Older people have increased housing, accommodation, and support needs, in order to enable them to live independently for longer. Joining up planning, housing and health systems is needed to achieve this.
- Premature mortality is a good high-level indicator of the overall health of a population. Bolsover District has the highest level across Derbyshire for under 75-year-olds at 496.6 per 100,000.



# 3. Strategic priorities and achievements

Improving the private sector has been a priority for us for many years and is reflected within our policy and strategy framework. Over the past five years we have:

- Continued to deliver adaptations through the Disabled Facilities Grant (DFG) process and in the year 2022/23 delivered 64 mandatory DFGs. This work is essential in allowing people to remain in their own homes in safety and with dignity. In addition to this we have delivered a pilot stairlift recycling project in partnership with Derbyshire County Council. The project enables stairlifts to be installed much sooner and as they are on loan to the customer, they are removed when no longer needed and then installed in whole or in part to other customers in need, hence the recycling element.
- Continued to participate in the Derbyshire Healthy Homes Project, which enables those suffering from cold related ill health to receive assistance in the repair/installation of heating systems and accessing insulation measures.

Again, this is allowing people to remain in their own homes in safety and in comfort, addressing the impact of poor housing on health.

- Brought long-term empty properties back in to use. Significant achievements in the last five years have included the renovation of large empty properties such as the Station Hotel in Creswell (creating 15 apartments), the Miners Welfare in Creswell (creating 11 apartments), and the disused Coop building in Whitwell (creating five apartments).
- Held events to inform landlords of new regulations and what help is available for themselves and their tenants.
- Delivered the well-established community outreach service that provides help and support in financial matters, maximising income, and helping to improve overall health and wellbeing. The service has experienced increased demand because of the cost-of-living crisis and continues to help people remain in their own home and to access housing which is affordable and meets

their needs. Over the past three financial years the service has handled an increasing number of service requests, evidencing the increased demand for additional support provided to our residents. In 2020/21 there were 438 requests for service but in 2022/23 there were 777.



- Enforcement action taken against landlords whose properties do not comply with legislative standards. In one case, enforcement was pursued to such an extent that it resulted in a landlord being sentenced to 10 months in prison. This demonstrates the zero-tolerance approach giving a strong message to landlords. Set up the Supported Accommodation Review Team (SART) to ensure the standard of support, quality of accommodation and value for money of supported accommodation in the District, primary in the private sector.
- Undertaken project based proactive housing inspections to address poor housing conditions, fire risks, waste, and community safety in identified hotspots area. Whilst private sector housing work is reactive, we have been able to manage resources so that we can undertake some successful, proactive area-based work.
- Undertaken a project to promote the Minimum Energy Efficiency Standards (MEES) (using Government funding) contacting all landlords with non-compliant EPCs. Half of all those landlords contacted achieved a higher EPC rating following our intervention.
- Continued to benefit from the resource of a Home Improvement Coordinator. This role enables us to provide support and assistance including energy efficiency and energy debt as well as general advice and assistance around housing repairs and access funding such as ECO or ECO flex.



**3.1** Whilst we are proud of our achievements, we know there is plenty more to be done, and in preparing this strategy, we commissioned the most comprehensive review of the private sector that we have ever undertaken, alongside detailed discussions with partners and a tenant and landlord survey.

**3.2** The outcomes of this work underpin the objectives within this strategy and align closely to our Vision statement. This strategy will meet our Ambition Statement 2024-2028 vision and aims through the delivery of four objectives:

- Objective 1: Improve property and management standards
- Objective 2: Maintain and improve the supply of good quality, well-managed homes in the private rented sector
- Objective 3: Ensuring that housing standards and living conditions in Bolsover District contribute towards better health outcomes for all
- Objective 4: Ensuring all areas, neighbourhoods, and streets in Bolsover District, irrespective of housing tenure or type, are places where people want to live and are proud to live.

**3.3** The strategy is accompanied by an action plan which sets out what we hope to achieve and by when. The action plan will be agreed with partners and will be used to monitor progress over the period of the strategy.

The outcomes that will be achieved through this strategy are:

- Improved property condition across the private sector.
- Improved management standards across the private rented sector.
- Improved energy efficiency of homes in the private sector.
- Reduced number of properties with a category 1 hazard.
- Reduced levels of anti-social behaviour across our neighbourhoods.
- Reduced number of people presenting as homeless from the private rented sector.
- Increased access to the private rented sector to offer accommodation to homeless households.
- Increased supply of high-quality affordable housing for the private rented market.
- Residents living independently for longer.
- Improved targeting of resources to maximise our impact in the private sector.
- Reduced numbers of empty homes across the District.

## 4. Improve property and management standards

**4.1** Improving property condition and management standards across the private sector is a primary objective of this strategy. Improving the housing stock is an essential part of protecting the health and wellbeing of our residents. If homeowner's homes are in good condition, well insulated and safe, people will live healthier happier lives and a good supply of well-managed, well-maintained private rented homes can play a valuable role in helping to make more properties available to lower income households unable to access social housing, help vulnerable households to find suitable accommodation, and reduce homelessness. We believe everyone should have a good quality home no matter what tenure they live in.

**4.2** All private housing should meet at least the minimum standards that comply with the legislative standards ensuring that the property does not cause a physical hazard or nuisance to residents and the



local neighbourhood. We want to work with landlords to increase security, certainty, affordability, and stability for tenants but where landlords do not meet the required standards, we will do everything in our power to ensure that residents are safe in their homes. For vulnerable homeowners, we want to provide as much support as we can through advice, grants and loans.

### Enforcement

**4.3** The majority of landlords act with fairness and decency towards their tenants and those in the neighbourhoods of the homes they own. They maintain high standards of accommodation and



manage their properties well, complying with the requirements of the law. Many landlords work with us and accept more challenging tenants, offering safe, suitable accommodation to those who may otherwise be homeless.

**4.4** However, a small number of landlords completely disregard their duties and responsibilities towards their tenants and carry out unlawful actions. Their interest in properties is often limited to generating a rental income with little or no investment in the property, tenants, or wider residents and communities. The private sector is also becoming increasingly responsible for providing supported accommodation, often to those with the most challenging and complex needs. We have a role to play in ensuring such accommodation is well-managed and does not negatively impact other tenants and residents living in the area.

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**4.5** Enforcement is a core function of the environmental health team who conduct private sector housing work. Under the Housing Acts and related environmental health and building legislation, local

councils have both legal powers and duties to deal with unsatisfactory housing conditions in the private sector. Targeting and focusing intervention and enforcement on the very worst properties, landlords, and agents has been a key area of focus for us over many years.

**4.6** We have a crucial role in driving up housing standards in the private sector, and as such, we will focus our resources on those areas with the most insufficient housing stock and the least adequate property management. We will continue to use the powers provided to us and using the whole range of statutory provisions to facilitate the most appropriate solutions, sanctions and deterrents.

**4.7** Over the lifetime of this strategy, we will design a housing enforcement policy, that reflects the range of enforcement provisions to support both resident and tenants living in the private sector.

### Damp and Mould

**4.8** We are fully aware of the impact damp and mould has on people's lives and health. We are committed to having a clear and effective approach to this issue We are working

across all tenures and with all partners to reduce the risks of damp and mould in our homes and all homes in the District and make sure that cases are being investigated fully. We have always investigated such service requests by offering site visits and do not solely offer advice leaflets as some authorities do. However, there are further improvements that can be made.

**4.9** During the lifetime of this strategy, we will:

- Increase our engagement with private landlords and residents in the District to tackle the issue of damp and mould. We are already taking enforcement action against landlords with damp and mouldy properties and are committed to holding private landlords to account on the condition of their properties.
- Promote advice to all residents about good practice to deal with damp and mould. For example, checking for leaks, ensure proper ventilation in areas like bathrooms, kitchens, and laundry rooms, using extractor fans or open windows when cooking, showering, or doing laundry to allow moisture to escape and ensuring that walls, roofs, and floors are well insulated.
- Improve our data recording to enable easy access to future data to be able to demonstrate our activities and better understand the extent of the issue in our district.

### Promoting rights and responsibilities in the private rented sector

**4.10** We want to increase awareness of the rights and responsibilities of tenants so that they are able to make more informed decisions about moving into a new home or discussing issues with landlords.

**4.11** We are planning to deliver a campaign that ensures that people understand what an inexperienced landlord 'looks like' and how these are different to rogue landlords. Rogue landlords are not landlords who just 'get it wrong'. A rogue landlord has little regard for Fair Housing Laws, adhering to building codes, or respecting a tenant's rights to privacy in their rental home.



Instead, these landlords target vulnerable tenants and place them in overcrowded or poorly maintained accommodation. They may take part in discriminatory or harassing behaviour, increase rents at a moment's notice, and evict tenants who may make a complaint, without legal grounds to do so.

**4.12** This is not acceptable and tackling rogue landlords is a priority for us. A media campaign to 'shop a rogue landlord' will be established and promoted through our website and media channels. This will enable those people who do not know how to report rogue landlords to do so.

As part of our campaign to promote tenants' rights, we will be designing a tenant's checklist that equips tenants to ask the 'right' questions when viewing property and ensure all appropriate safety certificates are in place. Our check list will be co-produced with tenants and focus on areas such as Basic Information:

- The length of the lease
- Deposit and Fees
- How maintenance and repairs are handled
- References from previous tenants
- Emergency procedures in case of emergencies (e.g., fire, flooding)

## Promoting DASH

**4.13** To help improve the private rented sector, we have worked in partnership with DASH (Decent and Safe Homes) Services since 2005. DASH is a nationwide scheme that encourages and rewards good property standards and management practice in the private rented sector.

**4.14** The service provides a landlord accreditation scheme and 'Call B4 You Serve' to encourage support for landlords to limit evictions. We are now leading on a project to provide earlier intervention for the Call B4 You Serve service. We have an excellent working relation with DASH, and will be exploring how we may extend our partnership working, promoting the service more widely to landlords, increasing the number of properties that DASH inspects on our behalf, and exploring how the partnership can be strengthened to better share resources.

**4.15** The loss of private sector tenancy is a significant reason for homelessness in Bolsover District. We will coordinate our homelessness prevention approach to private rented sector tenants, working with Call Before You Serve, Derbyshire Law Centre and other partners to better understand the practical and financial support package that we can offer both landlords and tenants.

We will develop a private rented sector specific homelessness prevention offer that will offer good quality advice and assistance to landlords and tenants in the District.

## Promoting good practice and raising awareness

**4.16** We recognise the need for collaborative efforts to raise awareness of tenant and landlord responsibilities and to expand good practice across the sector. We are committed to providing more advice and support to victims of unscrupulous landlords, taking enforcement action against landlords who rent substandard accommodation and exploit vulnerable tenants and those from marginalised groups.

**4.17** This will involve increasing the use of our media platforms for our standards, commitments, enforcement action, advice and support to both landlords and tenants, and continuing to work with lettings and management agents, developing formal partnership arrangements.

**4.18** We facilitate regular landlord forums to share ideas about how we can work together to improve services for tenants and inform landlords of legislative requirements and changes. The focus is to:

- Provide partnership working opportunities.
- Co-operate with local landlord associations.
- Launch initiatives with landlords such as energy efficiency or greener homes.
- Improve access to training and learning.
- Provide forums for discussion and networking.

**4.19** We will positively encourage landlords to join the Landlord Accreditation Scheme that is managed by DASH and to attend the local landlord forum events to educate landlords to provide better support and services for their tenants. We will be extending these invitations to letting agents too. We will be considering more practical benefits to secure membership and attendance at these events such as:

- Explore the option to provide loans to undertake improvement work, secured



against future rent. This consideration would also apply to owners.

- Consider support packages to landlords to extend their portfolios if those properties are made available to us.

**4.20** We recognise that not all landlords will be able to attend and so we will also trial promotion of information through online platforms.

## Getting ahead of the game

**4.21** Landlords must ensure that their rental property meets Minimum Energy Efficiency Standards (MEES). This means by law properties must have an energy performance certificate (EPC) rating of "E" or above. Improving EPC ratings are better for the environment and better for all residents, in terms of the cost of heating and warmer homes.

**4.22** We know that 65.7% of private rented homes and 53% of owner-occupied homes do not currently meet EPC C and we are planning to undertake research to better understand the plans of landlords and owners to improve the EPC rating of their properties and the support that may be required. We will then develop an Intervention Strategy on the support we can provide.

# 5. Maintain and improve the supply of good quality, well-managed homes in the private rented sector

**5.1** A key priority for us is to maximise the number of high-quality and genuinely affordable homes in the District for all our residents, catering for people from a wide range of backgrounds and on different incomes. This includes the private rented sector. A number of new pieces of legislation have been introduced relating to private sector housing and there are concerns that a number of landlords may choose to leave the market, selling their homes. Whilst these properties may remain in the sector, others may not; reducing supply.

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## Increasing access to the private rented sector

**5.2** There are clear opportunities to increase

access to the private rented sector through the development of an attractive and comprehensive Bolsover District landlord offer. Alongside this, we will explore the feasibility of developing a countywide private sector leasing scheme.

Our Homelessness Strategy recognises the important role that the private rented sector plays in meeting the housing needs of those who are experiencing homelessness or threatened with homelessness.

**5.3** Increasing access to the number of private sector homes which can be used to support move-on accommodation for people who are homeless is critical if we are to reduce our



reliance on temporary accommodation and provide stable and secure homes for people. This is challenging; with the significant demand for private rented homes and increasing rent levels, landlords can 'pick and choose' tenants, taking advantage of higher rent levels than are payable by tenants who are reliant on Local Housing Allowance (LHA).

**5.4** We have recruited a dedicated team that will work to engage with private sector landlords and agents and explore new ways of securing access to the private rented sector. By developing close working relationships with landlords and letting agents, this team will co-produce a tool kit of options that will enable us to increase access to more homes in the private rented sector and we will consider every potential option. Over the lifespan of this strategy, we will:

- Review our Bond Guarantee schemes, a fund set up to help those who are homeless or threatened with homelessness, to help finance a new rental property. We want to ensure this is working for both tenants and landlords.
- Intervene where landlords are choosing to leave the sector to ensure that these homes remain in the private rented sector and are sold to accredited landlords.
- We will be consulting with landlords to identify those that want to extend their portfolios and consider how the council may be able to provide support.
- Explore working with brokers to find properties and provide short-term move-on support to homeless families.

**5.5** Exploring the types of incentives we can offer landlords to help secure landlords' engagement with us. We will research best practice elsewhere and consider new ideas of our own in conjunction with landlords and letting agents. Without pre-empting the outcomes of these discussions, we could explore:

- Options that support landlords to undertake improvement work, secured against future rent.
- Rent guarantees over and above Local Housing Allowance levels through considered and effective use of



Discretionary Housing Payments and Homeless Prevention Grant.

- We act as property guarantor.
- Up front rent payments.
- Additional support for tenants as tenancies start.

## Building more homes

**5.6** In 2022 Dragonfly Development Ltd, a Council owned company was set up with an accompanying business case which set out objectives to provide good quality private rented accommodation across the District. In addition, Dragonfly Development Ltd aspires to increase the supply, quality and range of housing to meet the needs of the growing population and support economic growth ensuring more good quality homes are available to buy.

# 6. Ensuring that housing standards and living conditions contribute towards better health outcomes for all

**6.1** Good quality housing is essential for everyone's health and wellbeing; safe and sustainable housing can support good physical and mental health, reduce fuel poverty, decrease carbon emissions, reduce hospital admissions, and help people live independently for longer.

**6.2** Poor housing is a driver of poor health and of pervasive and growing health inequalities. Housing also has a huge influence on mental health and wellbeing. Affordability has a major impact on an individual's ability to keep homes warm and how people travel to work and maintain social connections. As well as physical housing conditions, environmental blight and anti-social behaviour can all influence the way people feel about where they live.

We are looking to be much more flexible about how we fund this agenda and will increase access to homes that are affordable. This may include:

- Supporting officers to manage bringing empty homes back into use.
- Investing in long-term empty private sector housing stock to bring it up to the Decent Homes Standard, with the proviso it becomes available to us for nominations.
- Providing support to sustain tenancies.



**6.3** The Derbyshire Health and Wellbeing Strategy contains a priority to 'Support our vulnerable populations to live in well-planned and healthy homes' and recognises that older people in Derbyshire have increased housing, accommodation, and support needs. In order to enable older and vulnerable people to live independently for longer, the Health and Wellbeing Board will work to join up planning, housing, and health systems by empowering existing partnerships to work seamlessly together.

## Health and safety at home for longer

**6.4** The most vulnerable residents are those least likely to reach out for support and assistance when things go wrong. This is especially so for owner-occupiers who may not consider that we can support them where they are coping with significant disrepair or squalid living conditions that they are unable to rectify themselves.

**6.5** Poor quality or unsuitable accommodation can prevent people living independently in their home for longer and force unnecessary displacement, away from familiar surroundings. Many deteriorating situations in private rented housing stem from tenants and landlords not understanding their rights and responsibilities or not having the ability or capacity to exercise those rights.

**6.6** We believe that suitable, safe, and sustainable accommodation for everyone is a right, and is the foundation against which people can achieve positive life outcomes. Ensuring those with the most challenging and complex needs can sustain stable housing is seen as key to achieving more cohesive neighbourhoods in our district. Improving health and safety in existing homes will have a significant impact on people's ability to remain living at home for longer.

**6.7** We offer a comprehensive adaptations service, futureproofing existing housing stock with relatively low-cost adaptations such as small ramps, grab or handrails, small steps to entrances, or moving power sockets. These are low-cost solutions to enable older people or people with a disability or complex housing needs to remain living independently. We will review how we maintain independent living. We will



continue to promote the take up of these adaptations.

When we undertake adaptations, we will take a holistic approach and ensure that homes are safe. If additional work is required, we will undertake that so that residents can truly benefit from the adaptations they need.

**6.8** It is often simpler for owner occupiers to access adaptations. As the owner of the property, they have the choice to have adaptations undertaken. This is not the case for tenants and ensuring that tenants living in the private rented sector are aware of these adaptations and that landlords are supportive of having them installed in their properties is essential. We know from experience that landlords may not understand tenants' longer-term needs and may not wish to adapt property. As well as promoting adaptations to owner occupiers, we will be supporting older people or people with a disability or complex needs in the private rented sector and will explore options that:

- Better inform and advise landlords of the challenges for older people living in unsuitable properties and the potential support landlords can offer.
- Ensure training is provided to landlords about safeguarding.
- Provide better information and access to affordable warmth measures and how to secure them into their properties.

- Provide specific training to enable landlords to support tenants as they age in place and educate landlords to be dementia friendly and aware of how to signpost tenants to support services.
- Develop a directory of support services for landlords to provide to tenants explaining the services available and a named referral point.

**6.9** Encourage take up of Disabled Facilities Grants by offering a commitment to support landlords to find tenants requiring adaptations in the future.

### Providing practical support for homeowners

**6.10** Whilst the majority of home owner want to remain living in their home, others will want to move. One of the barriers for older households to move is trying to negotiate the purchase chain whilst trying to find the right home for their future, and in parallel to sell their current home. These issues can prevent many moves. We will explore the impact this has on vulnerable older people and consider potential solutions which may include bridging loans for owners to move

in a timeframe that works for them and to enable them to find the 'right' property, which may encourage more people to make the move.

**6.11** There may also be older people or people with a disability or complex needs that wish to move but are unable to afford a more appropriate home. Without financial support, these households are likely to be trapped in unsuitable housing. We will explore the potential of enabling owners to utilise the equity in their homes and move to a more suitable property by developing shared ownership products.

**6.12** In the same way as owner occupiers or social tenants are enabled (social tenants through the downsizing scheme and owners through their equity) to access more suitable housing, households living in the private rented sector may be unable to do this. The cost of moving, facing a potentially higher rent, and finding a more suitable property may all act as barriers. We will research potential options to support low-income households living in the private rented sector to move to more suitable accommodation.

### Affordable warmth and fuel poverty

**6.13** A home should be warm and comfortable and provide a healthy and welcoming environment that promotes well-being. Fuel poverty is influenced by three factors: a person's income, the price of fuel, and the thermal efficiency of their home. Whilst we can signpost residents to increase benefit uptake and advice, we cannot influence a person's income or the price of fuel.

**6.14** 16.2% of households in Bolsover District are living in fuel poverty. We prioritise reducing the number of households experiencing fuel poverty.

**6.15** However, we recognise the need to improve thermal comfort and reduce energy costs through a range of initiatives and will assist vulnerable residents to do so. This will also support our commitment to tackling climate change and reducing our carbon emissions.

**6.16** We will:

- Continue to seek external funding opportunities to provide energy efficiency measures for both privately owned and rented homes.
- Continue to use our affordable warmth coordinator post, to offer advice support and guidance for people to access financial incentives/grants and help with energy saving.
- Ensure landlords are aware of the potential funding support that is available and their obligations to provide housing that is sufficiently warm and comfortable, in compliance with minimum standards.



# 7. Ensuring all areas, neighbourhoods, and streets in Bolsover District, irrespective of housing tenure or type, are places where people want to live and are proud to live

**7.1** A good mix of housing types and tenures is vital for creating sustainable communities and meeting the District's housing needs. It is important that all our residential areas feel welcoming and safe and are locations where people are more likely to be invested in their homes and neighbourhoods.

**7.2** We are a landlord working in neighbourhoods where private sector landlords operate. The proposed consumer standards by the Regulator of Social Housing recognise that part of a landlord's role is to work with

others to help with the upkeep and safety of the neighbourhoods and communities their homes are part of. The proposed Neighbourhood and Community Standard commits that landlords need to work with other organisations to contribute to the upkeep and safety of shared spaces.

**7.3** A significant factor in neighbourhood decline is locations that attract short term renters, where rooms or properties are let out on a short-term basis. Whilst this type of accommodation meets the housing needs of some in our

community, a proliferation of more transient short-term living makes it less likely that people will form connections to their local area and feel any ownership or investment in it.

**7.4** Empty homes can similarly lead to deterioration and attract blight, criminality, and community tension. Keeping the numbers and clusters of empty homes to a minimum is essential if we are to sustain healthy and thriving streets and estates. It is also the case that those living in deprived areas in the least energy-efficient homes are likely to be those living in fuel poverty. This can contribute to poor health outcomes for residents, the deterioration of general standards, and broader housing instability. Improving domestic energy efficiency will help us meet our zero carbon 2050 commitments, reduce carbon emissions, and protect residents from harmful effects of climate change.

We have a dedicated resource in the Shirebrook area to support migrant households. Regardless of tenure, it provides housing advice and assists with language barriers, referrals to environmental health where required, and referrals to letting agents and private rented properties. It offers support to ensure migrant households settle well into new communities.

**7.5** It is important that all our neighbourhoods are welcoming and safe and are locations where people are invested in their homes and neighbourhoods. A high turnover of tenancies can lead to a decline in standards, outward migration of more established residents, and a spiral of decline. This can also impact the desirability of properties and locations and tension between more settled and short-term renters.

## Sharing intelligence to target resources

**7.6** Within the private rented sector, the worst criminal landlords operate under the radar, renting out a house per room, often using all space such as kitchens, cellars, and corridors as sleeping accommodation. Tenants in these properties are vulnerable, often undocumented, and extremely unlikely to contact the authorities for assistance.



Likewise, for owner occupiers who are vulnerable and living in poor quality housing, many will not seek support. Our stock condition survey recommended a series of actions that will promote joint working protocols to help to address housing inequalities. This strategy is the platform for delivering those recommendations.

**7.7** We will work with partners to create a database that will aggregate, monitor, and cross-reference data on properties to enable a better targeting of resources and act as an early warning system to predict challenges. This will be collated with private sector developed indices that predict certain activities and tenures which will provide profiles to assist us identify potential locations to target enforcement action, and as part of this, have a vulnerability index for people and the likelihood that services may be required.

## Bringing empty homes back into use

**7.8** Short-term empty homes are part of the normal housing market. However, long-term empty homes are a wasted resource, have a negative impact on neighbouring properties, and often act as a focus for anti-social behaviour. Keeping the numbers of empty homes to a minimum is essential if we are to sustain healthy and thriving streets and estates. We are planning to introduce the maximum charge on empty property through Council Tax premium and we are



considering different options to enable homes to be brought back into use.

**7.9** To reduce the number of empty homes in the District, over the next three years we will explore:

- The potential for a new bespoke product to provide repayable grant assistance to first time buyers to purchase long-term empty homes at the lower end of the market.
- The potential to act as guarantor on a mortgage to support first time buyers to

buy a property and secure repayable grant to undertake improvements.

- The option to lease empty homes and improve them. These properties would be operated on the private rented market to recoup our investment.



## 8. Monitoring arrangements and delivery plan

### Monitoring the Private Sector Housing Strategy

**8.1** The action plans supporting this strategy will be monitored on an annual basis, with an annual report to Scrutiny and Executive.

### Reviewing of the Private Sector Housing Strategy

**8.2** The Private Sector Housing Strategy will be reviewed at least every three years in line with internal strategy/policy development procedures. The strategy may be reviewed more or less frequently than this as a result of changes in legislation, changes in our corporate vision or as a result of monitoring outcomes.

Minor changes which make no significant difference to service provision will be made to the document under delegated authority by the Assistant Director of Housing Management and Enforcement in consultation with the Portfolio Holder for Housing.

**8.3** Responsibility for implementation.

<b>Lead</b>	Assistant Director of Housing Management and Enforcement
<b>Others with responsibility</b>	Housing Services Manager Housing Options Manager Housing Strategy and Development Officer Service Manager (Environmental Health) Planning Policy and Housing Strategy Manager





## 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](mailto: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.

**PRIVATE SECTOR HOUSING STRATEGY DELIVERY PLAN 2024-2027**

**Objective 1: Improve Property and Management Standards**

Improving property condition and management standards across the private sector is a primary objective of the strategy. Improving the housing stock is an essential part of protecting the health and wellbeing of our residents. If homeowner’s homes are in good condition, well insulated and safe, people will live healthier happier lives and a good supply of well-managed, well-maintained Private Rented homes can play a very valuable role in helping to make more properties available to lower income households unable to access social housing, help vulnerable households to find suitable accommodation, and reduce homelessness. We believe everyone should have a good quality home no matter what tenure they live in.

Key Action	Sub-Action	Progress Update	Lead Officer(s)	Target Date	Expected Outcome	Resources	Actual Outturn
<b>Enforcement – Design a housing enforcement policy, that reflects the range of enforcement provisions to support both residents and tenants living in the Private Sector.</b>	Review Best Practice elsewhere and include those elements that reflect the requirements of the District.		Service Manager (Environmental Health)	September 2025	<ul style="list-style-type: none"> <li>Improved property condition across the private sector.</li> <li>Improved management standards across the private rented sector.</li> </ul>	Officer time and small expenditure in connection with any consultation and publicity from existing budgets.	
	Provide training and support or relevant officers to implement.		Service Manager (Environmental Health)	November 2025	<ul style="list-style-type: none"> <li>Improved energy efficiency of homes in the private sector.</li> <li>Reduced number of properties with</li> </ul>	Officer time and small expenditure in connection with any consultation and publicity from existing budgets.	

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Key Action	Sub-Action	Progress Update	Lead Officer(s)	Target Date	Expected Outcome	Resources	Actual Outturn
40	Monitoring and review of policy		Service Manager (Environmental Health)	2 years following adoption	a Category 1 hazard. <ul style="list-style-type: none"> <li>Improved physical, mental health and wellbeing across the District.</li> <li>Reduced levels of Anti-Social Behaviour across our neighbourhood.</li> <li>Improved targeting of resources to maximise our impact in the private sector.</li> <li>Reduced numbers of empty homes across the District.</li> </ul>	Consultation with Councillors as part of policy development	
<b>Reduce damp and mould within properties across the District.</b>	Promote this agenda through the Landlord Forum and through the campaign to increase tenants' rights and responsibilities.	Forum event to be held autumn 2024 as part of Strategy launch.	Housing Strategy and Development Officer	September 2024 onwards	<ul style="list-style-type: none"> <li>Improved property condition across the private sector.</li> <li>Improved energy</li> </ul>	Officer time to plan and host Landlord forum  Small expenditure for venue/ refreshments	

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Key Action	Sub-Action	Progress Update	Lead Officer(s)	Target Date	Expected Outcome	Resources	Actual Outturn
41	Include this issue in the tenants check list and provide advice.		Housing Strategy and Development Officer/ Service Manager (Environmental Health)	December 2024	efficiency of homes in the private sector. <ul style="list-style-type: none"> <li>• Reduced number of properties with a Category 1 hazard.</li> </ul>	Design and print of materials, officer time	
	Promote advice to all residents about good practice to deal with damp and mould. This could be included on the tenants check list, through landlord forums, on the council website and through the planned campaign to increase tenants' rights and responsibilities.		Housing Strategy and Development Officer/ Service Manager (Environmental Health)	May 2024	<ul style="list-style-type: none"> <li>• Improved physical, mental health and wellbeing across the District.</li> <li>• Increased access to the private rented sector to offer accommodation to homeless households.</li> </ul>	Officer time	
	Use the evidence of where damp and mould are found to create property typologies to promote resource targeting.		Service Manager (Environmental Health)/Housing Strategy and Development Officer	March 2025	<ul style="list-style-type: none"> <li>• Improved targeting of resources to maximise our impact in the private sector.</li> </ul>	Officer time to plot this data and lead campaigns	

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Key Action	Sub-Action	Progress Update	Lead Officer(s)	Target Date	Expected Outcome	Resources	Actual Outturn
<b>Increase awareness of the rights and responsibilities of tenants so that they are able to make more informed decisions about moving into a new home or discussing issues with landlords.</b> 42	Develop a campaign over a sustained period of time to promote tenants and landlords' rights and responsibilities.		Housing Strategy and Development Officer/Legal	March 2025	<ul style="list-style-type: none"> <li>Improved property condition across the private sector.</li> <li>Improved management standards across the private rented sector.</li> <li>Improved energy efficiency of homes in the private sector.</li> <li>Reduced number of properties with a Category 1 hazard.</li> <li>Improved physical, mental health and wellbeing across the District.</li> </ul>	Officer time and small resource associated with any campaign, and communications	
	Promote and educate what a 'good landlord' looks and behaves like.		Housing Strategy and Development Officer	March 2025		Officer time – utilise the homeless triage officer to educate tenants where possible.	
	Develop a tenants check list that equips tenants to ask the 'right' questions when viewing property.		Housing Strategy and Development Officer	March 2025		Officer time	
	Ensure tenants know to ask if Landlords are members of DASH, the Landlord accreditation Scheme or the Landlords forum.	Housing Options team already raise as part of case triage.	Housing Strategy and Development Officer/ Housing Options Manager	March 2025 as part of tenants checklist.		Officer time, improved website/ news information.	

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Key Action	Sub-Action	Progress Update	Lead Officer(s)	Target Date	Expected Outcome	Resources	Actual Outturn
43	Publicise successful interventions of the Council to demonstrate the impact that can be made. Promote through: Website, partner organisations, other colleagues and departments, social media, in local service centres such as libraries, through the health service, the News etc.		Service Manager (Environmental Health)/ Housing Strategy and Development Officer as applicable with Communications Team support	March 2025 onwards	<ul style="list-style-type: none"> <li>• Reduced levels of Anti-Social Behaviour across our neighbourhood.</li> <li>• Reduced number of people presenting as homeless from the Private Rented Sector.</li> <li>• Increased access to the private rented sector to offer accommodation to homeless households.</li> <li>• Residents living independently for longer.</li> <li>• Improved targeting of resources to maximise our impact in the private sector.</li> </ul>	Communications Team time	
<b>Promoting good practice and raising awareness</b>	Promote best practice and case studies through: Website, partner organisations, other colleagues and departments, social media, in local service centres such as libraries, through the health service, the News etc.		All	Ongoing	<ul style="list-style-type: none"> <li>• Improved property condition across the private sector.</li> </ul>	Officer time, communications team support where necessary	

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Key Action	Sub-Action	Progress Update	Lead Officer(s)	Target Date	Expected Outcome	Resources	Actual Outturn
44	Develop an ongoing campaign to raise awareness of Landlord Accreditation via DASH and encourage sign up to the scheme.		Housing Strategy and Development Officer/ Housing Options Manager	September 2024 ongoing	<ul style="list-style-type: none"> <li>Improved management standards across the private rented sector.</li> <li>Reduced number of people presenting as homeless from the Private Rented Sector.</li> </ul>	Officer time, communications team support where necessary	
	Run a minimum of one Landlord Forum per annum		Housing Strategy and Development Officer	September 2024 ongoing		Officer time, communications team support where necessary	
	Develop a series of Landlord focussed communication channels including options such as dedicated website pages, newsletter/leaflets, e-bulletins.		Housing Strategy and Development Officer	December 2024 ongoing		Officer time, communications team support where necessary	
<b>Promoting DASH</b>	Promote the Call B4 you serve service to encourage more landlords to use it	Hot desk space available for use on a quarterly basis	Housing Options Manager	May 2024	<ul style="list-style-type: none"> <li>Improved property condition across the private sector.</li> <li>Improved management standards across the private rented sector.</li> </ul>	Officer time and communications team support for social media	
	Meet with DASH colleagues to develop a 3-year plan to complement the Private Sector Housing Strategy		Housing Options Manager	September 2024		Officer time	

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Key Action	Sub-Action	Progress Update	Lead Officer(s)	Target Date	Expected Outcome	Resources	Actual Outturn
45	Develop a Private Rented Sector specific homeless prevention offer that will offer good quality advice and assistance to landlords and tenants in the District.		Housing Options Manager	April 2025	<ul style="list-style-type: none"> <li>Improved energy efficiency of homes in the private sector.</li> <li>Reduced number of properties with a Category 1 hazard.</li> <li>Improved physical, mental health and wellbeing across the District.</li> <li>Reduced levels of Anti-Social Behaviour across our neighbourhood.</li> <li>Reduced number of people presenting as homeless from the Private Rented Sector.</li> <li>Increased access to the private rented sector to offer</li> </ul>	Officer time	

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Key Action	Sub-Action	Progress Update	Lead Officer(s)	Target Date	Expected Outcome	Resources	Actual Outturn
					accommodation to homeless households. <ul style="list-style-type: none"> <li>Increased supply of high quality affordable housing for the private rented market.</li> </ul>		
Improving energy efficiency in homes and EPC standards	Develop an Intervention Strategy on the support the council can provide. Ensure any plans are flexible given current government announcements to scrap private rented sector EPC rating C requirements for 2025 and 2028.		Service Manager (Environmental Health)	April 2025	<ul style="list-style-type: none"> <li>Improved property condition across the private sector.</li> <li>Improved energy efficiency of homes in the private sector.</li> </ul>	Officer time	
	Participate in research to better understand the plans of landlords and owners to improve the EPC rating of their properties and the support that may be required.		Service Manager (Environmental Health)	April 2025	<ul style="list-style-type: none"> <li>Improved physical, mental health and wellbeing across the District.</li> </ul>	Officer time	

**Objective 2: Increasing and improving the Supply of Good Quality, Well-Managed Homes in the Private Rented Sector**

A key priority for the council is to maximise the number of high-quality and genuinely affordable homes in the District for all our residents, catering for people from a wide range of backgrounds and on different incomes. This very much includes the Private Rented Sector. A number of new pieces of legislation have been introduced relating to private sector housing and there are concerns that a number of landlords may choose to leave the market, selling their homes. Whilst these properties may remain in the sector, others may not; reducing supply.

Key Action	Sub-Action	Progress Update	Lead Officer(s)	Target Date	Expected Outcome	Resources	Actual Outturn
<b>Increasing access to the Private Rented Sector.</b>	Review Best Practice elsewhere and include those elements that reflect the requirements of the District.		Housing Strategy and Development Officer/ Housing Options Manager	March 2025	<ul style="list-style-type: none"> <li>Reduced number of people presenting as homeless from the Private Rented Sector.</li> <li>Increased access to the private rented sector to offer accommodation to homeless households.</li> </ul>	Officer time, Potential project for a limited time	
	Identify local letting agents managing property and develop closer links, engaging agents into landlord forums, through the media campaign and through regular 1:1 conversation about the activity in the sector.		Housing Strategy and Development Officer/ Housing Options Manager	December 2024		Officer time, Potential project for a limited time	
	Through discussions with local landlord and letting agents develop a tool kit of options that will enable the council to increase access to more homes in the Private Rented Sector.		Housing Strategy and Development Officer/ Housing Options Manager	March 2025		Officer time	

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Key Action	Sub-Action	Progress Update	Lead Officer(s)	Target Date	Expected Outcome	Resources	Actual Outturn
	Review our Bond Guarantee scheme, to ensure it is relevant in the current market.		Housing Options Manager	June 2025		Officer time	
<b>Building more homes</b>	To explore with Dragonfly Development Limited the provision of good quality private rented accommodation across the District.		Housing Strategy and Development Officer/ AD Housing Management	December 2026		Officer time	

**Objective 3: Ensuring that Housing Standards and Living Conditions in Bolsover Contribute Towards Better Health Outcomes for All**

Good quality housing is essential for everyone’s health and wellbeing; safe and sustainable housing can support good physical and mental health, reduce fuel poverty, decrease carbon emissions, reduce hospital admissions, and help people live independently for longer.

**Poor housing is a driver of poor health and of pervasive and growing health inequalities.** Housing also has a huge influence on mental health and wellbeing. Affordability has a major impact on an individual’s ability to keep homes warm and how people travel to work and maintain social connections. As well as physical housing conditions, environmental blight and anti-social behaviour can all influence the way people feel about where they live

Key Action	Sub-Action	Progress Update	Lead Officer(s)	Target Date	Expected Outcome	Resources	Actual Outturn
<b>Explore the options to introduce/rename new minor adaptations.</b>	Consider renaming/Introducing: – Hospital discharge grant, – Dementia grants, and – Relocation grants	New policy ideas under research.	Service Manager (Environmental Health)	June 2024	<ul style="list-style-type: none"> <li>Improved physical, mental health and wellbeing across the District.</li> <li>Residents living independently for longer.</li> </ul>	Officer time	
	Agree funding limits, criteria of support, application process, assessment and implementation. Propose a new policy for consultation.		Service Manager (Environmental Health)	September 2024		Officer time	
<b>Explore options that support older and vulnerable tenants living in the Private Rented sector.</b>	Better inform and advise landlords of the challenges for older people living in unsuitable properties and the potential support landlords can offer.		Housing Strategy and Development Officer/ Service Manager (Environmental Health)	Landlord Forum 2025	<ul style="list-style-type: none"> <li>Improved physical, mental health and wellbeing across the District.</li> </ul>	Officer time and publication of material	

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Key Action	Sub-Action	Progress Update	Lead Officer(s)	Target Date	Expected Outcome	Resources	Actual Outturn
50	Ensure training is provided to landlords about safeguarding.		Housing Strategy and Development Officer/ Service Manager (Environmental Health)	Landlord Forum 2025	<ul style="list-style-type: none"> <li>Residents living independently for longer.</li> </ul>	Specialist safeguarding training via DCC at a landlords forum event.	
	Provide better information and access to affordable warmth measures and how to secure them into their properties. To include ongoing activity with Derbyshire County Council on Winter Warmth.		Housing Strategy and Development Officer/ Service Manager (Environmental Health)	Landlord Forum 2025		Officer time and publication of material	
	Provide specific training to enable landlords to support tenants as they age in place and educate landlords to be dementia friendly and aware of how to sign post tenants to support services.		Housing Strategy and Development Officer/ Service Manager (Environmental Health)	Landlord Forum 2025		Specialist dementia awareness training via Derbyshire County Council at a landlords forum event.	
	Improve Landlord awareness of Disabled Facilities Grants and encourage take up as a means of maintaining tenancies as a result of adaptations.		Housing Strategy and Development Officer/ Service Manager	Ongoing		Officer time and publication of material	

OFFICIAL

Key Action	Sub-Action	Progress Update	Lead Officer(s)	Target Date	Expected Outcome	Resources	Actual Outturn
			(Environmental Health)				
	Develop a database of private rented sector adapted properties to enable tenant referrals by Housing Allocations and Housing Options teams.		Housing Strategy and Development Officer	December 2026		Could be delivered as an external placement project.	
<b>Support older and vulnerable residents in the private sector to move to more appropriate accommodation.</b>  Households living in the private sector struggle to move to a more appropriate accommodation.	Consider options that the Council could support such as bridging loans for owners to move in a timeframe that works for them and to enable them to find the 'right' property, which may encourage more people to make the move.		Housing Strategy and Development Officer/ Assistant Director of Housing Management & Enforcement/ Service Manager (Environmental Health)	December 2026	<ul style="list-style-type: none"> <li>Improved physical, mental health and wellbeing across the District.</li> <li>Residents living independently for longer.</li> </ul>	Explore options for support at county/ regional level	
	Consider the role of equity loans and creating shared ownership products.		Housing Strategy and Development Officer/ Assistant Director of Housing Management & Enforcement			Officer time	

OFFICIAL

Key Action	Sub-Action	Progress Update	Lead Officer(s)	Target Date	Expected Outcome	Resources	Actual Outturn
52 <b>Improve thermal comfort and reduce energy costs for older and vulnerable people in the private sector.</b>	Continue to seek external funding opportunities to provide energy efficiency measures for both privately owned and rented homes.		Service Manager (Environmental Health)	Ongoing	<ul style="list-style-type: none"> <li>Improved energy efficiency of homes in the private sector.</li> <li>Improved physical, mental health and wellbeing across the District.</li> </ul>	Officer time, communication and publication of materials	
	Continue to use affordable warmth coordinator post, to offer advice support and guidance for people to access financial incentives/grants and help with energy saving.		Service Manager (Environmental Health)	Ongoing		Officer time, communication and publication of materials	
	Ensure landlords are aware of the potential support that is available and their obligations to provide housing that is sufficiently warm and comfortable, in compliance with minimum standards (particularly improvements to EPC rating).		Service Manager (Environmental Health)	Ongoing		Officer time, communication and publication of materials	

**Objective: 4: Ensuring All Areas, Neighbourhoods, and Streets in Bolsover, irrespective of Housing Tenure or Type, Are Places Where People Want to Live and Are Proud to Live**

A good mix of housing types and tenures is vital for creating sustainable communities and meeting the District’s housing needs. It is important that all our residential areas feel welcoming and safe and are locations where people are more likely to be invested in their homes and neighbourhoods.

Key Action	Sub-Action	Progress Update	Lead Officer(s)	Target Date	Expected Outcome	Resources	Actual Outturn
<b>Sharing intelligence to target resources.</b> 53	Work with partners to create a database that will aggregate, monitor, and cross-reference data on properties to enable a better targeting of resources and act as an early warning system to predict challenges.		Housing Strategy and Development Officer/ Service Manager (Environmental Health) with NEDDC counterparts	March 2026	<ul style="list-style-type: none"> <li>Improved targeting of resources to maximise our impact in the private sector.</li> <li>Reduced numbers of empty homes across the District.</li> <li>Improved management standards across the private rented sector.</li> <li>Improved property condition across the</li> </ul>	Partnership approach with private sector	

OFFICIAL

Key Action	Sub-Action	Progress Update	Lead Officer(s)	Target Date	Expected Outcome	Resources	Actual Outturn
					private sector.		
<b>Brining Empty Homes back into use.</b>  54	Continue to develop and prioritise the Council's Empty Properties Project, seeking opportunities to increase the number of properties being addressed.		Planning Policy and Housing Strategy Manager	July 2024 onwards	<ul style="list-style-type: none"> <li>Reduced numbers of empty homes across the District.</li> </ul>	Additional income generation for targeted work via Council Tax Premium.	
	Review Best Practice elsewhere on the potential delivery models being used by other councils and include those elements that reflect the requirements of the District. This will enable better understanding of available options to help address empty properties in the District.		Planning Policy and Housing Strategy Manager	October 2024		Officer time	
	Consider preparation of media campaign to help identify priority empty properties in each local community. This will generate greater public awareness of the Empty Properties Project and local community input to prioritisation of properties.		Planning Policy and Housing Strategy Manager	October 2024		Officer time	
	Explore options for the Council leasing empty homes and improving them. These properties would be rented out on the private rented market to recoup the council investment.		Planning Policy and Housing Strategy Manager	March 2025		Officer time	

OFFICIAL

Key Action	Sub-Action	Progress Update	Lead Officer(s)	Target Date	Expected Outcome	Resources	Actual Outturn
	Explore the potential for a new bespoke product to provide repayable grant assistance to first time buyers to purchase long-term empty homes at the lower end of the market.		Planning Policy and Housing Strategy Manager	March 2025		Officer time	
	Consider the Council acting as guarantor on a mortgage to support first time buyers to buy a property and secure repayable grant to undertake improvements.		Planning Policy and Housing Strategy Manager	March 2025		Officer time	

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**Bolsover District Council**

**Meeting of the Executive on 15<sup>th</sup> April 2024**

**Menopause Policy**

**Report of the Portfolio Holder for Resources**

<b>Classification</b>	This report is public.
<b>Report By</b>	Peter Wilmot, HR Business Partner

**PURPOSE/SUMMARY OF REPORT**

This report outlines the necessity and benefits of implementing a Menopause Policy for the Council. With a growing understanding of the impact of the menopause on individuals in the workplace, it is imperative to create a supportive environment that addresses the needs of employees experiencing this transition.

**REPORT DETAILS**

**1. Background**

- 1.1 Menopause is a natural stage in a woman's life, typically occurring between the ages of 45 and 55, marked by the cessation of menstruation. However, the effects of menopause extend beyond physiological changes, impacting mental health, productivity, and overall well-being.
- 1.2 The updated policy has been considered by the Council's Senior Leadership Team and the Trade Unions have been consulted.

**2. Details of Proposal or Information**

- 2.1 The purpose of the policy is for the Council to support employee well-being. The Menopause can bring physical and emotional challenges for individuals. The policy will also increase awareness, help with reducing the stigma and ensure less misunderstandings. It should help educate employees and managers and foster a more supportive and inclusive workplace culture.
- 2.3 The policy sets out the need to accommodate individual needs by acknowledging that the menopause affects each person differently. It provides guidance on adjustments such as more flexible working arrangements, providing the opportunity for temperature control in the workplace and identifies access to relevant health resources.

- 2.4 Supporting employees with the menopause can contribute to retaining experienced and valuable staff, thereby reducing turnover and recruitment costs.
- 2.5 Recent advice from the Chartered Institute of Personnel and Development suggests those going through the menopause are likely to be covered under equality legislation, placing obligations on the Council in relation to making reasonable adjustments and of supporting employees experiencing symptoms. Having a policy will help ensure the Council is compliant with relevant laws and regulations and reduce the risk of claims.
- 2.6 Overall, implementing a menopause policy demonstrates the Council's commitment to equality, diversity, and inclusion and it can positively impact both employees and the Council as a whole.
- 2.7 Key Components of the Policy:
1. Providing Awareness and Education: Providing comprehensive information about menopause to all employees to foster understanding and empathy.
  2. Ensuring Flexible Working Arrangements: Offering flexible working hours or remote work options to accommodate fluctuating energy levels and health concerns.
  3. Healthcare Support and Awareness: Ensuring access and awareness of healthcare resources.
  4. Advocating for a comfortable workplace environment with amenities such as temperature control, private rest areas, and access to cold water.
- 2.8 Implementation Plan:  
Following approval of the policy it is planned to launch the policy by engaging with our workforce, to gather feedback and support for the policy. The HR & Payroll team will also look to organise awareness sessions to educate managers and employees about menopause and the importance of the policy. The team will also look to integrate the Menopause Policy into existing HR policies and procedures, ensuring seamless implementation and enforcement. There will also be the opportunity to conduct some evaluation and feedback to establish mechanisms to assess the effectiveness of the policy and make necessary adjustments.
- 2.9 Conclusion:  
Incorporating a Menopause Policy aligns with the Council's ongoing commitment to create an inclusive and supportive workplace culture. By recognising and addressing the unique needs of employees experiencing menopause, we enhance employee well-being, productivity, and retention.

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

The implementation of this policy will foster a more equitable and accommodating work environment for all the Council's employees.

**4 Alternative Options and Reasons for Rejection**

4.1 Not to implement the policy and rely on the Council’s existing employment policies.

**RECOMMENDATION(S)**

Implement the Menopause Policy

Approved by Councillor Clive Moesby, Portfolio Holder for Resources

<b><u>IMPLICATIONS:</u></b>	
<b><u>Finance and Risk:</u></b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Details:</b> The likely cost of utilising an expert to deliver awareness sessions.	
On behalf of the Section 151 Officer	
<b><u>Legal (including Data Protection):</u></b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Details:</b> Ensuring compliance with equality legislation.	
On behalf of the Solicitor to the Council	
<b><u>Environment:</u></b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.	
<b>Details:</b>	
<b><u>Staffing:</u></b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Details:</b> Creating a more inclusive working environment.	
On behalf of the Head of Paid Service	

**DECISION INFORMATION**

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

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

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

<b>DOCUMENT INFORMATION</b>	
<b>Appendix No</b>	<b>Title</b>
1	Menopause Policy

<b>Background Papers</b>
<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i>

Bolsover District Council

# Menopause Policy

May 2024



## **Equalities Statement**

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

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

### **Access for All statement**

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

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

## CONTROL SHEET FOR MENOPAUSE POLICY

<b>Policy Details</b>	<b>Comments / Confirmation (To be updated as the document progresses)</b>
Policy title	Menopause Policy
Current status – i.e. first draft, version 2 or final version	Final
Policy author (post title only)	HR Business Partner
Location of policy (whilst in development)	Eric, S-Drive HR & Payroll Public Folder
Relevant Cabinet Member (if applicable)	Councillor Clive Moesby
Equality Impact Assessment approval date	TBA
Partnership involvement (if applicable)	N/A
Final policy approval route i.e. Executive/ Council	Delegated Decision
Date policy approved	
Date policy due for review (maximum three years)	
Date policy forwarded to Performance & Communications teams (to include on ERIC, and website if applicable to the public)	

# Contents

1. Purpose
2. Scope
3. Introduction
4. Roles and responsibilities
5. Definition and Symptoms
6. Links to support, training and stories

## 1. Purpose

The purpose of this Bolsover District Council's policy is to outline the council's commitment to developing a supportive culture for all employees experiencing the peri menopause and menopause and to educate and inform managers of their responsibility to understand how the perimenopause/menopause can affect employees, and how they can support those experiencing the menopause at work.

Specific support mechanisms include:-

- Promoting the fair treatment of employees by fostering an environment in which colleagues can openly and comfortably instigate conversations or engage in discussions about the perimenopause / menopause in a respectful and supportive manner.
- Raising wider awareness and understanding amongst all colleagues about the perimenopause / menopause, so everyone can confidently have open and supportive conversations and are clear on this policy.
- Enabling colleagues experiencing the perimenopause / menopause to continue to be effective in their jobs and reduce potential absenteeism / employees leaving the workforce caused by this phase of life.
- Highlighting the support mechanisms in place for employees and to support to recruit and retain colleagues who are experiencing the perimenopause/ menopause.

## 2. Scope

This policy applies to all departments and all employees of Bolsover District Council.

## 3. Introduction

This policy is supported by the joint trade unions representing the employees at Bolsover District Council.

The council recognises that the perimenopause/menopause can bring issues for individuals which can impact upon their work. Supporting colleagues through the menopause is one of the key deliverable actions in the council's Health and Wellbeing Framework and it is to the benefit of us all that the council as employer works with employees to support them in these circumstances to find mutually beneficial arrangements, maximising employee retention and wellbeing.

This policy has been produced jointly and each organisation has adopted it and made minor adaptations it to suit their circumstances.

The council recognises that some colleagues experiencing the peri-menopause /menopause may find that related symptoms may impact on their health and wellbeing and we aim to provide as much support as is reasonably practicable for individuals.

Each person will be affected in different ways and to different degrees over different periods of time, and symptoms can often indirectly affect their partners, families and colleagues as well.

The council is committed to providing an inclusive and supportive working environment for everyone and recognises that people experiencing the peri-menopause/menopause, whether before, during or after this time of hormonal change and associated symptoms, may need additional consideration, support and adjustments.

With the right support and medical treatment for their symptoms, their experience should improve. The council recognises that menopausal symptoms can also affect transgender people including non-binary people and is committed to developing a workplace culture that supports workers experiencing the menopause in order for them to feel confident to raise issues about their symptoms and ask for reasonable adjustments at work.

At the date of publication of this policy (within Bolsover District Council), the percentage of females aged 40 and above is 69% and within the changing age of the UK workforce this means that between 75% and 80% of menopausal people are in work. Which means this affects our entire workforce, whether it be the individual going through this phase of life, or colleagues who are supporting/managing their co-workers.

Research shows that the majority of individuals affected are unwilling to discuss menopause-related health problems with their line manager, nor ask for support or adjustments that they may need.

This policy sets out the guidelines for employees and managers on providing the right support to individuals to help them manage symptoms at work. It is not contractual and does not form part of the terms and conditions of employment.

#### **4. Roles and responsibilities**

##### **Senior Leadership Team (SLT)**

- Will endorse and support the policy and ensure that sufficient resources are provided to ensure compliance with this policy.
- Will ensure suitable and sufficient resources are provided to comply with the requirements of this policy.
- Provide local Union Safety Representatives with all information, relevant to this policy on request.

## Line Managers

- Are responsible for familiarising themselves with this policy and ensuring that their employees read and understand this policy.
- Listen to an employee who reaches out for support and ensure they are signposted to any additional support.
- Must demonstrate an understanding of the employee's situation and support them in an empathetic and equitable way.
- Be ready and willing to have open discussions about menopause, appreciating the personal nature of the conversation, and treating the discussion sensitively and professionally. Ensuring that all information shared by the employee is treated in the strictest confidence and is not shared further without the employee's consent.
- Follow any menopause related guidance provided, seeking support from HR or Occupational Health, if necessary, before agreeing with the individual how best they can be supported, or adjustments required.
- Record adjustments agreed, and actions to be implemented.
- Respect worker's right to privacy and confidentiality, ensure all information shared with colleagues, line managers and HR, regarding experiences of staff members is treated as confidential (special category data).
- Ensure ongoing dialogue and review dates and ensure that all agreed adjustments are adhered to.
- Where adjustments are unsuccessful, or symptoms are proving more problematic, the line manager will consult with HR, who may discuss a referral to Occupational Health.
- If consent is obtained, refer the employee to Occupational Health.
- Review Occupational Health advice and implement any recommendations where reasonably practical.

## Employee

- Must take a personal responsibility to look after their health.
- Approach someone in the workplace with whom they feel comfortable discussing issues with and who could support them in the conversation – e.g., line manager, a colleague, other manager or trade union representative.
- Are encouraged to seek support through their GP, HR, Occupational Health, and the Employee Assistance Programme (EAP) as necessary.
- Consider recording and monitoring symptoms and / or their severity which may be helpful to understand how your wellbeing may be affected and how you can seek support.
- Consider proposing to your line manager a change in working hours or pattern or remote working if / when you are office based, if this is practicable within your role, or flexibility in a work location. Or propose that you could work from home more frequently or at short notice when your symptoms are bad.
- Discuss with your manager the potential for a reduction in travel, changes in comfort breaks and dialling into some meetings where possible.
- All employees have a responsibility to contribute to a respectful and productive working environment, be willing to help and support their colleagues, and

understand any necessary adjustments their colleagues are receiving, as a result of their menopausal symptoms.

- Employees should report any instances of harassment, victimisation or discrimination experienced because of issues related to the menopause.

### **Health and Safety Service**

- Will provide support, advice and guidance on perimenopause/menopause.
- Provide the appropriate information so that employees are better able to understand the effect of the perimenopause / menopause and be comfortable about discussing and addressing the impact that it can have on colleagues.
- Seek assistance from specialist organisations when necessary.
- Ensure employees are supported by appropriate communications aimed at developing an understanding and supportive culture across the organisation by all colleagues.
- Support and attend appropriate training for employees and managers where required.
- Monitor the effectiveness of this policy.

### **Definition**

The menopause is when an adult female stops having periods. This affects women, and people who identify in other ways including transgender and non-binary people. It occurs when the ovaries stop producing eggs and as a result, levels of hormones called oestrogen, progesterone and testosterone fall. The menopause is a natural transition stage but, for some it will be medically induced.

The average age for someone to reach menopause is 51, but hormonal changes in the perimenopause phase mean that many experience symptoms for around 10 years prior to this. One in 100 adult females enter the menopause under 45 years and one in 1000 before 40 years.

### **There are four key stages:**

1. Pre-menopause: the time in life before any menopausal symptoms occur.
2. Perimenopause: when menopausal symptoms occur due to hormone changes, but periods still happen (even if irregular).
3. Menopause: when there has been no period for 12 consecutive months.
4. Post-menopause: the time in life after 12 months with no periods.

NB - It should be noted that male colleagues may also experience symptoms through the Andropause phase of life. See Menopause support, information and training link at the end of this document for some reference information.

## **5. Definitions and Symptoms**

### **Symptoms of Perimenopause and Menopause**

Menopause transition does not necessarily lead to reduced performance at work and

may be managed with consideration, understanding and in some circumstances, with workplace flexibility. It is everyone's responsibility to treat people who have menopause symptoms fairly as well as with empathy.

Everyone will be affected in different ways and to different degrees over different periods of time, and menopausal symptoms can often indirectly affect their partners, families and colleagues.

Symptoms are highly individual and can be either physical, psychological or a combination of both. They can be sensitive and cause embarrassment for some for varied lengths of time, so it is entirely understandable for colleagues to feel unable to share and explore sensitive and personal symptoms with their managers. Employees can often encounter difficulties at work as a result of their symptoms.

Over 80% of women, including some transgender and non-binary people experience symptoms due to changes in hormone levels. 25% of these experience symptoms which could be classed as severe and have a significant impact on their daily life.

Some trans women may experience pseudo-menopausal symptoms related to their hormone therapy treatment.

There are many symptoms including, but not exclusively, anxiety, brain fog, fatigue, hot flushes, trouble sleeping, poor concentration, headaches or migraine, heavy and painful periods and clots, aching and painful muscles and joints, and loss of confidence, low mood and self-esteem, night sweats, weight gain, hair loss, urinary problems and irritated skin.

These symptoms can impact on an individual's performance in terms of coping strategies, pressure of dealing with deadlines and especially where there are changing priorities. Managers need to consider if individuals could be entering this phase of life which is resulting in a potential drop in performance.

It is important to remember that reduced levels of oestrogen last for ever. This is not a phase that people go through and 'come out the other side'. Without replacing hormones, ongoing symptoms can occur for the rest of someone's life. Lack of oestrogen has a further effect on future health as it is linked with loss of bone density (leading to osteoporosis), heart disease, diabetes and dementia.

The menopause is not a specific protected characteristic under the Equality Act 2010 (<https://www.acas.org.uk/menopause-at-work/menopause-and-the-law>). But if an employee or worker is put at a disadvantage and treated less favourably because of their menopause symptoms, this could be discrimination if related to a protected characteristic, for example:

- Sex
- age
- disability
- gender reassignment

The council recognises that for many reasons, peoples' individual experiences of this phase of life may differ greatly.

**Additional menopause support, information and training:**

In order to help implement this policy there is additional supporting information available to managers and employees. This information includes:

• **Menopause Symptoms and Support Suggestions** *which contains a form for employees to be able to list their symptoms and how they affect them to prompt discussions with managers and a guide for managers on adjustments they may wish to consider linked to key symptoms. It also contains links to a whole host of supporting documents.*

• **Menopause Training and access to many resources are available on a variety websites including:**

- [Menopause - Help and support - NHS \(www.nhs.uk\)](http://www.nhs.uk)
- [The Menopause Charity - Menopause Facts, Advice and Support](#)
- [The 'male menopause' - NHS \(www.nhs.uk\)](http://www.nhs.uk)

Information from both Unison and Unite Trade Unions can also be found here:

- [All articles about: Menopause | UNISON National](#)
- [Menopause at work | A key workplace issue \(unitetheunion.org\)](http://unitetheunion.org)

**Bolsover District Council**

**Meeting of the Executive on 15<sup>th</sup> April 2024**

**Updated Maternity Policy with Health and Safety Arrangements**

**Report of the Portfolio Holder for Resources**

<b>Classification</b>	This report is public.
<b>Report By</b>	Peter Wilmot, HR Business Partner

**PURPOSE/SUMMARY OF REPORT**

The purpose of this report is to seek approval for the updated Maternity Policy, which includes provisions for health and safety arrangements aimed at ensuring the well-being of expecting mothers in the workplace.

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**REPORT DETAILS**

**1. Background**

- 1.1 The existing Maternity Leave Policy requires revision to align with current legislative standards and best practices. Incorporating health and safety arrangements into the policy is essential to safeguard the physical and mental well-being of pregnant employees.
- 1.2 The updated policy has been considered by the Council’s Senior Leadership Team and the Trade Unions have been consulted.

**2. Details of Proposal or Information**

- 2.1 Policy Updates:
  - **Extended Leave Duration:** The revised policy proposes an extension of maternity leave duration to better support the needs of new mothers during the post birth period.
  - **Flexible Work Arrangements:** To accommodate the varying needs of expecting mothers, the policy includes provisions for flexible work arrangements such as telecommuting or modified schedules.
  - **Health and Safety Arrangements:** The updated policy outlines specific health and safety measures to mitigate workplace hazards for pregnant employees, including ergonomic assessments, access to appropriate facilities, and education on prenatal health.

## 2.2. Justification:

- **Legal Compliance:** Adhering to updated legal requirements ensures the organisation's compliance with maternity leave regulations and reduces the risk of legal liabilities.
- **Employee Retention and Satisfaction:** Providing comprehensive maternity leave benefits and prioritising employee health and safety contribute to higher employee satisfaction and retention rates.
- **Positive Organisational Image:** Demonstrating a commitment to supporting working parents enhances the Council's reputation as a family-friendly employer.
- The updated policy brings together the employment and health and safety arrangements which should make it easier for managers and employees to use.

## 2.3 Implementation Plan:

- **Training and Awareness:** Educate employees and managers about the updated policy and their respective roles in its implementation.
- **Communication Strategy:** Develop clear communication channels to disseminate information about the revised policy and address any questions or concerns from stakeholders.
- **Monitoring and Evaluation:** Establish mechanisms to monitor the effectiveness of the policy implementation and solicit feedback from employees to identify areas for improvement.

## 2.4 Conclusion:

The proposed updates to the Maternity Leave Policy incorporate health and safety arrangements, reflect our commitment to supporting the well-being of our employees and maintaining compliance with regulatory standards. We request approval for the updated policy.

## **3. Reasons for Recommendation**

- 3.1 Ensure best practice when it comes to expectant employees pre and post birth and to comply with equality and health and safety regulations.

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

- 4.1 Continue to utilise the existing policy and health and safety arrangements.

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## **RECOMMENDATION(S)**

Approve the updated Maternity Policy.

Approved by Councillor Clive Moesby, Portfolio Holder for Resources

**IMPLICATIONS:**

**Finance and Risk:**            Yes             No

**Details:**

On behalf of the Section 151 Officer

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

**Details:** Ensures compliance with employment and health and safety regulation.

On behalf of the Solicitor to the Council

**Environment:** Yes             No

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:** The policy provides clearer guidance in one document as opposed to separate employment and health and safety documents.

On behalf of the Head of Paid Service

**DECISION INFORMATION**

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

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

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

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**DOCUMENT INFORMATION**

<b>Appendix No</b>	<b>Title</b>
1	Maternity Policy

**Background Papers**

*(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).*

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Bolsover District Council

# Maternity ~~Leave~~ Policy

~~March~~ ~~August~~ 2024~~3~~



*We speak your language*

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Polish

*Mówimy Twoim językiem*

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French

*Nous parlons votre langue*

---

Spanish

*Hablamos su idioma*

---

Slovak

*Rozprávame Vaším jazykom*

---

Chinese

我们会说你的语言

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

or another format please call

Bolsover District Council on

**01246 242424** or

North East Derbyshire District

Council on **01246 231111**

**CONTROL SHEET FOR MATERNITY LEAVE POLICY**

<u>Policy Details</u>	<u>Comments / Confirmation</u> (To be updated as the document progresses)
<u>Policy title</u>	<u>Maternity Leave Policy</u>
<u>Current status – i.e. first draft, version 2 or final version</u> <u>Policy author (post title only)</u>	<u>Final version</u> <u>HR Business Partner</u>
<u>Location of policy (whilst in development) – i.e. L-drive, shared drive</u>  <u>Relevant Cabinet Member (if applicable)</u>  <u>Equality Impact Assessment approval date</u> <u>Partnership involvement (if applicable)</u> <u>N/A</u> <u>Final policy approval route i.e. Joint Strategic Alliance Committee, Cabinet/Executive/Council</u> <u>SAMT</u> <u>UECC</u> <u>Council</u>	<u>S Drive HR folder</u>  <u>Councillor Clive Moesby</u>  <u>Not known</u>  <u>Not Known</u>
<u>Date policy approved</u>	<u>October 2023</u>
<u>Date policy due for review (maximum three years)</u>	<u>August 2026</u>
<u>Date policy forwarded to Improvement (to include on Intranet and Internet if applicable to the public)</u>	<u>To be determined</u>

**MATERNITY POLICY**

**SCOPE**

This policy applies to ~~eligible~~ all women employees who, regardless of length of service and hours of work are entitled to maternity leave. The information in this

Policy reflects the relevant legislation and specifically deals with the occupational maternity scheme of the National Joint Council for Local Government Services.

### **HOW TO USE THIS POLICY**

Both the statutory and contractual maternity scheme offer benefits to employees which vary depending on their length of service. This leads to three groups of employees who have slightly different entitlements:

- those who have been continuously employed for 26 weeks by the 15<sup>th</sup> week before EWC,
- those who have less than 26 weeks continuous employment by the 15<sup>th</sup> week before EWC, and
- those with at least one year's continuous service at the 11th week before the EWC.

### **PURPOSE**

This Policy is intended to help managers and employees understand maternity leave and pay.

Maternity provisions can be very complex and the information contained in the policy is intended to answer the initial questions managers and employees may have. If you have any further queries regarding maternity leave, pay, or pensions, please contact a member of the Human Resources and Payroll Team.

### **DEFINITIONS**

#### **Childbirth**

In this context, childbirth means the live birth of a child, or a still birth after a pregnancy lasting at least 24 weeks.

#### **Expected Week of Childbirth (EWC)**

In this context, expected week of childbirth means the week, beginning with midnight between Saturday and Sunday, in which it is expected that the baby will be born.

#### **Week of Childbirth**

In this context, week of childbirth means the week, beginning with midnight between Saturday and Sunday, in which the baby is actually born.

#### **Average weekly earnings**

Average weekly earnings take into account what an employee actually earned in the 8 week period ending with the qualifying week. Therefore bonuses, pay awards

and other ad-hoc payments which fall in that period count in the calculation of SMP.

#### **Qualifying week**

The qualifying week is the 15th week before the expected week of childbirth.

#### **ABBREVIATIONS**

**EWC** Expected Week of Childbirth

**OML** Ordinary Maternity Leave

**AML** Additional Maternity Leave

**APL** Additional Paternity Leave

**SMP** Statutory Maternity Pay

**MA** Maternity Allowance

**SPL** Statutory Paternity Leave

**MSL** Maternity Support Leave

**SPL** Shared Parental Leave

**ShPP** Statutory Shared Parental Pay

#### **MATERNITY ENTITLEMENT:**

Maternity entitlement can be divided into two main areas: Entitlement to Time Off, and Entitlement to Pay.

#### **1 LEAVE**

There are three types of maternity leave: ordinary, additional and compulsory.

##### **1.1 Ordinary Maternity Leave (OML) and Additional Maternity Leave (AML)**

Regardless of length of service, all women are entitled to take 26 weeks' Ordinary Maternity Leave (OML), followed by 26 weeks' Additional Maternity Leave (AML). All pregnant employees are therefore entitled to a total period of up to 52 weeks' maternity leave.

This includes those employed under the Apprenticeship Scheme. To be eligible for ordinary maternity leave and additional maternity leave, an employee must give notification:

- That she is pregnant;
- Of her expected week of childbirth;
- Of the date on which she intends her maternity leave to start.

If requested, the employee must provide notification in writing and provide a certificate from a registered medical practitioner or a registered midwife stating the expected week of childbirth. (Please see section 3 on Notification.)

OML can start on any day from the 11th week before the EWC. If an employee's maternity leave has not already started, it will be triggered by the birth of the child, or a pregnancy-related absence from the beginning of the 4th week before the EWC. In both of these situations, the employee must notify her employer in writing as soon as reasonably practicable. If the employee gives birth prior to the start of her OML, OML begins on the day childbirth occurs.

An employee is still entitled to OML if she has a stillbirth after 24 weeks of pregnancy, or if the child dies.

### **1.2 Compulsory Maternity Leave**

An employee must not return to work for two weeks following the date of childbirth.

### **1.3 When Does Maternity Leave Commence?**

Maternity leave can start on any day from the beginning of the 11<sup>th</sup> week before the Expected Date of Childbirth (EWC), apart from two circumstances.

- If childbirth occurs before this date, or before the employee has been able to notify the Authority of her intention, maternity leave will begin the day after childbirth (NB See definition).
- The start of ordinary maternity leave will be triggered automatically if the employee is absent from work wholly or partly on account of a pregnancy-related condition within four weeks of the week her baby is due.

## **2 PAY**

There are two types of pay to which an employee may be entitled. Statutory Maternity Pay which comes from the State, and Occupational Maternity Pay which is paid by the employer. Both are based on length of service as follows:

### **2.1 Statutory Maternity Pay**

An employee who is pregnant will be eligible to receive Statutory Maternity Pay (SMP) for 39 weeks provided that:

- She has been employed for a minimum of 26 weeks as at the end of the 15th week before the week her baby is due (which is known as the qualifying week);
- She is still employed during that week, ie has not resigned or been dismissed before the beginning of that week;
- Her average weekly earnings during the period of eight weeks that immediately precede the 14th week before the expected week of childbirth, are equal to or greater than the lower earnings limit for national insurance contributions.\*

If the above conditions have not been met, SMP will not be payable.

SMP is payable once the employee begins her maternity leave and it can begin on any day of the week. If an employee chooses to return to work before SMP is due to end (ie before the 39th week), she will forfeit any outstanding SMP that would otherwise have been due to her.

SMP is payable whether or not the employee intends to return to work or actually returns to work after maternity leave.

SMP is payable as follows:

- 6 weeks at 90% of average earnings;
- 33 weeks at a rate set annually by the Government or 90% of normal wage, whichever is lower.

It should be noted that SMP is regarded as earnings and therefore tax and National Insurance contributions will be deducted. \* If earnings are below this level the employee should complete form SMP1 so that she can claim Maternity Allowance from the Benefits Agency. Where a woman qualifies, she will receive 39 weeks' Maternity Allowance payable at the same flat rate as SMP or 90 percent of earnings, if less.

NB If the employee becomes eligible for a pay rise between the start of the original calculation period and the end of her maternity leave (whether OML or AML), the higher or standard rate of SMP will be recalculated to take account of the employee's pay rise, regardless of whether SMP has already been paid. This means that the employee's SMP will be recalculated and increased retrospectively, or that she may qualify for SMP if she did not previously. The employee will be paid a lump sum to make up any difference between SMP already paid and the amount payable as a result of the pay rise.

## **2.2 Occupational Maternity Pay**

Employees with at least one year's continuous service at the 11th week before the EWC will be entitled to the following Occupational Maternity Pay:

- **Weeks 1 – 6** 90% of a week's pay (offset against payments made by way of SMP or Maternity Allowance\*).
- **Weeks 7 - 18** Where an employee has declared in writing that she intends to return to work, she will receive half pay plus SMP, provided that

this does not exceed full pay. This is paid on the understanding that a woman will return to local authority employment for at least three months following maternity leave. For employees not intending to return, payment will be the employee's entitlement to SMP only.

(If an employee is unsure whether or not she will return, there are two options; - to repay the half pay if she decides not to return, - or to ask the employer to withhold the half pay and receive this in a lump sum if she decides to return.)

• **Weeks 19-39** For the remaining 21 weeks, the employee will receive their SMP entitlement only. (\*This means that the statutory payments are made in addition to Occupational Maternity Pay, but the salary element will be adjusted so that the total does not exceed full pay.)

### **3 NOTIFICATION**

#### **3.1 Notification of Pregnancy**

An employee must notify her employer of the following as soon as possible, and at least 28 days before her absence begins:

- That she is pregnant
- Of her expected week of childbirth (EWC)
- Of the date on which she wants her maternity leave to start. This cannot be earlier than the 11th week before the EWC.

If an employee who has already provided notification of her maternity leave start date subsequently changes her mind, she may do so by giving at least 28 days' notice of the revised start date. This may be earlier or later than the date originally notified but cannot be earlier than the 11th week before the EWC.

On receipt of an employee's notification that she intends to take maternity leave, the employer must respond in writing within the next 28 days acknowledging the employee's intentions and informing her of the latest date on which she may return to work after her maternity leave. This will be 52 weeks after the start of the employee's maternity leave.

If childbirth occurs early the employee must notify the Authority that she has given birth. This notification must be provided as soon as reasonably practicable and must be in writing.

#### **3.2 Notification of Return**

An employee who decides to return to work at the end of her additional maternity leave is not required to give any specific notice of her return date. She may simply turn up to work in the usual way on the appropriate date.

If however she wishes to return to work early, including at the end of her ordinary maternity leave, she must give at least eight weeks' notice in writing of the date on which she intends to return.

#### **3.3 Requests to return on varied hours**

If a woman wishes to return from maternity leave on reduced hours, she should make the request as soon as possible, and no later than 28 days prior to her intended return to work date.

#### **3.4 Right to return to the same job**

The employee has the right to resume working in the same job on return from OML. If the employee returns to work after a period of AML, she is entitled to return either

to the same job or, if this is not reasonably practicable, to another suitable job that is on terms and conditions not less favourable.

Employees on an Apprenticeship contract have a right to return to the job in which they were employed up to the end of the Apprenticeship contract.

### 3.5 Failure to return to work

Failure to return to work by the end of maternity leave will be treated as an unauthorised absence unless the employee is sick and produces a current fit note before the end of the maternity leave period.

If the employee decides during maternity leave that she does not wish to return to work, she should give written notice of resignation to the organisation as soon as possible and in accordance with the terms of her contract of employment.

### 4 KEEPING-IN-TOUCH (KIT) DAYS

Employees on ordinary or additional – but not compulsory – maternity leave may ~~undertake 10 occurrences of keeping in touch do up to 10 days' work~~ under their contract of employment without bringing their maternity leave period to an end or losing their entitlement to statutory maternity pay. These ~~occurrencesdays~~ are known as 'keeping-in-touch' ~~timedays~~.

The employee can go in for one hour or a whole day. This will still be a 'keeping-in-touch' ~~occurrence~~day. The ~~days of~~ work may be separate ~~occurrences~~days or a single block, as agreed between the employee and her manager. The provision can be used in a number of ways, for example to invite an employee on maternity leave to go on a training course, to attend an important team meeting, or to undergo an EDPR interview.

~~Line managers may not, however, oblige the employee to do any work during their maternity leave. Neither are employees entitled to be offered any work to do.~~ The amount and type of work to be done is subject to the agreement of both parties, as is the amount of remuneration that the employee will be paid. A woman's maternity leave will not be extended due to the fact that she has carried out some work during this period.

### 5 REASONABLE CONTACT

Managers may make reasonable contact with employees who are on maternity leave, for example to discuss the employee's plans to return to work, significant workplace developments, job vacancies, training opportunities or whether the employee might wish to seek any changes to her working hours or pattern of work on her return. This would not constitute 'work' and would not therefore count towards the 10 ~~KIT occurrences~~days.

In the case of Apprentices, prior to going on maternity leave the ~~their line manager Apprenticeship Officer~~ will ascertain whether or not the Apprentice wishes to receive copies of any job vacancies or training opportunities during their maternity leave. Should there be any significant workplace developments, they will be informed of these ~~in writing~~ by the ~~line manager~~Apprenticeship Officer.

## 6 CONTRACTUAL BENEFITS

Apart from remuneration, an employee is entitled to benefit from the same terms and conditions of employment throughout the ordinary maternity leave and additional maternity leave period.

### What qualifies as remuneration?

Examples of payments which count as remuneration are:

- Basic Pay
- Contractual overtime

#### ~~6.1 Car User Allowances~~

~~An employee is entitled to receive the allowance in full (pro rata to hours worked) for the whole of the ordinary maternity leave and additional maternity leave period.~~

#### 6.2 Mobile Phone

Employees who are in receipt of a mobile phone will continue to have the provision of the mobile phone for the whole of the ordinary maternity leave and additional maternity leave period.

#### ~~6.3 Childcare Vouchers~~

~~An employee is entitled to request and receive childcare vouchers for the whole of the ordinary maternity leave and additional maternity leave period.~~

#### 6.4 Annual Leave

Annual leave is a contractual benefit and therefore must be protected during the AML period. This means that annual leave continues to accrue during the maternity leave period and will be added to their entitlement for the leave year. Therefore the time when an employee is on maternity leave will count towards her continuous service for the purposes of qualifying for additional annual leave (ie the additional five days leave after five years' service) and longer sick pay entitlement.

~~However, it should be noted that there is no provision for carry forward of leave from one leave year to the next. Therefore, dependent on the employee's individual leave year and the timing of the maternity leave, the~~Dependent on the employee's leave year and the carry over of any annual leave, an employee may wish to convert part of the unpaid AML period to paid leave. For guidance on this, please speak to a member of the Human Resource Team.

Apprentices who do not return to work before the end of their Apprenticeship contract are entitled to payment for any untaken days as part of their final salary.

#### 6.5 Sickness Absence

If an employee is absent from work during pregnancy owing to sickness, she will receive normal statutory / contractual sick pay in the same manner as she would during any other sickness absence provided that she has not yet begun OML. If, however, the employee is absent from work due to a pregnancy related illness after the beginning of the fourth week before her EWC, her maternity leave will start automatically.

If the employee is absent from work wholly or partly because of pregnancy during the four weeks before the EWC, she must confirm this in writing as soon as reasonably practicable.

### **6.6 Pension Contributions**

During the employee's paid maternity leave she will continue to pay superannuation contributions on the actual maternity pay she has received (including statutory pay, contractual pay and any payment in respect of KIT days). The employer's contributions will be based on the employee's assumed pensionable pay, which will be calculated in accordance with the Local Government Pension Scheme rules.

No contributions will be payable by either the employee or the employer in any period of AML in which a woman receives no pay.

Any period of unpaid AML will not count as membership unless an election is made to pay contributions for this period following return to work or resignation (see below).

When the employee returns to work, or equally if she resigns or is dismissed during or after the AML, she can pay the contributions relating to any period of unpaid maternity leave. If the employee wishes to buy back the amount of 'lost' pension in respect of the unpaid period of absence they can do so through an age related APC (Additional Pension Contribution) contract, either over a period of time or, if impracticable, Derbyshire County Council may determine that a lump sum is appropriate. If the employee elects to enter into an APC contract within 30 days of returning from the leave, the cost will be split 1/3rd employee and 2/3rds employer. If they elect for an APC contract after the 30 day period the full cost of the APC will be borne by the employee.

An employee's membership in the pension scheme is preserved while her contributions are payable. Therefore, employees in the Local Government Pension Scheme will have their continuity of membership preserved during OML and for any period of the AML in which they receive SMP and/or contractual maternity pay, or have entered into an APC contract for the unpaid period of absence.

### **6.7 Working Pattern**

Employees returning from maternity leave may request a variation to their working pattern, and should refer to the Council's Policies on [Jobsharing, Carer's Leave and the Career Break Scheme](#). In addition, employees have a statutory right to

apply for flexible working. [The statutory provision is included within this policy.](#) ~~Please refer to the separate policy on Flexible Working.~~

### 6.8 Less favourable treatment

An employee who is treated less favourably on the grounds of their pregnancy or ordinary or additional maternity leave period, can make a claim for maternity-related discrimination.

## 7 HEALTH AND SAFETY

The Authority owes their employees a duty of care. The Authority must therefore take adequate steps to protect their employee's health and safety whilst at work. There are various pieces of health and safety related employment legislation which address many aspects of this obligation. [The health and safety arrangements for new and expectant mothers can be found on Eric or on the public drive on the S-Drive in the Health and Safety folder.](#)

In the field of maternity, there are a number of statutory obligations on employers regarding the health and safety of pregnant employees and those who are new mothers.

### 7.1 Stage One: Notification of Pregnancy

Where an employee notifies the Authority that ~~they are~~<sup>she is</sup> pregnant or a new mother, the particular risks that ~~they~~<sup>she</sup> faces specifically in ~~their~~<sup>her</sup> working environment ~~as a result of her condition will have to~~<sup>must</sup> be assessed.

#### Risk Assessment

Under the Management of Health and Safety at Work Regulations, employers are required to make a suitable and sufficient assessment of the health and safety risks to which their employees are exposed at work.

Where women of child bearing age are employed the risk assessment must take into account risks to new and expectant mothers.

~~A~~<sup>The</sup> Health and Safety Adviser is available to be consulted in relation to pregnant workers and risk assessment. ~~h~~<sup>h</sup> However, all managers have an important role to play as they will be more aware of any potential risks in their ~~work environments~~<sup>areas</sup>. The following are examples of the type of risks that can arise in the workplace.

- For pregnant women and women who have had a caesarean section, lifting heavy items can lead to injury.
- Physical fatigue from standing for long periods of time can lead to miscarriage.

Special consideration should be paid towards the higher risks incurred in early pregnancy when the foetus is in the early stages of formation eg of muscular –

skeletal problems as well as the risks from chemical/pathogenic hazards. Once the risk assessment has been carried out further action may be required to make sure that everything possible has been done to reduce or eliminate the risk. The risk assessment should be recorded and automatically reviewed at key stages of the pregnancy as specified below:

- At the 20 weeks stage
- At the 35 weeks stage

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It may also be necessary to review the assessment at other times if:

- Control measures are no longer considered sufficient
- Requirements of the role change
- Where requested by the employee

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Any changes to the assessment deemed necessary should be recorded on a separate version of the assessment. If no changes are necessary, this can be recorded on the original version.

## 7.2 Stage Two: Action Following Notification

Appropriate steps should be taken as follows by the ~~Health and Safety Adviser~~ employee's line manager:

- The manager of the operational area is responsible for ensuring that a new and expectant mothers risk assessment is carried out as soon as possible after notification by the Employee. This should be undertaken using the Pregnant and Expectant Mothers Risk Assessment form (Appendix 1).
- The risk assessment process will involve the Manager working through the risk assessment with the Employee and agreeing appropriate control measures which should be put in place. For further advice contact the Health and Safety team.
- Once the assessment has been completed and agreed, the Manager is responsible for putting in place the control measures outlined in the assessment as soon as practicably possible.
- Checks must be made to ensure that the preventative action identified as a result of the risk assessment has been undertaken. If the employee is still exposed to a risk that could jeopardise ~~their~~ health and safety after the identified action has been carried out, then ~~their~~ working conditions and hours of work should be temporarily adjusted, or if it is not reasonable to do this, or it would not avoid the risk, suitable work should be offered, if any is available.

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### Alternative work will be suitable if:

- It is a kind which is suitable in relation to her and appropriate for her to do in the circumstances; and

- The terms and conditions applicable, if they differ from her normal conditions, are not substantially less favourable to her;

All measures taken must continue for as long as the risk exists. If there is no suitable alternative work available, the employee must be suspended on full pay for as long as the risk remains or until the commencement of her maternity leave.

Managers play an important role in helping to identify the risks and in helping to adapt working arrangements if necessary. Please contact Human Resources and/or the Health and Safety Adviser for advice if an employee informs management that she is pregnant, has recently given birth or is breast feeding.

It is important to review the assessment as risks can vary according to the stage of pregnancy and there are different risks for those who are breast feeding.

If the employee works in a manual job which involves lifting, ladder work, contact with hazardous substances or work that is particularly stressful, the Authority will give the employee every help and assistance to continue their job. At a later stage in the pregnancy, redeployment may be considered wherever practicable.

#### **Display Screen Equipment**

DSE (display screen equipment) users who have concerns over their work will be given an opportunity to discuss any anxieties with their line manager. Consideration will be given to either reduce or eliminate the need for work at DSE should this be requested. There are no scientific or medical reasons to link DSE work with any risks to pregnancy.

#### **Ante-Natal Care**

All pregnant employees are entitled to take a reasonable amount of paid time off work on medical advice to attend antenatal appointments. An employee can be asked to produce a medical certificate or appointment card, except in the case of her first request for time off.

Managers cannot ask employees to work additional hours to make up for any time spent at ante-natal appointments, "Ante-natal care" includes doctors, midwives and hospital appointments. It can also include relaxation and exercise classes and parentcraft classes, where the appointment has been made on the advice of a registered midwife, doctor or health visitor.

The employee should endeavour to give her line manager as much notice as possible of antenatal appointments and, wherever possible, try to arrange them as near to the start or end of the working day as possible.

## **8 QUESTION AND ANSWERS**

### **8.1 What if the employee has more than one contract?**

The Authority aggregates its payment of National Insurance Contributions (NICs) for the employee, therefore the contracts of employment are effectively combined for SMP purposes and only one entitlement arises.

### **8.2 What are the employee's rights on returning to work?**

After a period of OML, the woman is entitled to return from leave to the job in which she was employed before her absence. This does include apprentices, provided that maternity leave ends before the conclusion of the apprenticeship contract.

After AML, the woman is entitled to return either to the job she was in before her absence or, if impracticable, the employer has the right to have her return to another job which is both suitable and appropriate for her in the circumstances.

### **8.3 What if the employee becomes pregnant again during maternity leave?**

It will be possible, although rare, for a woman to be able to take a further period of ordinary and additional maternity leave (if she was having another child) following on from a former period of ordinary and additional maternity leave. Identical provisions apply, and her right to return will be as it was after the first period of AML.

### **8.4 What happens if the employee is sick?**

If an employee notifies the Authority that she intends to return to work before the end of the 26 week period, and is unable to do so due to sickness or she returns and is subsequently absent due to sickness, she should receive SMP until the end of the 39 week period. This should be topped up with occupational sick pay, but the total should not exceed her normal pay. The employee's entitlement to occupational sick pay will depend on her length of service and the amount of sick leave already taken.

If an employee is unable to return to work at the end of the 52 week maternity leave period or on the date she has notified (if she intended to return early) due to illness she will be entitled to SSP as she will then be outside the Maternity Pay Period. This should be made up to full pay with occupational sick pay, if eligible. The normal sickness provisions will apply from the date she was due to return.

### **8.5 What happens if the employee decides not to return to work?**

If the employee simply fails to turn up for work, ~~their~~ absence is unauthorised and should be dealt with as any other case of this nature, subject to the circumstances this could mean utilising~~under~~ the Council's Disciplinary Procedure if necessary. It is important to ensure that an employee is aware of the last day by which she must return.

If the employee no longer wishes to return to work, she will effectively be resigning and should notify the Council in accordance with her contractual obligations.

## **8.6 What is the difference between Parental Leave and Shared Parental Leave?**

**Parental Leave** Parental leave is for employees to take time off work to look after a child's welfare, is normally unpaid, and is available for each child up to their 18th birthday.

If the employee has completed one year's service with the Council, they are entitled to a total of 18 weeks unpaid parental leave for each child born or adopted. The leave can be taken in blocks of a week or multiples of a week, and may not be taken as odd days unless the child is disabled. No more than four weeks parental leave can be taken during a year. Please see separate policy on Parental Leave for more information.

**Shared parental leave** enables mothers to commit to ending their maternity leave and pay at a future date, and to share the untaken balance of leave and pay as shared parental leave and pay with their partner, or to return to work early from maternity leave and opt in to shared parental leave and pay at a later date.

Shared parental leave must be taken in blocks of at least one week. The employee can request to take shared parental leave in one continuous block (in which case the Council will have to accept the request as long as eligibility and notice requirements are met), or as a number of separate blocks of leave (in which case the employee needs the Council's agreement to this). Please see separate policy on Shared Parental Leave for full information.

## **8.7 What should an employee do if she feels she is being treated differently because she is pregnant and intends to take maternity leave?**

Employees have a right not to suffer any harassment, intimidation or detriment on the grounds of pregnancy, childbirth or maternity leave. Employees who are treated less favourably can bring a claim for maternity-related discrimination. Employees should discuss this with a member of the Human Resource Team and/or their Trade Union Representative who will advise on their rights.

## **8.8 What happens if an employee changes her mind about returning to work, or does not complete the three months after receiving half pay under the Occupational Maternity Pay scheme?**

If she does not return for three months she must repay the 12 weeks half pay (but not the SMP) as determined by the Authority. However, the longer she returns to work the less she will have to repay. If the employee simply fails to turn up for work, her absence is unauthorised and should be dealt with as any other case of this nature.

## **8.9 What happens if the baby dies, or if the employee miscarries?**

If the baby dies or is still-born after 24 weeks pregnancy the Scheme applies. Where miscarriage occurs before 24 weeks, sympathetic consideration will be given to the circumstances and as necessary special leave or sick leave will be

considered. The decision will be based upon the needs of the employee and medical opinion.

#### **8.10 What can the employee do to ensure a healthy lifestyle?**

During the first three months of your pregnancy, working may be difficult particularly if you are feeling sick and tired. You should make maximum use of lunchtime periods to rest but if you feel the need to rest at some other time explain this to your supervisor or manager. In general – employees wanting specific advice on diet/exercise, smoking, alcohol and drugs should consult their GP or other relevant health care professional.

#### **8.11 How will the employee's maternity pay be paid?**

Maternity pay is usually paid in the same way as wages/salary.

#### **8.12 What about pay awards?**

Any pay award will be reflected in the calculation of maternity pay. Employees are entitled to backdated awards.

#### **8.13 Will the employee's grade be affected?**

Maternity leave will not affect job grade, employees are entitled to return to exactly the same grade as before they left. Unless for reasons of redundancy or reorganisation it is not possible or practicable for employees to return to their own job following maternity leave, they will normally return to the job they are contracted to on terms and conditions not less favourable than had they not been absent.

#### **8.14 What happens if the employee is part way through post-entry training?**

If an employee is part way through a Post Entry Training course when she goes on maternity leave then she will not be required to continue attendance. However, should she wish to do so she may continue on a voluntary basis but she will not be eligible to claim travelling and subsistence expenses. The two year repayment clause will be waived automatically.

**Appendix A**

**RISK ASSESSMENT OF NEW & EXPECTANT MOTHERS**

<u>Employee</u>	
<u>Directorate</u>	
<u>Service Area</u>	
<u>Work Base / Location</u>	
<u>Job Role</u>	
<u>Trimester &amp; Weeks / New Mother</u>	
<u>Assessed By</u>	
<u>Signature of Assessor</u>	
<u>Date</u>	
<u>Review Date</u>	

Please complete Part A and Part B of this document

**Part A**

<b><u>PHYSICAL AGENTS</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
<u>Does the movement or posture involved with the work pose a risk?</u>		
<u>Is manual handling involved in the role?</u>		
<u>Is their exposure to shocks or vibration?</u>		
<u>Will there be exposure to high noise levels?</u>		
<u>Is there exposure to:</u>		
• <u>Ionising Radiation (X-Rays)?</u>		
• <u>Non-ionising Radiation (Electro-magnetic or Optical Radiation)?</u>		
• <u>Extreme temperatures?</u>		
<u>Is there a risk of physical violence?</u>		

<a href="#">Are there slippery or wet surfaces which could pose a risk?</a>		
<a href="#">Does mental or physical fatigue associate with the role pose a risk?</a>		

<b><u>BIOLOGICAL AGENTS</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
<a href="#">Is there exposure to any biological agent in hazards groups 2, 3, &amp; 4?<sup>1</sup> (environments where there is exposure to hepatitis B, HIV, herpes, TB, Syphilis, chickenpox, typhoid etc.)</a>		
<a href="#">Is there exposure to any biological agent known to cause abortion, or physical/neurological damage?</a>		

<b><u>CHEMICAL AGENTS</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
<a href="#">Is there any exposure to chemicals?</a>		
<a href="#">If 'yes' then please identify these:</a>		
<a href="#">Does the COSHH assessment identify these as High, Medium or Low?</a>		
<a href="#">Note: take action if these are High or Medium</a>		
<a href="#">Is there exposure to:</a>		
<ul style="list-style-type: none"> <li><a href="#">Mercury and derivatives?</a></li> </ul>		
<ul style="list-style-type: none"> <li><a href="#">Agents known to be absorbed through the skin? If 'yes' please give details:</a></li> </ul>		
<ul style="list-style-type: none"> <li><a href="#">Carbon monoxide?</a></li> </ul>		
<ul style="list-style-type: none"> <li><a href="#">Lead and derivatives?</a></li> </ul>		

<sup>1</sup> [Group 2 - can cause human disease and may be a hazard to employees; it is unlikely to spread to the community and there is usually effective prophylaxis or treatment available](#)

[Group 3 - can cause severe human disease and may be a serious hazard to employees; it may spread to the community, but there is usually effective prophylaxis or treatment available](#)

[Group 4 - causes severe human disease and is a serious hazard to employees; it is likely to spread to the community and there is usually no effective prophylaxis or treatment available](#)

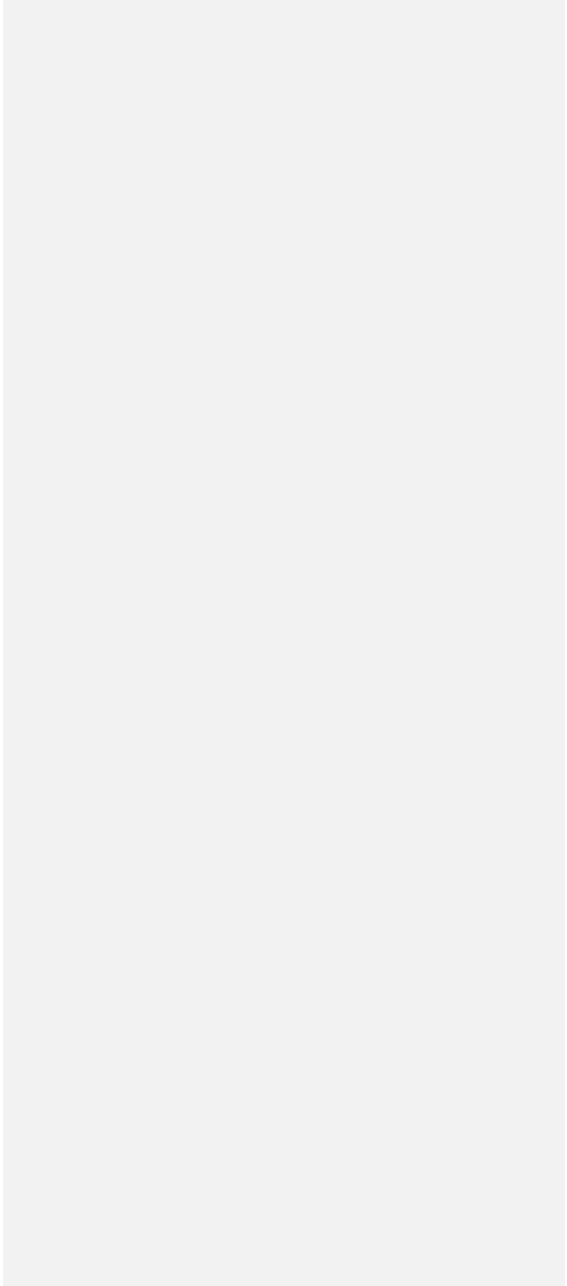
<b><u>WORKING CONDITIONS</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
<a href="#"><u>Is night work undertaken?</u></a>		
<a href="#"><u>Is shift work undertaken?</u></a>		
<a href="#"><u>Are prolonged periods of work with no break undertaken?</u></a>		
<a href="#"><u>Is work with display screen equipment undertaken?</u></a>		
<a href="#"><u>Is driving undertaken as part of the job role?</u></a>		
<a href="#"><u>Is there a rest room or area suitable for the worker to rest?</u></a>		


<b><u>PHYSIOLOGICAL ASPECTS</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
<a href="#"><u>Morning Sickness – May be relevant if role involves early morning shifts or exposure to nauseating smells.</u></a>		
<a href="#"><u>Backache – May be relevant if role involves manual handling, adopting poor work postures or prolonged standing.</u></a>		
<a href="#"><u>Varicose veins – may be relevant if role involves prolonged standing or sitting in one position for an extended period</u></a>		
<a href="#"><u>Haemorrhoids – May be relevant if working in hot conditions</u></a>		
<a href="#"><u>Frequent visits to toilet – May be an issue if it is not always possible to leave job/work site</u></a>		
<a href="#"><u>Increased size – may affect ability to wear PPE, work in confined spaces or manual handling items.</u></a>		
<a href="#"><u>The need for frequent hydration by nursing mothers – may be an issue if not always possible to leave work site.</u></a>		
<a href="#"><u>The need for privacy when expressing milk for a nursing mother – May be an issue if no suitable rest room available</u></a>		

**All questions which have been ticked in the Yes column other than the one pertaining to the availability of a rest room should be addressed within Part B of the assessment.**

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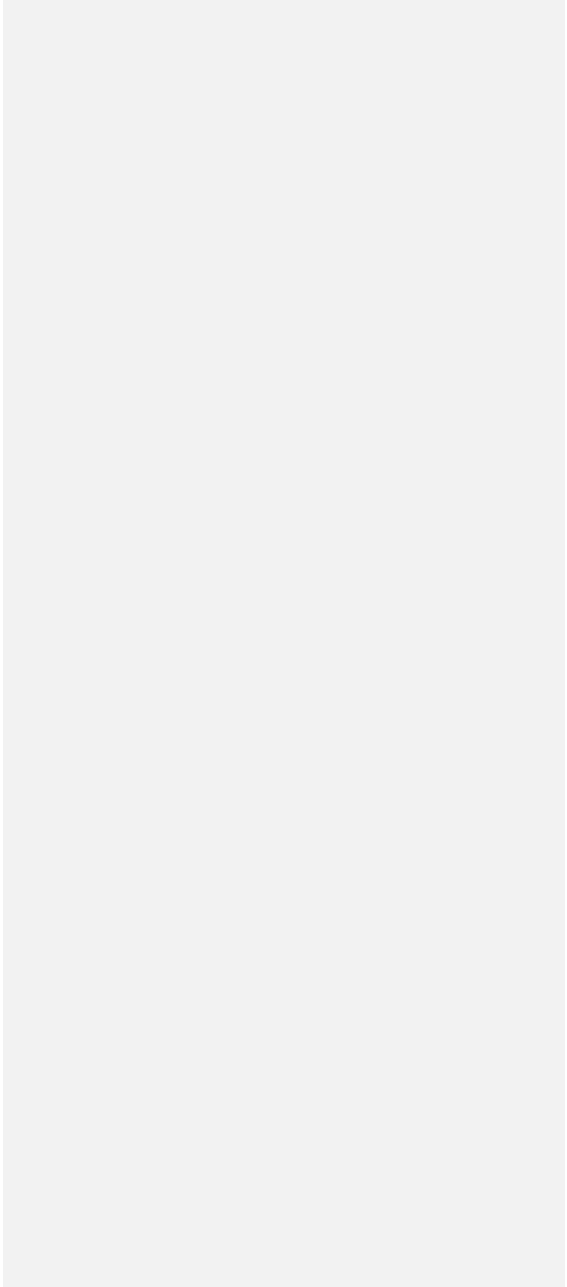


PART B				5 Catastrophic – (Death)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)	
 <p align="center"><b>RISK ASSESSMENT FORM</b></p>				4. Major - (>7 Days absence)	7 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
				3. Moderate - (<4 Days Absence)	3 (LOW)	5 (LOW)	9 (MED)	12 (MED)	16 (MED)
				2. Minor Injury (First Aid)	2 (LOW)	4 (LOW)	6 (MED)	10 (MED)	10 (MED)
				1. No Injury (Near Miss)	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)
				<b>LIKELIHOOD X SEVERITY</b>	1. Very Unlikely	2. Unlikely	3. Fairly Likely	4. Likely	5. Very Likely
				<b>ASSESSORS NAME:</b>				<b>ESTIMATION RATING</b>	<b>EVALUATION RATING</b>
<b>ASSESSORS SIGNATURE:</b>				20-25	Stop	Stop activity and take immediate action.			
<b>ASSESSMENT DATE:</b>		<b>REVIEW DATE:</b>		15-16	UrgentAction	Take immediate action and stop activity if necessary and maintain existing controls rigorously.			
<b>ASSESSMENT TITLE:</b>				8-12	Action	Improve with specified timescales.			
<b>LOCATION:</b>				3-5	Monitor	Look to improve at next review or if there is a significant change.			
<b>ACTIVITY:</b>				1-2	No Action	No further action but ensure controls are maintained and reviewed.			
No.	What is the hazard	Who might be harmed	How might they be harmed	Current Control measures	Risk Rating	Additional Controls to be actioned	Who	When	Closed
					$\frac{L \times S}{R}$				

<p><u>Physical</u></p>	<ul style="list-style-type: none"> <li>• <a href="#">Movement and Posture Pre-longed standing whilst monitoring activities</a></li> <li>• <a href="#">Manual Handling</a></li> <li>• <a href="#">(Specific) Duties</a></li> <li>• <a href="#">Extreme Temperatures</a></li> <li>• <a href="#">Wet / Slippery Surfaces</a></li> </ul>			<p><i>The following are example controls</i></p> <ul style="list-style-type: none"> <li>• <a href="#">Option to sit or walk</a></li> <li>• <a href="#">Staff rotation</a></li> <li>• <a href="#">Regular breaks available</a></li> <li>• <a href="#">Follow Manual Handling Risk Assessments</a></li> <li>• <a href="#">Avoid heavy lifting</a></li> <li>• <a href="#">Avoid twisting/ turning / bending</a></li> <li>• <a href="#">Lifting aids available</a></li> <li>• <a href="#">Consult with Midwife over suitability</a></li> <li>• <a href="#">Clear access routes</a></li> <li>• <a href="#">Report any damaged surfaces</a></li> <li>• <a href="#">Spillages cleaned up</a></li> <li>• <a href="#">Wear comfortable / appropriate footwear</a></li> </ul>							
<p><u>Biological</u></p>											
<p><u>Chemical</u></p>	<ul style="list-style-type: none"> <li>• <a href="#">Chemical Agents</a></li> </ul>			<p><i>The following are example controls</i></p> <ul style="list-style-type: none"> <li>• <a href="#">Use in line with instructions</a></li> <li>• <a href="#">COSHH assessments in place</a></li> <li>• <a href="#">Suitable PPE to be worn</a></li> <li>• <a href="#">Observe First aid measures</a></li> <li>• <a href="#">Wash hands</a></li> </ul>							
<p><u>Working Conditions</u></p>											

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**Bolsover District Council**

**Meeting of the Executive on 15<sup>th</sup> April 2024**

**Updated/Reviewed Probation Policy**

**Report of the Portfolio Holder for Resources**

<b>Classification</b>	This report is public.
<b>Report By</b>	Peter Wilmot, HR Business Partner

**PURPOSE/SUMMARY OF REPORT**

The purpose of this report is to seek approval for the reviewed and updated Council Probation Policy. The Probation Policy plays a crucial role in ensuring fairness, accountability and support for employees who may be facing performance issues or behavioural concerns.

**REPORT DETAILS**

**1. Background**

- 1.1 The current Probation Policy was last updated in September 2019. Council policies should be reviewed periodically (usually every 3 years), and this particular policy is due for review. It is considered that the existing policy is mainly fit for purpose however some small issues came to light in using the policy and via anecdotal feedback from managers and as a consequence some small changes have been made. These are tracked changed on the document (appendix 1).
- 1.2 The updated policy has been considered by the Council’s Senior Leadership Team and the Trade Unions have been consulted.

**2. Details of Proposal or Information**

- 2.1 The updated policy aims to ensure we continue to provide clear guidelines and expectations for employees and their managers.

This includes defining the probationary period, outlining performance expectations, and specifying the steps involved in the probation process.

The appended policy includes the track changes, but they broadly consist of the following:

- Reverting back to being a Bolsover District Council policy as opposed to a joint policy with North East Derbyshire District Council.
- An extension of the options open to a manager when the probation reaches the third and final stage (see 4.2 of the policy).
- Changing the reference from Heads of Service to Assistant Directors.
- The existing and updated policy remains fit for purpose in relation to compliance and legal considerations.

**3. Reasons for Recommendation**

3.1 A robust Probation Policy is essential for promoting employee development, maintaining a positive work environment, and safeguarding the interests of both employees and the organisation.

**4 Alternative Options and Reasons for Rejection**

4.1 Not to approve the updated policy and continue to work with the existing joint policy.

**RECOMMENDATION(S)**

To approve the Probation Policy.

Approved by Councillor Clive Moesby, Portfolio Holder for Resources

<b><u>IMPLICATIONS:</u></b>	
<b><u>Finance and Risk:</u></b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Details:</b>	On behalf of the Section 151 Officer
<b><u>Legal (including Data Protection):</u></b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Details:</b>	On behalf of the Solicitor to the Council
<b><u>Environment:</u></b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<i>Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.</i>	
<b>Details:</b>	
<b><u>Staffing:</u></b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Details:</b>	Updated fit for purpose Bolsover District Council Policy
	On behalf of the Head of Paid Service

## DECISION INFORMATION

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

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

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

DOCUMENT INFORMATION	
Appendix No	Title
1	Probation Policy 2024

<p><b>Background Papers</b></p>
<p><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></p>



Probation Policy

March 2024



*We speak your language*

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Polish

*Mówimy Twoim językiem*

---

French

*Nous parlons votre langue*

---

Spanish

*Hablamos su idioma*

---

Slovak

*Rozprávame Vaším jazykom*

---

Chinese

我们会说你的语言

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

or another format please call

Bolsover District Council on

**01246 242424** or

North East Derbyshire District

Council on **01246 231111**

CONTROL SHEET FOR PROBATION POLICY

<u>Policy Details</u>	<u>Comments / Confirmation</u> (To be updated as the document progresses)
<u>Policy title</u>	<u>Probation Policy</u>
<u>Current status – i.e. first draft, version 2 or final version</u> <u>Policy author (post title only)</u>	<u>Final version</u> <u>HR Business Partner</u>
<u>Location of policy (whilst in development) – i.e. L-drive, shared drive</u>  <u>Relevant Cabinet Member (if applicable)</u>  <u>Equality Impact Assessment approval date</u> <u>Partnership involvement (if applicable)</u> <u>N/A</u> <u>Final policy approval route i.e. Joint Strategic Alliance Committee, Cabinet/Executive/Council</u> <u>SAMT</u> <u>UECC</u> <u>Council</u>	<u>S Drive HR folder</u>  <u>Councillor Clive Moesby</u>  <u>SAMT</u> <u>UECC</u> <u>Council</u>
<u>Date policy approved</u>	<u>March 2014</u> (Reviewed – August 2023)
<u>Date policy due for review (maximum three years)</u>	<u>August 2026</u>
<u>Date policy forwarded to Improvement (to include on Intranet and Internet if applicable to the public)</u>	<u>To be determined</u>

## PROBATION POLICY

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### 1. Introduction

1.1 The Probation policy is designed to ensure new employees are given the support, encouragement, development and guidance they need to achieve the levels of performance and behaviour required in their job role. The policy ensures a fair and consistent process is followed for all employees.

### 2. Scope

2.1 The Probation Policy applies to:

- ☐ New employees and Apprentices joining Bolsover District Council.
- ☐ ~~New employees and Apprentices joining NE Derbyshire District Council~~
- ☐ ~~Any employee who transfers employment between the above two Councils~~

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2.2 The duration of the probation period is six months, with the possibility of an extension

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for a further two months, but only in very exceptional circumstances.

2.3 This policy pays due regard to the principles of the Equality Act 2010 covering age,

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disability, gender, pregnancy and maternity, race, religion or belief, sex and sexual orientation. It excludes agency workers, volunteers and Elected Members who are covered under separate policies.

### 3. Principles

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3.1 Purpose of the Probation Policy:

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- ☐ To provide support to the new employee and welcome them to the Council
- ☐ To inform the new employee of expected standards of behaviour and
  - performance and to assist employees to achieve these standards.
- ☐ To provide the new employee the opportunity to demonstrate they are
  - suitable for the role

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### 4. Statement

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4.1 Responsibilities

- ☐ Manager – responsible for implementing, managing, monitoring and assessing the new employee in accordance with this policy and ensuring the
  - Induction and Probation Meetings take place.
- ☐ Employee – responsible for their own performance and fully engaging with and co-operating with the application of this policy
- ☐ HR – responsible for supporting the manager and employee including monitoring that Induction and Probation Meetings take place. Providing advice on the implementation of this policy in practice

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4.2 Probation Process

## Stage and Timescales

Corporate Induction/ Service Induction First week of employment

- First Interview - End of first month of employment (4 weeks)
- Second Interview - End of third month of employment (12 weeks)
- Third Interview - End of sixth month of employment (24 weeks)

### Potential Outcomes include:

- Confirmation of successful probation.  
Extension Granted and warning issued by Assistant Director/Director/Head of Service in very exceptional circumstances for up to a further one month.
- Dismissal by Assistant Director/Director prior to completion of Probation Period in very exceptional circumstances. This only applies where the employee's performance in the role and/or attendance record is very poor and they have been given every opportunity and available support to improve and the previous months demonstrates there is very little prospect of improvement. In the above instance HR advice should be sought in advance of any action being taken.

The objective of the interview meetings are as follows:

- To establish, discuss and monitor performance, behaviour and attendance
- To identify short-term development and support needs
- To identify any concerns on either side and ways of resolving these
- To provide an opportunity for positive feedback on both sides
- To establish a two-way communication process

It is considered good practice for the manager to keep written notes at all stages of the probationary process.

4.3 The manager will also schedule regular meetings in addition to the above employee's during the probation period. The frequency and format of the meetings will vary from one service to another due to the difference in nature of these services.

4.4 The manager will explain how the probation process aligns with the Council's performance review process and how the employee's performance will be assessed.

4.5 It is important to note the probation process can be twin tracked with other associated policies and procedures such as:

- Induction
- Sickness Absence Management
- Disciplinary Process

*NB The above is not an exhaustive list*

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Attendance at work and levels of sickness absence are factors that will be taken into consideration when assessing an employee during their Probation period.

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4.6 If a new employee has demonstrated their suitability for the role and met the standards of behaviour and performance required, then at the end of the six month probation period, the employee will be confirmed in the post to which they have been appointed.

4.7 What happens if a new employee is not meeting requirements?

- The manager has responsibility for addressing any concerns with the new employee as soon as reasonably practicable.
- The manager has the discretion to bring forward interviews/meetings if appropriate and following consultation with HR
- An Employee Support Plan should be put in place by the manager for the employee (see Appendix One)
- Alternatively, a Corporate Work Tracker can be used in lieu of the above (see Appendix Two)
- Regular meetings must be arranged by the manager with the employee to review and monitor the position
- The employee will be informed by the manager that failure to demonstrate improvement will result in a warning being issued. If a warning is to be issued the manager must notify the employee of their right to be accompanied at the meeting by a Trade Union Rep or other representative
- Advice should be sought from HR by the manager at the earliest opportunity

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4.8 If an employee fails to co-operate with the policy, the manager can escalate the process and bring forward the meeting with the ~~Head of Service~~Assistant Director/Director. If an employee fails to attend any meetings held in accordance with this policy without good reason, the meeting will proceed in their absence.

4.9 Issuing a Probation Warning

A probation warning is issued by the manager to the employee when issues of concern have been raised with the employee and at the next review meeting subsequent to this no improvement has been achieved. The employee will be informed that failure to improve will place their ongoing employment with the Council at risk. The employee has the right to be accompanied by a Trade Union or other representative at the meeting, if a warning is likely to be issued.

4.10 Meeting Convened with ~~Assistant Director~~ Head of Service or Director

A meeting is convened with the ~~Head of Service~~Assistant Director/Director to consider the new employee's ongoing employment with the Council in cases where the employee has clearly failed to

either:

- ~~□~~ Demonstrate their suitability for the role
- ~~□~~ Meet expected performance requirements
- ~~□~~ Meet expected standards of behaviour
- ~~□~~ OR a probation warning has previously been issued

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The manager will consult with HR prior to proceeding to this stage. The meeting with the ~~Head of Service~~Assistant Director/Director may be convened at any stage during the Probation Period subject to one or several of the above criteria being met.

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4.11 The meeting with the ~~Head of Service~~Assistant Director/Director will provide the opportunity for the manager to present their case and for the employee to present any information they wish to be considered relevant to the process. The ~~Head of Service~~Assistant Director/Director will consider all the information presented and make a decision.

The possible outcomes of the meeting will be:

- ~~□~~ Dismissal with notice or pay in lieu of notice
- ~~□~~ Extension of the Probation Period for up to a further one month

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4.12 The employee will be given 5 working days notice of the meeting and offered the right to be accompanied at the meeting by a Trade Union or other Representative. The meeting can be held sooner at the agreement of both parties. A representative from HR will be present at the meeting in an advisory capacity.

4.13 The employee will receive written notification of the outcome of the meeting within three working days and if dismissed will be offered the right to Appeal in accordance with

the relevant Council's Appeals Procedure.

NB: The decision to dismiss an employee may occur prior to the completion of the sixth

month Probation Period or extended period.

5. Appendices (if applicable)

Appendix One - Employee Support Plan

Appendix Two - Corporate Work Tracker

**Bolsover District Council**

**Meeting of the Executive on 15<sup>th</sup> April 2024**

**Pleasley Vale Regeneration Project – Flood Prevention**

**Report of the Portfolio Holder for Growth**

<b>Classification</b>	This report is Public.
<b>Report By</b>	Kay Gregory – Senior Economic Development officer for Pleasley Vale

**PURPOSE/SUMMARY OF REPORT**

- To update Members about the Pleasley Vale regeneration project and activities which have been carried out around the site.
- To inform Members of future work and projects for Pleasley Vale Business Park.

**REPORT DETAILS**

**1. Background**

- 1.1 The Council is fully invested to make the best use of assets within their ownership, and to find viable ways to increase revenue streams. Pleasley Vale is recognised as an important asset, for its historic and cultural importance, the stunning parkland, and its success as an industrial and commercial Business Park. There is a strong commitment to ensure that the site is preserved and enhanced for future generations. The site is currently at approximately 85% occupancy, and overall, there are good levels of tenant satisfaction, many of which have been on site for over 20 years. However, the rents alone do not cover the extensive capital repairs required to maintain and improve the buildings and land.
- 1.2 To address this, The Business Growth Team within Dragonfly Management (Bolsover) Limited employed a project officer in November 2022 to manage the regeneration project. With an allocated budget to commission reports and surveys to overcome site constraints and inform the principle of development, the objectives of the Project were initially to assess the viability and appropriateness of a range of regeneration options.
- 1.3 Flooding - One of the main constraints on site relates to flood risk. A significant area of the site is within flood zone 3b (functional flood plain). A functional flood plain is an area of land where water naturally collects. The

geological and geographical formation of the site within a limestone gorge, and the river Meden which flows in a west to east direction means that in storm events or following heavy rainfall, the site can become prone to flooding. This issue became particularly evident in October 2023, during storm Babet. This extreme weather event caused the river Meden to overflow and flood areas of the site, causing damage to property and land.

## **2 Project Update**

- 2.1 Funding opportunities - During the early stages of the project, a number of funding opportunities were explored for the site. Unfortunately, interest was limited for the Mill buildings, by reason that they are not afforded statutory Listing from Historic England and are currently in occupation as a Council run business park.
- 2.2 The lack of funding opportunities for the Mills (either for regeneration or improvement works as an ongoing business park) was unfortunate as the site needs significant capital investment. Without investment from external sources the overall condition of the Mill buildings and parkland will continue to decline along with tenant satisfaction.
- 2.3 However, discussions with funders have highlighted the importance of the natural environment on sites such as Pleasley Vale and there is interest to fund projects which seek to improve biodiversity and water management and to connect the visiting public with nature and history.
- 2.4 Natural Environment - The parkland surrounding the Mill complex contains many areas of ecological importance, including a Site of Special Scientific Importance (SSSI), ancient woodland and wildlife sites. There are also designated bridlepaths and footpaths around the site, with links onto the Meden Trail which bounds the southern boundary, and the Forestry England owned woodland adjoining the northern boundary. While footpaths are accessible, their current condition restricts certain groups, such as less able bodied, cyclists and horse riders, and many are not suitable as all-weather terrain.
- 2.5 The value of the parkland, and issues faced by visitors were confirmed in a visitor satisfaction survey which was conducted in September 2023. The results of the survey are included with this report. The report identified the importance of the parkland, and allowed visitors to express their views and provide recommendations on how the site should be improved. These range from improved walking routes, signage, and welfare facilities. The report identified that the majority of visitors are local and either walk to the site, or travel by private motor vehicle. Visitors also tend to visit for less than half a day because of the lack of facilities which if available would encourage a longer visit.
- 2.6 Gardeners Cottage and Coach House - The two Grade II Listed Gatehouses which stand at the western entrance to the Business Park are vacant but require significant investment to repair and get ready for occupation. A Schedule of Works was commissioned in June 2023, but the costs contained within will require updating as the report is 10 months old. In terms of

available funding, Historic England and the National Lottery have expressed interest and a project enquiry is currently underway.

### **3 Current position / future plans**

- 3.1 Flooding – As discussed in section 1.3 above, effectively managing flood risk, and protecting the site from future extreme weather events is of paramount importance if the site is to continue operations.
- 3.2 When the river Meden overflowed during storm Babet, it backfilled the millpond in front of Mill 1, causing significant flooding to the ground floor of Mill 1, damaging the property of both the landlord and tenants occupying those areas, and affecting their working patterns. Damage was also caused to the electricity substation, where flood water entered the building, damaging the LV panel beyond repair. Mill 1 was subsequently powered by an external generator for several weeks, until a new LV panel could be installed. The financial and economic cost to this flood event is still being felt now, with business operations of the tenants significantly compromised.
- 3.3 Other areas of the site suffered considerable damage, and the costs of this are still being assessed. Where the river is channelled underground, the storm water rose to levels which broke through the car park surface in front of Mill 1. The structural integrity of this was assessed and considered to be safe, resulting in a recent resurface of this area. Within mill 3, the storm water rose and broke through floor slabs within units, rendering them unsafe and therefore unusable. The cost of repairing these areas is still being assessed. The flood also caused damage to the river channel and millponds, destroying banks, retaining structures, and causing contaminants, such as sanitary products and building materials, to enter the water course.
- 3.4 The total cost of the flood is still being determined. The concerns are that the insurance excess is likely to increase, or insurance companies may be reluctant to insure the site, particularly if measures to reduce future flood events are not explored and implemented. Therefore, flood prevention and mitigation measures have to be a priority for the work of the Senior Economic Development Officer for Pleasley Vale and partners.
- 3.5 Beaumont Rivers are an environmental restoration company who specialise in nature recovery and water management techniques. The Council has appointed them to oversee a flood mitigation and water management project. Beaumont Rivers have previously worked with the Leisure Services team following the events of Storm Babet, overseeing a survey of the mill pond, and producing an expression of interest for natural flood management funding, which unfortunately was not successful due to extremely high levels of competition. During site visits, they inspected areas of the natural environment, and identified opportunities to mitigate flood risk on site and reinstate some of the original drainage networks. A Scope of Works – attached as Appendix 2, has been provided to outline the measures required, some of which are considered to be emergency measures that are recommended as needing to be carried out before winter 2024/25, or before the next major flood event.

3.6 The Scope of Works has been split into three priority areas. This cost does not include contractor fees, surveying, and assessments, or for any of the capital works required to facilitate the proposals. Beaumont Rivers commission will be covered from within existing approved budgets held by the Senior Economic Development officer for Pleasley Vale. There are additional funds of approximately £105,000 allocated to commence some of the identified emergency works on site. The priority 1 works, which must be delivered before winter 2024 comprise:

- 1) Permitting for Priority 1 emergency works.  
Undertake water quality testing.
- 2) Write scopes, procure 3 quotes for survey and construction works, assess quotes, make recommendations.
- 3) Construction attending to all immediate requirements in Reservoir Engineer's report.
- 4) Channel survey for Natural Flood Management scheme design (only required for the Meden and Forge Lane Drain but may not be required if there is a pre-existing survey).
- 5) Identify source of oil/grease pollution.
- 6) Permitting for Priority 2 works, inc. NFM
- 7) Planning and design for Priority 2 works.
- 8) Ecological Impact Assessment with BNG calculation for Priority 2 works.
- 9) Flood Risk Assessment if required for funding or permitting authorities.
- 10) Write an onsite plan for Mill Pond 1 (actions to be carried out in an emergency) and a pumping plan to be able to reduce the water level in an emergency.
- 11) Site visits to facilitate the above – to be agreed as required.

Some of these measures, including water quality testing and the Ecological Impact Assessment are underway and the costs have already been committed. It is anticipated that there will be a requirement for further financial investment to complete these works as the approved budget will not cover all the necessary works. Once costs are known, a further report will be brought to Council.

3.7 Derbyshire Wildlife Trust (DWT) has been appointed to produce a Nature Recovery / Blue and Green Infrastructure Masterplan for Pleasley Vale, to survey and assess the current condition of the site, identify constraints and opportunities for funding and collaboration with communities and education providers. Bringing together data from their desktop study, surveys, workshops and in-house habitat creation, DWT will prepare an ecologically coherent and visionary masterplan, which balances the interactions between existing and potential habitat stocks, and the wider regeneration plans for the mill complex, to achieve a success for wildlife at Pleasley Vale.

3.8 The cost of their commission is £9.885 plus VAT. This has been committed from the Senior Economic Development officer for Pleasley Vale's project budget, but once this Plan is complete and works identified, a further report will be brought back to Executive to fund additional survey work and to conduct any capital works proposed within the Masterplan. DWT will explore opportunities for Biodiversity Net Gain, assessing the suitability to register Pleasley Vale as a Receptor Site. This is a potential income stream for the Council, and Members will be updated accordingly on the progress of this.

- 3.9 Gardeners Cottage and Coach House  
Work is currently underway to oversee the renovation and reuse of the two Gatehouses properties.
- 3.10 *Funding opportunities* – Grant funding is currently being explored for renovation of the two properties. The properties are Grade II Listed and are considered to be ‘At Risk’.
- 3.11 The cost of carrying out only essential repairs for the properties is approximately £205,000. It is likely that planning permission will be sought to change the use to residential, or into a commercial use such as a café or office space. Residential, either on the holiday let or private rental market will provide the best rate of return on any investment. The cost of renovating these properties to an accommodation standard will be approximately £420,000, plus fees such as planning permission and surveys required to support a planning proposal. Therefore, in the event that applications for funding are not successful, Members are advised that additional funds will need to be allocated to these properties, although the actual cost is still unknown.
- 3.12 Owners of Listed Buildings have an obligation to maintain their properties in a good condition and prevent where possible long-term vacancy. The buildings are the only two Listed properties within Pleasley Vale (other than St Chad’s church) and as such, their renovation and re-occupation will enhance the character and appearance of the site and will provide an income to the Council.
- 3.11 *Educational programmes* - The project team are exploring opportunities with Vision West Notts to provide educational opportunities for students to work on the properties, developing techniques such as surveying, plan drawing and repairs, all to be overseen by the project team and Council’s Conservation Area. This will provide opportunities for students to learn about traditional retrofitting within the historic environment. Applications for funding will also include the commission of specialist contractors to provide training events for traditional retrofitting. The properties are Grade II Listed and are considered to be ‘At Risk’.
- 3.12 Other updates The Property Services Team are currently identifying all priority repairs for the Mill buildings, to identify the total cost of repairs. A report will be brought back to Executive at a later date when detail and costs are known. Options for improvements will include roof repairs/replacements, new/repaired windows, secondary glazing, and stone (including lintel and sill) repairs.
- 3.13 In December 2023, the project team hosted Nottingham Trent University for a full day, where third year students chose Pleasley Vale (or Bolsover town centre) for a group project, identifying constraints and exploring avenues for regeneration. The project lead, and Assistant Director of planning then attended the group presentations at the university. The day was a success and students benefitted from the opportunity of visiting an important heritage asset. It is expected that further educational opportunities will be explored when works commence in the natural environment.

The project team have also been developing a working group of stakeholders, including Leisure Services, Members, and representatives from Mansfield District Council to discuss site issues and opportunities for regeneration.

**4 Reasons for Recommendation**

- 4.1 The purpose of this report is to update Members on the progress of the regeneration project and to highlight the current situation and challenges faced on site following recent flood events.
- 4.2 To inform Members of the works being commissioned to inform and be able to set out a clear plan of flood mitigation works and environmental improvements as the basis for protection of operation of the business park as well as exploring options for further regeneration works across the site. Once detailed costs are confirmed, these will be presented to Members for further discussion and approval.

**5 Alternative Options and Reasons for Rejection**

- 5.1 Do nothing - business as usual - This option has been rejected. Water management and flood prevention measures underpin any future plans for the use of Pleasley Vale for economic, social and leisure activities. Extreme storm events and flooding will continue to detrimentally affect ongoing operations at the Business Park. Failure to address this will result in financial losses to the Council and tenants operating on site, a high risk of not being able to insure the site for its current operations, as well as unusable parkland and workspaces leading to further deterioration of the site.
- 5.2 Do less – This option has been rejected. The works which have been identified are deemed to be a priority and a minimum level of intervention for the site if it is to continue operations, even to continue as a business park with no regeneration intervention.
- 5.3 Do more – This option has been discounted at the present time. Actual costs and budget shortfalls are currently unknown.

**RECOMMENDATION(S)**

That Members note the contents of the report.

Approved by Councillor John Ritchie, Portfolio Holder for Growth

<b><u>IMPLICATIONS:</u></b>	
<b><u>Finance and Risk:</u></b>	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>
<p><b>Details:</b> The 2023/24 renewal for flood insurance for Pleasley Vale was a significant increase before the Storm Babet event took place. Excess of £1m was initially suggested for the site but this was reduced after bargaining with the insurance company by the Council’s Insurance Officer. There is no doubt there is a real risk that when it comes to the 2024/25 renewal, we are unable to afford or even find a company willing to insure it.</p> <p>Additionally, the repair work necessary at the Mills has been described as considerable and discussed in the past, which is one of the main reasons for the Project Officer post. Any work is likely to be substantial and therefore capital in nature and would therefore be subject to a Council report to Members for approval. It</p>	

is unlikely that we would have enough in reserves to pay for the capital works, and prudential borrowing would have to be undertaken.

On behalf of the Section 151 Officer

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

**Details:**

On behalf of the Solicitor to the Council

**Environment:** Yes  No

*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:**

On behalf of the Head of Paid Service

## DECISION INFORMATION

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

<p><b>District Wards Significantly Affected</b></p>	Pleasley, Ault Hucknall
<p><b>Consultation:</b> 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>	Details:

<p><b>Links to Council Ambition: Customers, Economy, and Environment.</b></p>
<p>Economy - drive growth, promote the district and be business and visitor friendly.</p> <p>Environment - protect the quality of life for residents and businesses, meet environmental challenges and enhance biodiversity.</p>

<b>DOCUMENT INFORMATION</b>	
<b>Appendix No</b>	<b>Title</b>
1	Visitor satisfaction survey – September 2023
2	Beaumont Rivers – Scope of Works

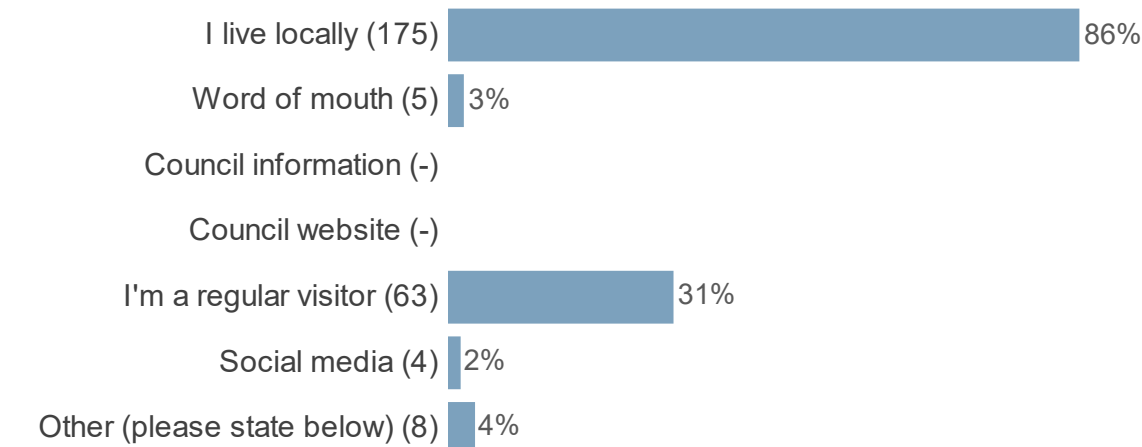
<b>Background Papers</b>
<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i>

## Pleasley Vale

This report was generated on 25/09/23. Overall 207 respondents completed this questionnaire. The report has been filtered to show the responses for 'All Respondents'.

The following charts are restricted to the top 12 codes. Lists are restricted to the most recent 100 rows.

### How have you come to know about Pleasley Vale Park...?




---

Local gamekeeper

---

I've worked in the area

---

Lived close for years

---

Visited the wildlife rescue with my son who has visited several times

---

Son has a house there

---

I live in the vale

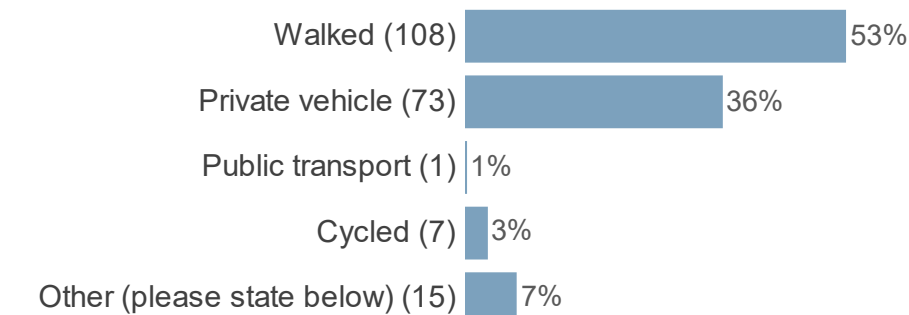
---

I have a business in mill 3

---

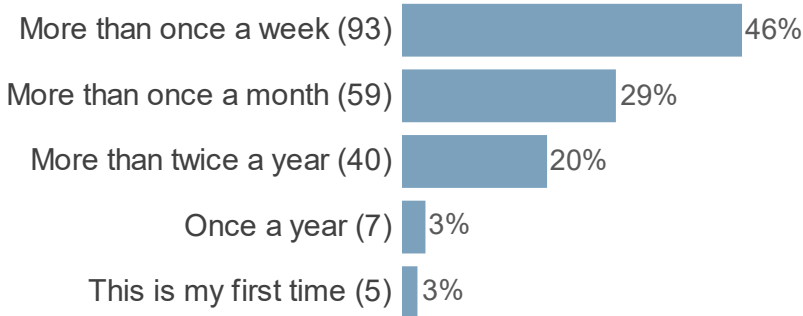
I keep my horse on a local farm

### How did travel to Pleasley Vale Park today...?

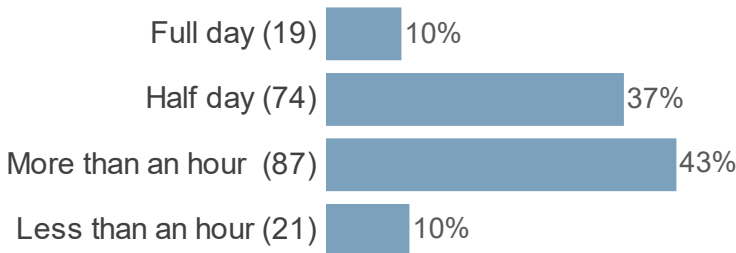


Pleasley Vale		
Ran	Horse riding	Horse
Horse	Horse ride	Run
Rode my horses around therev	Horse riding	Horse riding
Horse	Horse	I live in the vale
Horse ride	Ride my horse	Rode horse

**How often do you visit Pleasley Vale Park...?**



**How long do you stay when visiting...?**



**Can you say what determines your length of visit?**

- Dont visit often enough beautiful countrysidev
- I take my daughter to her volunteering placement. Sometimes volunteer myself.
- How long of a dog walk we do. Varies from 30 minutes to 2 hours.
- Visiting a wildlife rescue charity/ the natural surroundings
- The weather and behavior of my dog
- Weather
- The Weather
- The Weather
- The weather.
- Time of visit
- Visiting Wildlife Rescue.
- Weather.
- Horse riding
- Walking footpaths and bridleways
- Weather

**Can you say what determines your length of visit?**

Weather

Walking dogs

Stay longer if weather is nice

Weather, time constrains (work, appointments), state of paths (muddy and slippery)

Beauty

Lovely walks cafe friendly super views easy accessible

Whether I am rock climbing at the crag, or visiting the animal rescue, or just having a walk.

Length of walk

Visiting residents

Ride around

Accessibility to walking tracks and weather

We live in the Vale

Weather and my dogs

Walking

Just walking all the way though it and looking at the view

The legnth of walm.

Walking

Walking, litter picking or visiting neighbours

Time available

Seeing family

Dog walking/horse riding

How far i decide to walk. Whether we stop off for drinks.

I pass through

Weather

Beauty and peace, as well as wonderful history

Length of ride

Volunteer at wildlife rescue

Weather

Length of run, weather, visiting animal sanctuary

Lovely area for walking, looking at wildlife, etc. Depends on weather / my health how long I stay

Weather

Working hours

Weather

the weather! How well I'm feeling

The quiet of the country side and visiting the rescue centre

Depends where we ride

The walks/routes we take the dog on

Weather

The vast expanse of open space piece and quite

Local resident

I live in the vale

**Can you say what determines your length of visit?**

Peace and quiet

Running/walking through

Work

The weather, who I'm with

Children

I visit the Wildlife rescue place, so mainly weather determines length

Weather

Walk round

Weather and conveniences

Walking and having a coffee at the van

Weather, things to look at/visit

I live hear and have done for 15 years

The weather, plus the people I meet

I run my business from there

Dog walking, historical surroundings

How much free time I have to explore!

Just passing through

How fast my dogs walk

How tired my dogs get

The weather, what wildlife is out and about

Lovely scenery and brill little cabin van for drinks

Weather and whats about.

The weather!

Depends whether I'm cycling or walking

Wildlife

The weather

Weather, conditions underfoot

it depends on how much time I have

The history

Looking at the Mills and wondering what it was like inside when my grandad worked there. Also enjoying the scenery

It takes about two hour to walk around this beautiful place and take in all it has to offer

The weather and other things planned

Time of day

Weather

Weather, how far i want to walk

Either volunteering at the wildlife rescue or visiting friends

Over zealous security

My children love to walk, see the wildlife and play in the woods

### Can you say what determines your length of visit?

We ride our horses behind the mills to reach the unused railway track and either join from the Medan nature reserve or ride through the mills to do a reverse route. We are stabled at a farm on the Archaeological way/Pleasley woods bottom and go through the industrial area before going through the mills or up Outgang lane

Weather.

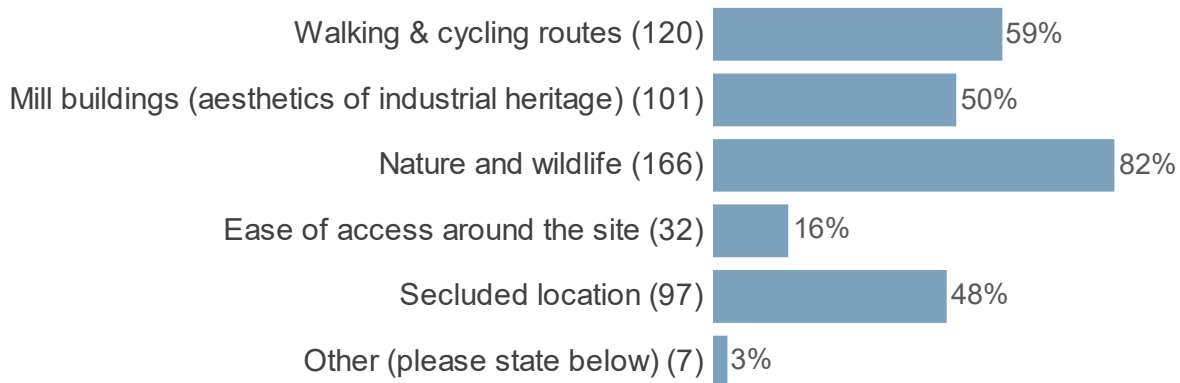
Weather and what amenities are open.

I take photographs and draw or paint.

Mostly the weather

How long our school stays at the outdoor activity centre

### What is your favourite part of the Pleasley Vale experience?



Rock climbing opportunity.

The privacy, the quietness, this is my home and value my privacy, please respect this is where people live. Keep out the off road motorbikes , the drug dealers parking up doing their dealings and people who just leave their rubbish for the residents to clear up. heenviroment

Accessibility for riding , keeping us safe off main roads and the nature and wildlife

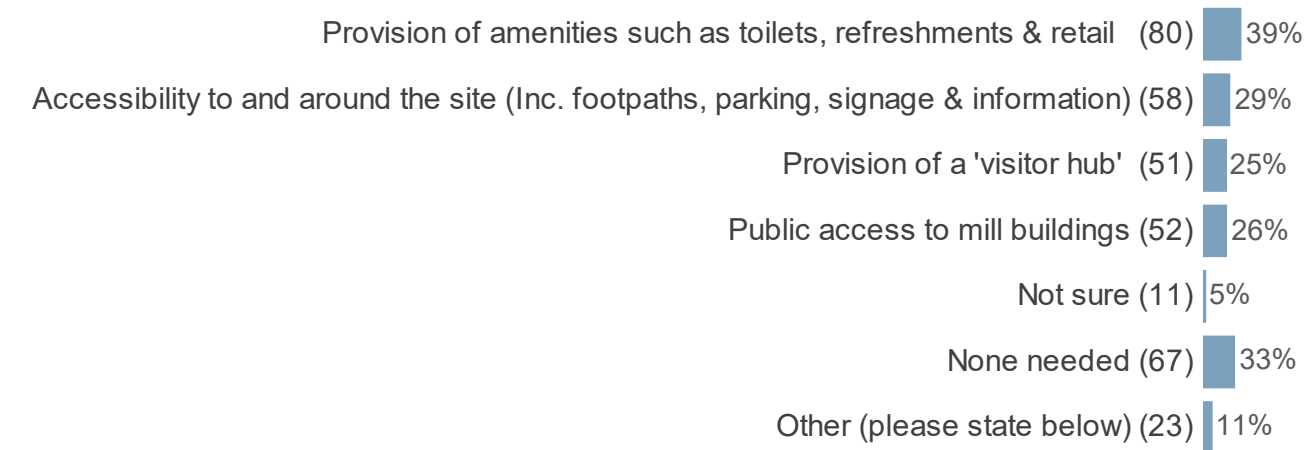
Visiting the Wildlife Rescue.

I bring children to the outdoor activity centre and they participate in many fun things such as wall climbing, canoeing and problem solving tasks. Colin and his team are really brilliant with the young kids.

Bringing our school classes to Pleasley Vale Outdoor Activity Centre to enrich their curriculum activities

Pleasley Vale

**Where do you think improvements can be made...?**



Although the mill catering van is great there's so much more potential. It needs a 'destination cafe' or afternoon tea type venue, with outdoor seating area. Overlooking some of the ponds.

Would be good to have a venue eg exhibition space concert space

Toilets would be nice

Better maintenance of current walking trails

Education of visitors to respect private land and wildlife.

Access to paddleboarding on the lake

Some more dog waste bins

There are too many HGVs on the narrow access roads.

Better paths

More open bridle paths

In order to keep the area as unique and nice as it is i don't think we should increase traffic through the area at all but do the opposite and keep traffic away. If this means creating a carp park that then enables foot traffic then this should be encourage and the opposite side of the Mill building where the gatehouse sit should be utilised. The main attraction of the area is due to its remoteness and to the hard work of the local residents in keeping the upkeep strong and to prolong the way the vale looks

Increased use and promotion of outdoor adventure facilities.

More sights to bridalways

Access to paths. A lot are overgrown or security posts are located in an unsafe position for riders passing between them

There needs to be better access for horses, position of the bollards are not great with the overgrown hedges. It makes it unsafe for horses to get through

More litter bins

History talks and Heritage trails, appropriate working days with industrial museum and educational days for all. Local geology, archeology talks/ linked to museum on site. Knowledgeable wildlife rangers on site who are properly qualified to to assist existing wildlife, educate public and local people/ charities dealing with wildlife. Hides for hire for bird watchers etc.

Provide rubbish bins and regular collection by the council

More police presence to stop fly tipping and theft of property.O

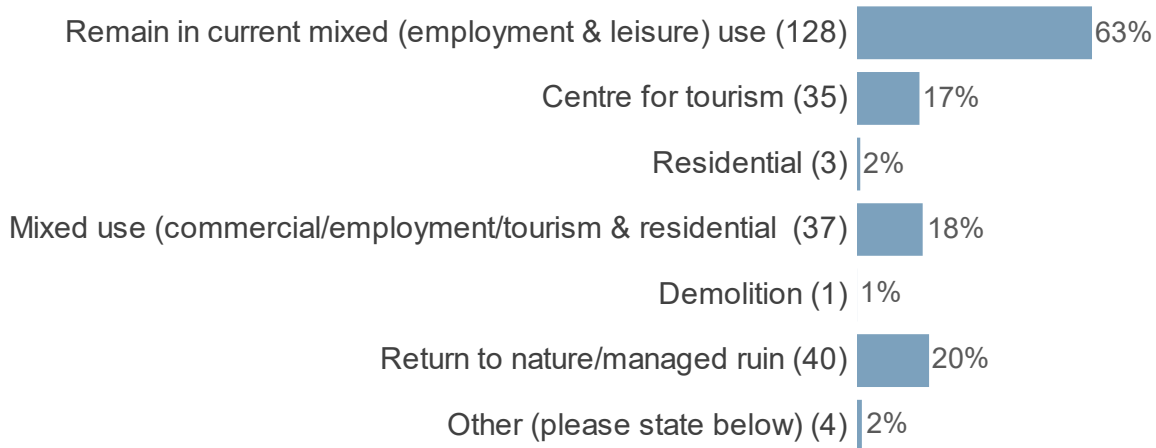
Leave it alone. It doesn't need intrusive alterations leave it to the wildlife, flowers trees etc abd history.

Pleasley Vale

The barrier probably puts people off and I do not know if there is a through route that goes over towards the archeological way hill. Visitor hub/cafe would also be welcomed and access to mills / able to buy products from business would be nice. As Horse riders access under the bridge by mill1 carpark would be great to access the path that runs along the bottom of fields. This also leads to a footpath over one field which I believe gives access to a Bridleway. Joined up access would be great .

I think there needs to be outdoor archery. The area is looking tired. It needs investment.

**What would be your aspirations for the future of Pleasley Vale...?**



Leave as natural for the wildlife and walkers

Keep it as it is, but with better signage for walks, and visitor access into the Mill

Keep this traditional, maintain the quiet and calmness of the vale, respect the residents who live in the vale.

The space has many possibilities but mainly it could be an amazing adventure park with Go Ape or similar experiences for teenagers. With the right investment, this area could become the main outdoor and indoor activity centre attraction in the East Midlands.

**If you consider that the site should be re-used or redeveloped, what type of uses or activities do you envision...?**

Ghost hunts, nature walks

I think it should be used for people to enjoy the heritage but not over developed or excessive traffic as the infrastructure is not in place. Preserve nature and a natural environment and habitat for wildlife

More outdoor activities. I've never seen anything happening at the activity centre, surely it could be opened up to public rather than just organised group events. Plenty of people would pay to use a pedalo or canoe. Raft building and bushcraft activities. Or even allow people to pay to use the ponds with their own small watercraft such as inflatable dinghies.

Cafe, artisan and farm shops. Something similar to the lovely and very popular Wellbeck centre

Cafe concert exhibition

Leave it as it is

Outdoor activities

Better amenities toilets, tea rooms, local small shops within the mills

Heritage

Tidy it all up and use all buildings for full employment

More sporting activities for all

Pleasley Vale

**If you consider that the site should be re-used or redeveloped, what type of uses or activities do you envision...?**

Restaurants, accomodation, arts hub like welbeck
Nature reserve
A working mill would be a brilliant attraction
More should be made of it's historic buildings and the wonderful environment that surrounds the mills. It's a gem that could bring in more revenue if it was made more of.
A hub telling the story of industry in the area including the mills, mining, canals etc
Museum or visitor centre
N/A
Small housing estate would be a lovely place to live
Mill buildings from historical/ museum type place.Surrounding areas should be left in their natural state
None leave as it is
Education centre focussed on training in environmental and conservation issues.
None!! Stop trying to develop everywhere!
It needs to be left alone theres no need for development etc.
None
Outdoor experience
It doesn't need anything - leave as is
For walks, exploration, historic preservation and nature
walks nature coffe shop
Nature
None...its lovely as it is
Nature reserve and historical museum for the mills.
A balance needs to be struck between what is best to keep the buildings in use and good condition and what is best for the Vale. A mixed use of the buildings would be best economically but there is limited access to the vale, the road is narrow and cannot take too much traffic, some small scale residential space would benefit the mills and possibly businesses but too many residential properties could cause problems.
Activity center
Nature visitors centre, a bit like Sherwood Forest, cafe, shops etc
I think the vale is fine as it is. It would just be nice to have a permanent cafe and toilets. Maybe some infomation about the Mill buildings. We donot need any more residents to the area as it is already populated enough..
Enhance the natural environment and manage the woodland and nature trails better. Introduce nature study groups, install bird hides and fishing platforms.
Leave as it is.
I think if anything is to be done at the Vale it should be to enhance the historic past of the Vale and the Mills. Residential aspects should be avoided at all cost. Residents and locals should be able to enjoy the area as it is and it shouldn't be made into an attraction that unfortunately in my opinion would have a negative impact. Recent times have already seen an increase in Anti social behaviour and making the area more accessible may increase this further
Nature, bushcraft, history of mills
None. Leave it how it is
Keep it natural

## Pleasley Vale

**If you consider that the site should be re-used or redeveloped, what type of uses or activities do you envision...?**

Only to enhance its facilities

I would like to see more local education about the history of of pleasley vale (such as the use of It's sandstone in the construction of the first houses of parliament), but the upmost priority would be to protect and preserve the ecosystems.

Leave it as it is

The current site needs maintaining to ensure it doesn't fall into a state of disrepair.

Similar to other mills in Derbyshire, mixed use.

Rock climbing  ♀ Horses riding on own horse

Not housing!!!

Small independent businesses

More businesses. Not residential.

Rambling, cycle trails, walking trails

More benches to enjoy surroundings footpaths maintained to allow all access

Development of walking routes and outdoor activities only

Not turned into housing . Something for the local community

Just improve ehsts already there. Its a wonderful place to go ♥

I think better signage to warn people that horses are on the roads would be helpful also as some cars drive very fast through the village

Organised walks,more litter and dog poo bins ,f9tpath signage

Definitely NO reuse or redevelopment. Leave the natural habitat alone, thats what give the area that extra special atmosphere.

We do not need it for extra housing (although that needs to be built elsewhere on brownfield sites), but we need to keep it as natural and open as it is. More people should be encouraged to use open natural spaces and ensure there is space for wildlife to flourish

Not

Park tea room

NO!!!! - our national wildlife needs all the help it can get. Re-using or re-developing is ABSOLUTELY unthinkable for this beautiful small area.

Nothing it is perfect has it is

Heritage visitor centre preserving the history of buildings and landscape

More leisure activities

Appropriate activities for a conservation area

As above

Leave the vale as it is

It should not be redeveloped at any cost !!

Leave it for the wildlife to thrive, that's whatakes it so beautiful

Tourism - museum plus arts centre with studios - maybe with a push towards textiles to reflect its past. Residential apartments- high end. Something like Salts Mill in Saltair, West Yorkshire.

More out door pursuit activities

I think it should be left as it is

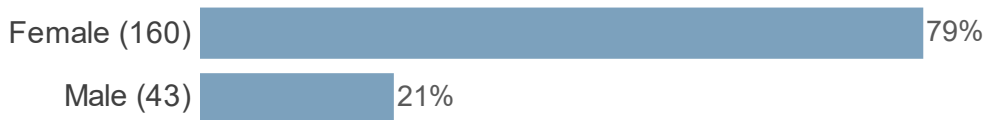
Anything that would bring visitors to the area and create jobs

More small businesses

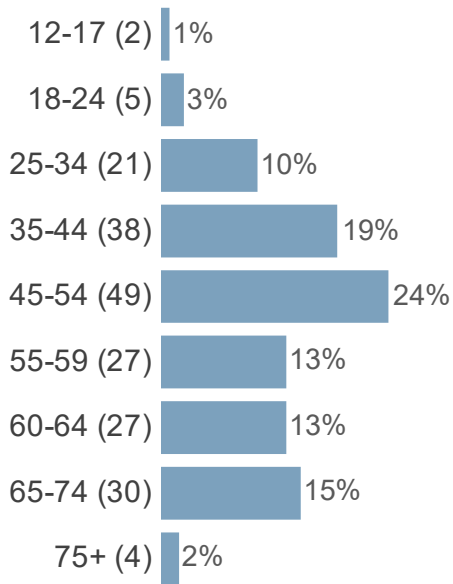
**If you consider that the site should be re-used or redeveloped, what type of uses or activities do you envision...?**

- Activities on the pond
- No need for change, I like the heritage of place..
- None
- None it needs to be left well alone
- Non
- No. No. No. None. Leave it alone. Stop destroying everthing wihh buildings.
- A visual and guided historical journey through time of the working life of the mill and its links to the Nightingale family.
- Wildlife talks and walks
- It would be really useful as a mixed development such as conference centre which could be used by BDC as well as letting private companies use, the introduction of a "hack space" to allow use by the public as well as a tourism site.
- None, let's keep our local history and buildings
- Leave it like it is maybe iopen days for public museum type place
- It should be kept for people to see and learn the history of it.
- Apartments with shops below
- Definitely not be used for housing 😊
- No redevelopment of the site
- Anything to do with nature and preserving the wildlife and nature
- Waymarked paths, cafe, heritage exhibit, boat rides
- Be nice as craft centre with visitor facilities and history
- I do t think it should be re developed too much but it would be nice to have toilets and refreshments
- None, shoukd remain as is.
- Any redevelopment would pretty much destroy the good parts of the place. It's not broke; don't fix it.
- Zip lines, Go Ape, giant professional climbing wall, ice-skating, trampolines, restaurants, shops.
- This would make a great educational area for schools from north Derbyshire and north Notts. The scope of this type of provision would be invaluable

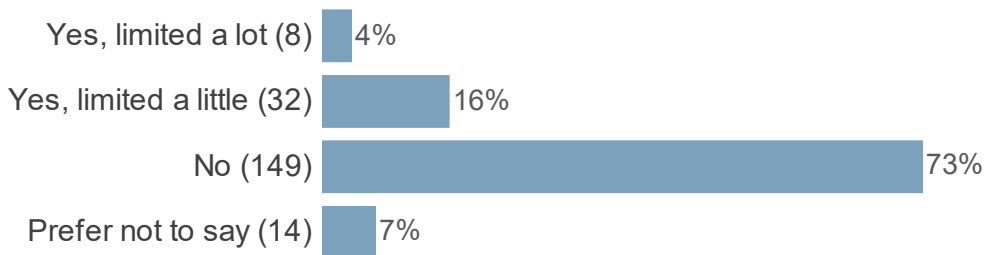
**Are you...**



### What is your age?



### Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?





**BEAUMONT**  
RIVERS

**Pleasley Vale Scoping Document**

**By Beaumont Rivers Ltd.**  
On Behalf of Bolsover District Council and  
Dragonfly Management

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## Introduction

Beaumont Rivers were commissioned to attend Pleasley Vale Business Park to assess a number of environmental and amenity enhancements and provide a roadmap to their delivery. The ambition and scale of the undertakings are significant, but they are commensurate with the outcomes, which present a wide range of environmental, social and economic benefits to the area.

In addition to these works, Beaumont Rivers also supplied immediate health and safety checks, through water quality testing and the provision of specialist Reservoir Engineer Dr Andy Hughes to ensure the embankment between Mill Pond 1 and the River Meden was safe and stable.

This report collates the available information to identify and prioritise the opportunities, emergencies, costs and benefits of restoring the site, and sets a roadmap to safe, efficient, and effective delivery.

## Aims and Objectives

The works identified focus on maintaining and enhancing the natural environment from the current baseline to present a holistic range of environmental, social and economic benefits. These include:

- Reduce flood risk to Pleasley Vale Business Park and downstream communities.
- Improve the amenity value of the site for all members of the community.
- Improve health and safety for site users.
- Improve biodiversity on site.
- Improve water quality within the catchment.
- Improve compliance with the Water Framework Directive.
- Fulfil outstanding maintenance requirements.
- Implement infrastructure solutions to reduce future maintenance requirements.
- Maintain trees around the site to ensure public safety, improve accessibility and reduce nutrient/silt loading within the ponds.
- Develop an invasive non-native species (INNS) control programme, aiming to eradicate INNS, including mink.
- Trace and develop a greater understanding of the extant drainage network.

## The Site

Pleasley Vale is a naturally occurring limestone gorge situated along the channel of the River Meden, roughly 3 miles north of Mansfield. The works centre on Mill Pond 1 of the historic Pleasley Mill complex (see map 1). Since the decline of the British textile manufacturing industry, the three mills and surrounding area were bought by Bolsover District Council, who have converted the site into a business park and outdoor education centre.

Although historically there was a system to divert the river into Mill Pond 1 at the upstream (western) extent, the pond (see photograph 1) is offline and fed by springs, groundwater and local drainage. During high rainfall events, the throughflow of the pond is substantial and drains directly into the Meden via an outfall at the southeast corner.

The River Meden is a main river that flows from west to east across the site (see map 1). Upstream of the mills, the river flows through a wooded floodplain. As it approaches the mills, the channel becomes progressively more modified for industry, but much of the redundant infrastructure, such as control structures, leats and ponds, has been removed or taken offline. Remaining modifications include culverting of the main channel underneath the mills, a weir at the culvert entrance, extensive hard engineered banks on either side, and the impoundment of Mill Pond 2 (see photograph 2), which is online. Both ponds are significantly silted up, resulting in high nutrient levels, eutrophication, a reduction in flood storage capacity and reduced amenity value.

Downstream of site, the historic industrial modifications are no longer required or maintained, so the geomorphology of the Meden is starting to recover. As can be seen on the mapping, the watercourse follows a more naturalised planform and progressively develops a more complex geomorphology within a more open floodplain, albeit not always within its original (natural) course. Although the river utilises this floodplain in high flows, in some locations, floodplain connectivity is disconnected by levees of sediment deposits left by the historic excavation and dredging of the channel.

Toward the downstream extent of the site is the paleochannel of the pre-industrialised watercourse (see map 1), which still delineates the county border of Derbyshire and Nottinghamshire. This curves north of the modern watercourse, defining the extent of a meadow used for grazing horses, before meeting the present channel near Church Lane Bridge. There are two disused flow control structures here (see map 1) that are identified as barriers to migration in the Environment Agency Fish and Eel Migration Barriers Database (Environment Agency, 2019).

North of the site is an ordinary watercourse known as the Forge Lane Drain (see photograph 3). This flows north to south towards Mill Pond 1 through a wooded valley, before being culverted beneath a local industrial area. The culvert surfaces briefly above the northern tip of Mill Pond 1 and is immediately directed into a new culvert that circumnavigates the pond and drains directly into the Meden.



*Photograph 1 - Mill Pond 1, looking west*



*Photograph 2 - Mill Pond 2, looking east*

## Identifying the Scope of Works

Due to the range of environments and opportunities on site, there is a huge scope of work to be considered. The final scope collates over 65 separate options from:

- The site visit,
- The Reservoir Engineer Inspection,
- The water quality testing,
- The Natural Flood Management Scheme,
- The client's Biodiversity Net Gain ambitions,
- Subsequent discussions following the site visit.

These disparate works and their scopes are listed separately according to context, and then collated, prioritised, organised for efficiency, and priced below. Due to the breadth of scope and vast quantity of information associated with each individual point, this report avoids going into granular detail for the sake of clarity and brevity, but further information can be provided on any points requested.

## Scope of Works Identified During the Site Visit

From the site visit and subsequent consultation, the following works are proposed:

- Dredge Mill Pond 1 to increase depth and area.
- Create easily maintainable silt trap adjacent to the Lodge car park and set reed beds.
- Reduce the size of the central island to original proportions, keeping the kingfisher nesting area and ensuring volume of pond does not exceed 10,000 cubic metres in case the Reservoirs Act (1975) reduces to that level (from 25,000 cubic metres) in 2027 (Hughes, 2023).
- Either restore the original island, currently in dry land in the silted-up area to be reclaimed to open water, or remove it entirely, depending on volume and possible future Reservoirs Act (1975) implications.
- Remove trees from area to be reclaimed along the north edge and face-off trees around the entire extent of the pond.
- Restore sluice mechanism where the canal meets the pond to ensure it is sealed, safe and clear with an interpretation board explaining the industrial heritage.
- Clear embankment of trees to enable inspection and maintenance of the asset (specified in the Reservoir Engineer Report, details below).
- Engineer new stoplogs for culvert where Mill Pond 1 drains into the Meden.
- Improve footpath surface around the perimeter of Mill Pond 1.
- Supply and install mink trap.
- Create educational interpretation boards at: Dredged pond(s), new silt trap and canal exit.
- Undertake any remedial works identified in culvert inspections (carried out separately).
- Investigate the feasibility / benefits of adding a sweetening flow to the canal and installing reed beds for ecological uplift, improved water quality and reduced flood risk.
- Install Natural Flood Management solutions upstream of Forge Lane and along main river (Meden) upstream of pond to reduce flood risk on-site, and Natural Flood Management solutions downstream of the mills to protect downstream communities (depending on funding). *See Natural Flood Management sections below.*

## Delivered works

Following the site visit, Beaumont Rivers delivered the following works:

- Develop a natural flood management scheme for the area and apply for Environment Agency Natural Flood Management Programme funding.
- Emergency inspection of the embankment and impoundment structures to identify any structural, safety or maintenance issues by reservoir panel engineer.
- Undertake silt and water quality testing.

All reports from delivered works are included in the appendix.

## Works Identified by the Reservoir Engineer Inspection

Following damage from the floods and asset exceedance, the embankment and impoundment structures required an emergency inspection to identify any structural, safety or maintenance issues. Beaumont Rivers commissioned leading reservoir panel engineer Dr Andy Hughes to carry out the inspection. Dr Hughes' report identified that although the structure is currently safe, there are a number of maintenance requirements that need to be met, including emergency works to avoid the embankment becoming unsafe, or even collapsing, in a future flood event.

### Immediate (Emergency) Works:

- All damaged areas need to be filled with compacted cohesive material and the area topsoiled and seeded to provide a smooth, grass covered slope with good protection against flowing water.
- Smaller holes need to be filled with compacted topsoil and seeded to provide a smooth, grass covered slope with good protection against flowing water.
- Clearance of coarse vegetation, trees and saplings from the embankment, and in particular close to structures, to allow examination and inspection, which should be done at frequent intervals to look for signs of distress.
- Existing trees should be lopped and pollarded to keep them in balance, reduce their canopy and let light onto the surface.
- The approach to the spillway and the culverted section should be kept clear of any debris which could cause an obstruction.
- Any equipment (pontoons, kayaks etc) should be securely tethered so that they cannot float off and block the spillway.

### Short- and Medium-Term Recommendations

- Carry out a full topographic and bathymetric survey.
- Carry out a full 'inspection' of the pond and facilities by a dam engineer informed by the flood study report – the vegetation clearance must have taken place prior to the visit.
- Carry out a flood study and routing calculation to understand the potential flood inflows to the pond.
- Regulate the crest to provide sufficient freeboard as defined by the study above.
- Provide a water level board.
- Provide an auxiliary spillway to provide sufficient spillway capacity as defined by the study above.
- Write an onsite plan (actions to be carried out in an emergency) and a pumping plan, to be able to reduce the water level in an emergency.
- Produce a plan of all culverts taking water away from the pond with a report on their condition (culvert reports currently underway separately).
- Investigate all inlet and outlet structures and report on whether they could be made operational.

### Long-Term Recommendations

- Modify the overflow to remove any restrictions.
- Modify any screen such that they can easily be cleared of debris in a flood event.
- Make the inlet structure operable.
- Make the outlet penstock operable.
- Consider actuating inlet and outlet mechanisms so that they can be operated remotely.
- Consider the installation of telemetry, real time monitoring and camera surveillance.

## Works Identified by the Silt and Water Quality Testing

Following the floods in 2023, Beaumont Rivers supplied silt and water quality testing to check that any contaminants from the flood had broken down or settled out of solution in order to ensure the site is safe for amenity use.

For context, it is common sense to avoid drinking water from rivers, ponds or the sea without treating it first. England has very poor water quality, with very few sites classified as having 'Bathing Water Quality'. There used to be two rivers where it was safe to swim (in Ilkley and Oxford), however, that figure is currently zero. At the time of writing (11.01.24) there are a total of seven stillwaters (lakes and ponds) in England where it is safe to swim. As a result, poor water quality is an inherent risk of water sports in the UK, and most inland centres operate with some form of contamination. The following statement is taken from British Canoeing's Paddlesafer safety information guidance document – version 6 (British Canoeing, 2022):

*"All rivers, however clean they might appear will contain a level of natural contamination from things such as rotting vegetation, insects and animal activity. In addition to this there may be other types of contamination including algal blooms (blue green algae), sewerage or chemical contamination. Illnesses are normally caused by bacterial infection, viruses or toxins in the water."*

The River Meaden at Pleasley Vale is part of the "Meden from Source to Sookholme Brook" Water Body. This water body has a poor ecological status and is not achieving good status due to pollution and its impacts, from sewage, transport and the agricultural sector. The catchment has also failed on chemical status due to levels of mercury (and its compounds) and polybrominated diphenyl ethers (PBDE) (Environment Agency, 2023). PBDE is the chemical that makes cloth fireproof and a key component in firefighting foam. Neither mercury or PBDE were identified in our samples, however some contamination was present from ammonia and oil & grease.

Ammonia is present to some level in all ponds and lakes. As alluded to by British Canoeing (2022), it's produced by natural decomposition processes and is usually metabolised by bacteria into nitrites and then different bacteria metabolise those into nitrates, and they get used up by plants and algae (generally in algal bloom). That ultimately dies and the chemicals get stored as silt/biomass or washed through. In a normal pond, levels of these chemicals would be balanced out through the bacterial populations that metabolise them. However, during a flood event these bacterial populations are flushed out of the lake, leading to elevated ammonia levels while they recover. Therefore, we can expect to see ammonia levels drop over time following floods and winter weather.

Oil and grease, however, are unexpected and indicate a local source of pollution. To identify the source of this pollution we will need to undertake further testing, including up and down-stream of Forge Lane and the landfill site, plus any significant drainage from engineering or food production facilities (cooking oils/grease) and roads (runoff). Once identified, polluters can be reported to the Environment Agency for enforcement if required.

Results from the silt were more positive, with no contamination identified. This supports the above hypotheses and shows that silt disposal for environmental benefit on surrounding farmland is a potentially feasible option for disposal during dredging works.

As part of the scope of works from the site visit, installing a silt trap with reed bed adjacent to the

Lodge car park would catch much of the biomass entering the pond, reducing the rate of infill and material to break-down and generate ammonia after flood events, as well as catching contaminants from the drainage network for storage and natural removal.

### Recommendations

It is proposed that the water quality tests are repeated after the pond has had time to settle to see how the levels have changed. We also recommend undertaking tests along tributaries into the pond (upstream/downstream of potential pollution sources) to try and identify the source of the pollution. As this channel is upstream of the pond, this does not have to wait (though it will cost less if we do them all together). Ideally as a control it would also be useful to take a sample from the Meden, but this is not vital.

- A total of six tests are proposed at the following locations: Either end of the pond, up and down-stream extents of Forge Lane Drain, another between the landfill and engineering works on Forge Land Drain, one from the Meden and one more for any other significant tributary or drain leading to the pond.
- Depending on the result of testing, existing hazards to amenity users and the environment will be risk assessed with medical support, and a management procedure provided. It is likely that procedures will focus on minimising the ingestion of untreated water and washing hands before eating.

## Environment Agency Natural Flood Management Scheme

Beaumont Rivers designed a Natural Flood Management scheme for the available area surrounding Pleasley Vale Business Park and applied for funding from the Environment Agency Natural Flood Management Programme. The scheme will cost between £182,000 and £302,000, depending on the extent of dredging. Successful projects are due to be announced in early 2024.

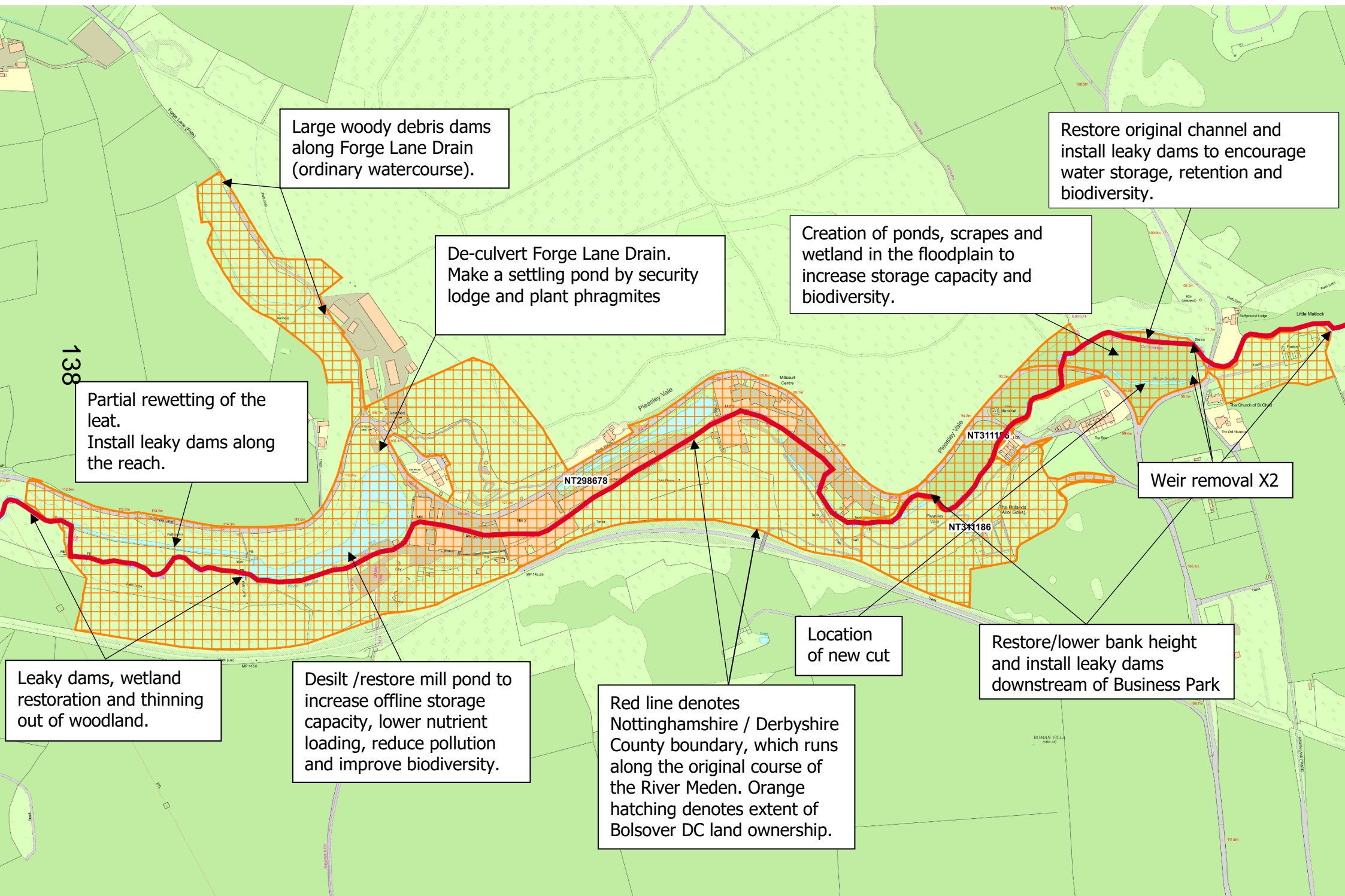
The works were designed to reduce flood risk to Pleasley Vale Business Park and downstream communities by improving the physical, chemical and ecological wellbeing of the river. By working with natural processes, the scheme will deliver a broad range of benefits, including:

- Reduced flood risk to Pleasley Vale Business Park and downstream communities.
- Restored channel geomorphology to improve resilience to extremes in flow rate.
- Improved wetland, riparian and terrestrial ecology of the area.
- Removed barriers to species migration.
- Improved WFD ecological status of the water body and encourage recovery to good (or high) status, with measurable Biodiversity Net Gain outcomes.
- Improved WFD chemical status of the water body and encourage recovery to good (or high) status.
- Improved WFD geomorphology status of the water body and encourage recovery to good (or high) status.
- New opportunities to educate a broad spectrum of the community, enhancing engagement with nature recovery.
- A contribution to our understanding of the benefits and mechanisms of natural flood management
- Promote Bolsover District Council and its partners as a flagship of best practise.

To achieve the above aims and objectives, the following works were proposed:

- Install leaky dams throughout the River Meden in Bolsover DC land ownership.
- Install leaky dams along Forge Lane Drain.
- Install leaky dams along the mill leat.
- Restore the paleochannel of the (original) River Meden as a wetland and use leaky dams to retain water during all flow scenarios.
- Improve paleochannel connectivity with the existing channel.
- Create ponds and scrapes in the floodplain to increase storage capacity and biodiversity.
- Reduce artificially raised bank height along the new cut to improve floodplain connectivity.
- Restore ponds to maximise offline and online impoundment volume, improve biodiversity, and reduce pollution and nutrient loading.
- Remove redundant flow control structures to improve geomorphology, flow and species migration.
- De-culvert Forge Lane Drain at the downstream end to reduce flow directly into the Meden during flood events.
- Install an easily maintainable settlement pond to minimise siltation of the mill pond following Forge Lane Drain deculverting works, which will minimise the reduction of offline flood storage capacity over time.

Map 1, below, shows the locations of these works.



Large woody debris dams along Forge Lane Drain (ordinary watercourse).

Restore original channel and install leaky dams to encourage water storage, retention and biodiversity.

De-culvert Forge Lane Drain. Make a settling pond by security lodge and plant phragmites

Creation of ponds, scrapes and wetland in the floodplain to increase storage capacity and biodiversity.

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Partial rewetting of the leat. Install leaky dams along the reach.

Weir removal X2

Leaky dams, wetland restoration and thinning out of woodland.

Desilt /restore mill pond to increase offline storage capacity, lower nutrient loading, reduce pollution and improve biodiversity.

Location of new cut

Restore/lower bank height and install leaky dams downstream of Business Park

Red line denotes Nottinghamshire / Derbyshire County boundary, which runs along the original course of the River Meden. Orange hatching denotes extent of Bolsover DC land ownership.

Map 1 - Proposed works and overview of site

## Natural Flood Management *Without EA Funding*

As described in the Natural Flood Management report previously delivered (Beaumont Rivers, 2023), Pleasley Vale offers substantial opportunities for natural flood management, which would significantly improve flood risk to Pleasley Vale Business Park. The scheme would also result in substantial biodiversity uplift (or biodiversity net gain, depending on viewpoint) and improvements to physical, chemical and ecological WFD (Water Framework Directive) metrics, which are used to monitor the health of the aquatic environment.

If unsuccessful with the funding bid, it would be sensible to consider a smaller, more affordable version of the scheme that focusses on protecting the business park. This would include only the measures upstream, including:

- Install large woody debris dams along Forge Lane Drain.
- Install large woody debris dams along the Meden, upstream of Mill Pond 1.
- Wetland restoration and thinning the woodland along the Meden, upstream of Mill Pond 1.
- Potential partial rewetting of the leat, with potential large woody debris.
- De-culvert Forge Lane Drain and make a settling pond.

Although we have not modelled the impacts, these measures would have a measurable impact on the onset and severity of flooding on site. Combining NFM measures with the dredging of Mill Pond 1 would provide a substantial level of protection to the Business Park, and if delivered simultaneously would be an affordable option.



*Photograph 3 - Forge Lane Drain, looking upstream*

## Biodiversity and BNG Improvements

The works identified focus on restoring or working with nature to provide the desired social, economic and environmental outcomes. This ensures a resilient design that delivers maximum value for money, and also delivers significant biodiversity net gain, which is compatible with local and national public sector targets, including the Bolsover District Council Local Nature Recovery Strategy and Action Plan 2022 (Derbyshire Wildlife Trust, 2022).

To assess the level of biodiversity net gain requires an Ecological Impact Assessment (EclA). This will highlight all existing ecological constraints and support the design in providing maximum ecological outcomes, culminating in a Biodiversity Net Gain Score for the works. It will also ensure that none of the works are detrimental to the environment or contravene environmental law (spawning season, nesting season, pollution prevention, etc.) avoiding reputational harm or even prosecution of the project team. Providing evidence of this will be vital for the permitting phase.

The results of the EclA can then be used to support ongoing monitoring and reporting on the client's broader environmental objectives (local policy, government targets, etc.).

Current ecological constraints foreseen include:

- Protected species on site,
- Invasive non-native species on site,
- Bird nesting season,
- Fish spawning season,
- Bat nesting sites,
- Fish rescue ahead of large-scale dredging works.

## Feasibility Study of Mill Pond 1 Flood Storage Reservoir

The implementation of the natural flood management scheme and dredging of areas that are currently above the waterline will significantly improve local flood risk. To maximise use of the available resources for flood risk management, there is the potential to utilise Mill Pond 1 as a formal flood storage reservoir. This would provide a huge amount of protection to the business park and areas downstream, but also come with a multitude of legal responsibilities.

The feasibility study would build on the information gathered throughout the planned works in combination with additional modelling to assess the costs, benefits and deliverability of the scheme, locally, and to areas downstream.

The feasibility study would provide all information required to fully deliver or discount the scheme, including:

- Nature of the site
- Capacity of the structure
- Results of modelling and impact on flood risk
- Results of modelling and impact on drought
- Full engineering inspection and report on the existing structure by Reservoir Panel Engineer
- Outstanding maintenance requirements.
- Available and preferred options
- Outline design and scope of works required to convert pond to a flood storage reservoir
- Operational procedures to utilise flood storage reservoir
- Reservoir ownership and management structure  
*With Bolsover DC consent, management will be offered to, or discussed with, the Environment Agency to ensure appropriate flood risk management funding, depending on Bolsover DC's wishes and legal position.*
- Legal rights and responsibilities of the reservoir owner and operator.
- Emergency planning
- Public safety
- Ecological impacts
- Maintenance requirements
- Construction and maintenance costs and benefits
- Further documentation required (operational instructions, off-site plan, blue book, etc.)
- Permitting for construction and impoundment
- Route to delivery
- Funding sources
- Feasibility of the project
- All other information required to fully deliver or discount the project.

Further details will be provided should Bolsover DC wish to fully explore this option.

## Additional Services

Although not identified as immediately required, Beaumont Rivers can provide as much support with current or future environmental or modelling works as Bolsover DC / Dragonfly Management Ltd requires. This includes reviewing works and providing feedback, assisting with scope, managing contractors, providing meeting support, or undertaking modelling works with our delivery partners.

We aim to deliver maximum results and value for our clients, so ad-hoc advice will be given freely where possible. However, if further works are required, Beaumont Rivers would be delighted to quote for:

- Any modelling work required.
- Independent review of modelling by third parties.
- Project manage modelling work by third parties.

Additional services have not been included in the Next Steps, Roadmap to Delivery or pricing.

## Next Steps

Given the scale and diversity of the scope, actions have been designated priorities according to safety and operational efficiency and broken down into a manageable workstream. Tasks have been assigned numbers, which correspond to costings and future organisation.

### Priority 1: Works pertaining to safety and efficient delivery

- 1) Permitting for Priority 1 emergency works.
- 2) Undertake water quality testing.
- 3) Write scopes, procure 3 quotes for survey and construction works, assess quotes, make recommendations.
- 4) Construction attending to all immediate requirements in Reservoir Engineer's report.
- 5) Channel survey for Natural Flood Management scheme design (only required for the Meden and Forge Lane Drain, but may not be required if there is a pre-existing survey).
- 6) Identify source of oil/grease pollution.
- 7) Permitting for Priority 2 works, inc. NFM
- 8) Planning and design for Priority 2 works.
- 9) Ecological Impact Assessment with BNG calculation for Priority 2 works.
- 10) Flood Risk Assessment if required for funding or permitting authorities.
- 11) Write an onsite plan for Mill Pond 1 (actions to be carried out in an emergency) and a pumping plan to be able to reduce the water level in an emergency.
- 12) Site visits to facilitate the above – to be agreed as required.

It is imperative that the emergency works are delivered before winter 2024.

### Priority 2: Works pertaining to flood risk, amenity, and economic development

- 13) Construction works identified during site visit.
- 14) Construction works identified in the short-, medium-, and long-term recommendations in Reservoir Engineer's report (not inc. surveys, modelling, or works reliant on them).
- 15) Construction of Natural Flood Management measures.
- 16) Post-works, pre-demobilisation Reservoir Engineer inspection.
- 17) Site visits to facilitate the above – to be agreed as required.

If permitting goes smoothly, it would be optimal for these works to be undertaken during summer 2024.

### Priority 3: Modelling and feasibility

- 18) Undertake as-built survey of dredged pond and drainage basin (as required by Reservoir Engineer), including culvert details and new NFM scheme.
- 19) Carry out a flood study and routing calculation to understand the potential flood inflows to the pond.
- 20) Model the capabilities of Mill Pond 1 to act as a flood storage reservoir.
- 21) Using above modelling, undertake feasibility study of utilising Mill Pond 1 as a flood storage reservoir.
- 22) Prepare scope/outline design of construction works required to utilise Mill Pond 1 as flood storage reservoir. Including (taken from Res. Engineer recommendations):
  - Regulate the crest to provide sufficient freeboard as defined by the study above.
  - Provide an auxiliary spillway to provide sufficient spillway capacity as defined by the study above.
  - Costings for detailed design and construction. This is impossible to quote for at this stage as the scope is unknown.

## Roadmap to Delivery

These works will be carried out close to the order shown overleaf (Next Steps) by the 3-stage roadmap to project delivery. Not all tasks require all three stages, and each will be delivered to agreed timescales, similar to the order presented. Any services not required can be removed from scope and the pricing updated.

Construction works will be managed according to The Construction (Design and Management) Regulations 2015, with Beaumont Rivers operating as Client or Designer as needed.

### Stage 1: Feasibility and Design:

This relates to the construction works in priority 1 and 2, and modelling and feasibility in priority 3.

This stage works with opportunities and constraints to produce feasible designs that achieve the project objectives. Supporting works, such as water quality testing will be carried out as part of this. Pre-application engagement will be undertaken with the permitting authorities to ensure all requirements or concerns are attended to before the final application is submitted in stage 2.

### Stage 2: Permitting:

These works involve works on main river and ordinary watercourse, so permits are required from Derbyshire County Council (Land Drainage Consent) and the Environment Agency (Environmental Permit).

The scheme also includes felling trees in a conservation area, which means that a Felling License is required from the Forestry Commission. These are provided free of charge, so long as detailed designs and impact assessments are completed appropriately (these will be done as part of the detailed design phase).

As the scheme is being undertaken by Bolsover District Council, these works can be undertaken through permitted development, avoiding the requirement for planning permission and associated costs.

The actual paperwork for these permits is relatively straightforward and requires little resource allocation. However, the subsequent engagement with each authority requires significant resource over an extended time period.

To minimise the impact of permitting timescales on the project, we will undertake priority 1 groundworks under emergency procedures, which enable faster delivery. There is a solid case for doing this as a repeat flood event could further weaken the embankment and lead to a serious incident, similar to those at Whaley Bridge or Wainfleet in 2019. While these construction works are underway, we will be undertaking engagement for the priority 2 permits. Ideally, this will produce a smooth workflow, however permitting is invariably a lengthy process.

### Stage 3: Construction:

Through effective management of the permitting process, it is hoped that priority 1 construction works will be delivered during spring/early summer 2024, and priority 2 delivered shortly after, however, this is contingent on the permitting process. It is feasible that construction for priority 2 works will be carried out during the summer of 2025.

To ensure fair competition and best value for the client, quotes for works will be obtained from a minimum of 3 contractors. These will be assessed by Beaumont Rivers for safety, value and quality of deliverables and presented to the client with a recommendation. The client will make the final decision.

## Schedule of Costings

Costings	Task No.	Task	Cost	Further Details
Priority 1	1	Permitting for Priority 1 emergency works (not inc. permitting costs).	£2,000	
	2	Undertake water quality testing.	£790	
	3	Write scopes, procure 3 quotes for survey and construction works, assess quotes, make recommendations.	15%	Contract Management Fee. Three quotes to be obtained from suppliers.
	4	CDM Construction Project Management for Priority 1 emergency works.		
	5	Channel survey for Natural Flood Management scheme design (may not be required).	15%	Contract Management Fee. Three quotes to be obtained from suppliers.
	6	Identify source of oil/grease pollution.	£1,000	
	7	Permitting for Priority 2 works, inc. NFM (not inc. permitting costs).	£3,000	
	8	Planning and Design for Priority 2 works.	£9,000	
	9	Ecological Impact Assessment with BNG calculation for Priority 2 works.	15%	Contract Management Fee. Three quotes to be obtained from suppliers.
	10	Flood Risk Assessment if required for funding or permitting authorities.	15%	Contract Management Fee. Three quotes to be obtained from suppliers.
	11	Write an onsite plan for Mill Pond 1 (actions to be carried out in an emergency) and a pumping plan to be able to reduce the water level in an emergency.	£3,500	
	12	Site Visits (2 days quoted).	£2,000	
<b>Priority 1 Total (not inc. contractor management fees)</b>			<b>£21,290</b>	
Priority 2	13, 14 & 15	CDM Project Management for Priority 2 construction works.	£22,000	
	16	Post-works, pre-demobilisation Reservoir Engineer inspection.	£2,160	
	17	Site visits (2 days quoted).	£2,000	
	<b>Priority 2 Total</b>			<b>£26,160</b>

	Task No.	Task	Cost	Further Details
<b>Priority 3</b>	18	Undertake as-built survey of dredged pond and drainage basin (as required by Reservoir Engineer), including culvert details and new NFM scheme.	15%	Contract Management Fee. Three quotes to be obtained from suppliers.
	19	Carry out a flood study and routing calculation to understand the potential flood inflows to the pond.	15%	Contract Management Fee. Three quotes to be obtained from suppliers.
	20	Model the capabilities of Mill Pond 1 to act as a flood storage reservoir.	15%	Contract Management Fee. Three quotes to be obtained from suppliers.
	21	Using above modelling, undertake feasibility study of utilising Mill Pond 1 as a flood storage reservoir.	£6,000	
	22	Prepare scope/outline design of construction works required to utilise Mill Pond 1 as flood storage reservoir.		
	<b>Priority 3 Total (not inc. contractor management fees)</b>			<b>£6,000</b>
<b>Combined Total (not inc. contractor management fees)</b>			<b>£53,450</b>	<b>Plus VAT and Expenses</b>
<b>Expenses (anticipated)</b>	<b>Mileage</b>		<b>HMRC Rate</b>	Currently 45p/mile
	<b>Hotel Accommodation</b>		<b>£60 p/n</b>	Not likely to be used

## Conclusion

The above proposal identifies broad-stroke requirements to deliver a holistic project that secures a sustainable future to the business park and local environment. Not all of these proposals will be taken forward, so the costings above are provided as a menu for the client to pick and choose as they wish. Although we have suggested an order of priority, this can also be changed should the client have differing needs, and we are always open to adding more to the scope if we can add value. The exceptions to this are the emergency works specified by the Reservoir Panel Engineer. Although the embankment is currently safe, this could change fast during a future flood event and needs addressing at the earliest opportunity - certainly before winter 2024.

The scope of works includes a number of environmentally and legally complex tasks. Beaumont Rivers' specialist skills, knowledge and experience will ensure that the project is delivered safely, efficiently, and with maximum results. This site presents great opportunity to utilise those capabilities to benefit people, ecology and the environment equally. It is also a chance to protect and safeguard the future of Pleasley Vale Business Park, its cultural heritage, and its future; unlocking opportunity for investment and economic growth in the area, vastly contributing to the wellbeing of local people.

The improved habitats will be a new resource for endangered species to colonise, and although those currently missing will not appear overnight, restoring their habitat significantly improves their opportunity to thrive.

This is a great opportunity for the council to deliver first class, measurable results in priority areas for people, the environment and the economy, highlighting best practice for the public sector.

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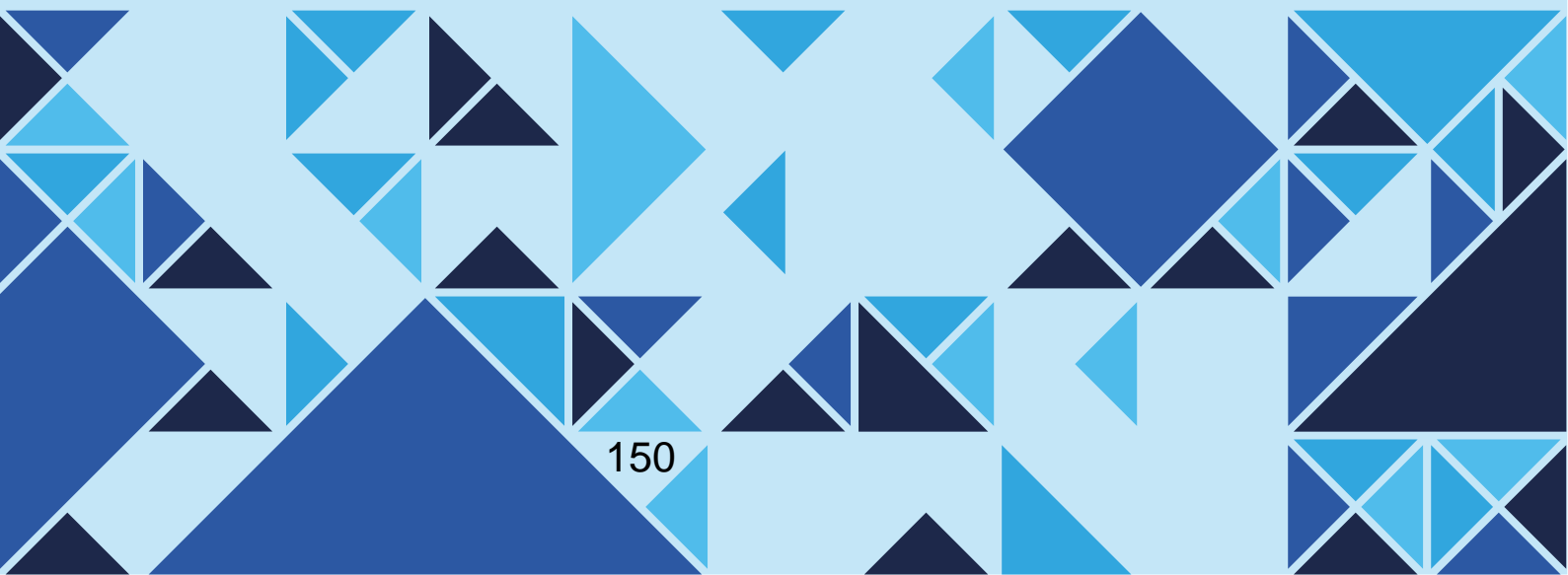
## Appendix

- Pleasley Vale Natural Flood Management Project
- Silt and Water Quality Testing Results
- Reservoir Engineer Inspection Report



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**Bolsover District Council**

**Meeting of the Executive on 15th April 2024**

**Co-operation Arrangement with Other Local Authorities**

**Report of the Portfolio Holder for Growth**

<b>Classification</b>	Public
<b>Report By</b>	Karen Hanson Chief Executive Officer

**PURPOSE/SUMMARY OF REPORT**

- To seek Members agreement in principle to the Council acting as main contractor for local authorities wishing to procure works and services from Dragonfly Development Ltd;
- To delegate to the Chief Executive Officer the power to enter into co-operation arrangements with other local authorities to deliver construction related services.

**REPORT DETAILS**

**1. Background**

- 1.1 Since Bolsover District Council transferred property and construction staff into the Dragonfly group of companies, Dragonfly Development Ltd have successfully completed a housing scheme for a wholly owned company of a neighbouring local authority.
- 1.2 The project was so successful that the local authority, along with other local authorities would like to engage the services of Dragonfly to deliver more construction projects and consultancy services for property related schemes. Another local authority is unable to procure works and services from Dragonfly Development Ltd without undertaking a legally compliant procurement exercise. However a local authority may arrange for another local authority to discharge its functions (section 101 of the Local Government Act 1972). It has been proposed that other local authorities arrange for the work to be undertaken by Bolsover District Council who would in turn sub-contract with its Dragonfly companies
- 1.3 Dragonfly have approached Freeths LLP solicitors, to advise on a suitable model to enable the local authorities to procure services from Dragonfly via an arrangement with the Council.

1.4 Freeths LLP Solicitors have advised that another authority could procure Bolsover District Council to deliver construction and property related projects. In turn the Council would need to enter a subcontract with either Dragonfly Development Ltd or Dragonfly Management (Bolsover) Ltd depending on the value of the contract in accordance with the Council's Contract Procurement Rules.

1.5 The Council is seeking its own external advice on the proposal. Further details will be provided at the meeting.

2. **Details of Proposal or Information**

2.1 That the Executive supports the principle of the Council acting as main contractor.

2.2 That the Chief Executive be authorised to enter any appropriate agreements with other authorities to clarify arrangements.

3. **Reasons for Recommendation**

3.1 By agreeing to the proposal Dragonfly Development Ltd will be able to enter negotiations with other authorities to undertake work on their behalf via a contractual agreement with the Council.

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

4.1 Not to agree to the proposal. Other local authorities will need to undertake procurement exercises which will mean that Dragonfly Development Ltd will need to compete with other building contractors.

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**RECOMMENDATION(S)**

1. To approve the principle of the Council acting as main contractor for other local authorities seeking work and services from Dragonfly Development Ltd;
2. To give delegated authority to the Chief Executive Officer to enter into non-binding cooperation arrangements with other local authorities .

Approved by Councillor John Richie, Portfolio Holder for Growth

**IMPLICATIONS.**

**Finance and Risk:**            Yes             No

**Details:**

On behalf of the Section 151 Officer

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

**Details:**

The legal advice referred to in this report has been obtained by Dragonfly. The Council is seeking its own advice on the principle of entering into direct contracts and any potential risk to the Council of doing so.

Any arrangements that we have will not oblige the Council to enter into contracts for specific construction schemes. Each contract will need to be approved individually. The Council will need to engage external solicitors to draw up individual contracts and subcontracts. This is a cost that will need to be borne by the employing authority.

On behalf of the Solicitor to the Council

**Environment:** Yes  No

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

**Staffing:** Yes  No

**Details:**

On behalf of the Head of Paid Service

**DECISION INFORMATION**

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

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

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

<b>DOCUMENT INFORMATION</b>	
<b>Appendix No</b>	<b>Title</b>

<b>Background Papers</b>
<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive, you must provide copies of the background papers).</i>

**Bolsover District Council**

**Meeting of the Executive on 15<sup>th</sup> April 2024**

**East Midlands Investment Zone**

**Report of the Portfolio Holder for Growth**

<b>Classification</b>	This report is Public
<b>Report By</b>	Chris Fridlington Director for Economic Development (Devolution)

**PURPOSE OF REPORT**

This report provides an update on the proposals for the East Midlands Investment Zone (EMIZ), the emerging investment plan and next steps, including the Council's future role in the EMIZ.

The purpose of the report is to seek the Executive's endorsement for the EMIZ proposals and approval for the Council to participate in the East Midlands Investment Zone Development Board.

**REPORT DETAILS**

**1. Background**

- 1.1 The Chancellor's Autumn Statement, published in November 2023, announced an Investment Zone for the East Midlands (EMIZ). The purpose of the Investment Zone is to boost productivity across green industries and advanced manufacturing sectors in the East Midlands with the support of £160 million funding from Government over a period of ten years.
- 1.2 As proposed, the EMIZ covers the whole of Derbyshire and Nottinghamshire i.e. the Investment Zone covers the same area as D2N2 and East Midlands Mayoral Combined County Authority (EMMCCA). The newly established EMMCCA will be the accountable body for the EMIZ and following the election of a mayor, it is expected that the Investment Zone will help to leverage over £380 million in private investment and bring upwards of 4,000 jobs to the region.
- 1.3 The Autumn Statement also identified three sites that would form the initial basis of the Investment Zone and had been selected to benefit from financial incentives. These sites are:

- **Infinity Park, Derby** (Derby City and South Derbyshire) – Tax incentives and Business Rates Retention to support growth of nuclear, advanced manufacturing and supply chains around the established Rolls Royce facility;
  - **Hartington, Staveley** (Chesterfield) - Tax incentives and Business Rates Retention on a brownfield site offering potential for high quality motorway and rail linkages;
  - **Centre of Excellence in Modern Construction, Steetley** (Bassetlaw and Bolsover) – Tax incentives to unlock the delivery of a modular construction hub focused on infrastructure and energy by Laing O’Rourke.
- 1.4 The proposals for these sites are being refined as the EMIZ proposals progress alongside the creation of an Investment Zone policy that would set the criteria for approval of future financial incentives for development proposals and expenditure of the balance of the Government funding. An indicative Investment Plan has also been drafted.
- 1.5 The Investment Zone policy goes live in April 2024 but the operational launch of the East Midlands Investment Zone is subject to completion of the final Gateway stages of the EMIZ process.
- 1.6 The Gateway stages are shown at 1.11, and they are the key decision points at which specified information must be submitted to Government to gain approval to proceed to the next stage.
- 1.7 The EMIZ proposals are currently at Gateway 4 and amongst other things, the EMMCCA (future accountable body) requires confirmation that this Council’s approval has been sought for the proposals in advance of establishing the proposed governance arrangements, and the Government requires confirmation that the Council’s approval has been sought for the proposed tax incentives as the proposals move through Gateway 5, which is the final stage of the process.
- 1.8 The Gateway 5 includes the following timetable for the implementation of the East Midlands Investment Zone and its adoption by the accountable body – the East Midlands Mayoral Combined Authority.

1.9

*Indicative Timetable*

<b>Activity</b>	<b>Target Date</b>	<b>Lead / Stakeholders</b>
EMIZ Briefing paper for EMMCCA Mayor	May 2024	EMMCCA
Senior EMIZ Team appointed	June 2024	EMMCCA
EMIZ Approval to MoU with Govt	July 2024	EMMCCA, Govt
Tax site policy agreed	July 2024	EMMCCA, Bassetlaw,

		Bolsover, Derby, Chesterfield
Tax incentives approved	August 2024	Govt.
EMIZ Investment Strategy and plan finalised	October 2024	EMMCCA, all partners
MoU agreed with Billing Authorities for BRR Reinvestment	October 2024	EMMCCA, Derby, South Derbyshire, Chesterfield
Early win (Round 1) projects confirmed	October 2024	EMMCCA, all partners
EMIZ Governance confirmed	October 2024	EMMCCA
Annual report	March 2025	EMMCCA

- 1.10 This report provides further information on these matters and seeks the Executive's endorsement of the EMIZ proposals. The report goes on to recommend that the Executive confirm support for the EMIZ on behalf of the Council.
- 1.11 This report also seeks the Executive's endorsement for continued officer engagement with the EMIZ and approval to delegate authority to officers to participate in the governance of the EMIZ and its future decision making if and when such opportunities arise.

#### Gateways 1-5

Gateway	Requirements	Status
<b>Gateway 1;</b> Vision & Inception	Setting out the ground rules for policy and the Government's intentions and expectations.	Approved
<b>Gateway 2;</b> Sector & Geography	Making the case for an EMMCCA-wide Investment Zone, focusing on the Green Industries and Advanced Manufacturing priority sectors.	Approved
<b>Gateway 3;</b> Governance	Overview of the proposed governance and management arrangements for the EMIZ.	Approved
<b>Gateway 4;</b> Interventions	Details of the proposed intervention framework for flexible funding, focusing on skills, local infrastructure, research and innovation, business support and planning support measures. This stage also outlines projections for the designated tax and business rates retention sites, alongside strategic principles for the reinvestment of future business rates.	Submitted

	<p>See Appendix 1 for Gateway 4 Themed 'Investment Zone Interventions'.</p> <p>At this time, feedback has been received from government and these are points of clarity that have now been resubmitted. It is anticipated that this gateway will be approved in February / March 2024.</p>	
<b>Gateway 5; Delivery</b>	<p>Criteria at this stage is to ensure that places demonstrate they are able to deliver their Investment Zone proposals and effectively manage potential delivery risks. These are currently being drafted and the programme is being reviewed by Government. Government require confirmation that each administrative authority area has sought approval from the relevant constitutional body as part of this stage given that this will implement the tax benefits stimulating the growth agenda.</p> <p>See Appendix 2 for further details of the Gateway 5 submission.</p>	Under draft

## 2. Details of the EMIZ Proposals

- 2.1 As noted above, the Chancellor's Autumn Statement, published in November 2023, announced an Investment Zone for the East Midlands (EMIZ). Since this announcement, the grant funding allocation for the Investment Zone has been doubled from an initial £80m to £160m, and the operational timeframe extended from five to ten years.
- 2.2 Subject to successfully moving through the Gateway approval process also outlined above, the grant can be deployed through a number of routes including flexibly using direct investment and tax incentives, while separate mechanisms enable 100% of business rates receipts from additional growth on designated sites (i.e. Infinity Park, Derby and Hartington, Staveley) to be retained in the region for a period of 25 years.
- 2.3 The current proposals set out tax incentives to accelerate delivery of new development on all three designated sites, an emerging Investment Zone policy to guide future investment of the remainder of the Government funding in the region, and an indicative Investment Plan that outlines how flexible funding could be spent in the region to maximise the impact of the EMIZ.

## Tax Incentives and Business Rates Retention

- 2.4 In the current EMIZ proposals, business rates retention arrangements are restricted to Infinity Park in Derby and the Hartington site in Staveley. Laing O' Rourke at Steetley will receive tax incentives – primarily through a reduction in future National Insurance Contributions, alongside enhanced business rates relief and allowances on construction and fit-out expenditure. Stamp Duty relief will also be provided in the event that part of the site is sold or leased to a third-party occupier.
- 2.5 The tax incentives available for the three identified sites has a value in the region of £15million over five years and this will be deducted from the £160m of flexible funding. Therefore, a key part of the Gateway process is to ensure that the tax incentives are targeted to maximise impact across these sites over the next five years.
- 2.6 Amongst other things, these sites have been chosen primarily to capitalise on the region's existing strengths in advanced manufacturing and green industries sectors.
- 2.7 Through the anchor investment of Laing O'Rourke in its Centre of Excellence in Modern Construction site (known locally as CEMC) and Rolls Royce's contribution to the Nuclear Skills Academy at Infinity Park Derby, the EMIZ will allow the development of new technologies and products to help support infrastructure, modern methods of construction and nuclear development in the civil and defence spaces.
- 2.8 The EMIZ financial incentives will also act as a catalyst for development of the Hartington site at Staveley, which has stalled following the grant of outline planning permission for 70,000 square metres of new commercial floor space on 20 hectares of previously developed land but offers an opportunity to develop a cluster around rail related advanced engineering.
- 2.9 The retained business rates arising from development of Infinity Park and Hartington will be collected by EMMCCA and re-invested in the region to support the Government investment of £160 million in the Investment Zone.
- 2.10 This additional investment in the region will be guided by the establishment of a Reinvestment Strategy to ensure investment is coordinated with other funding opportunities. It is anticipated this strategy will prioritise funding for Levelling Up and innovation focused projects.
- 2.11 If these tax and business rates incentives are extended as anticipated alongside the full package of investment in these sites, the remaining grant funding allocated to the Investment Zone (allowing for deductions associated with tax incentives) will then be made available as flexible funding once the EMIZ has passed through the Gateway process and the governance structure has been established by the EMMCCA.

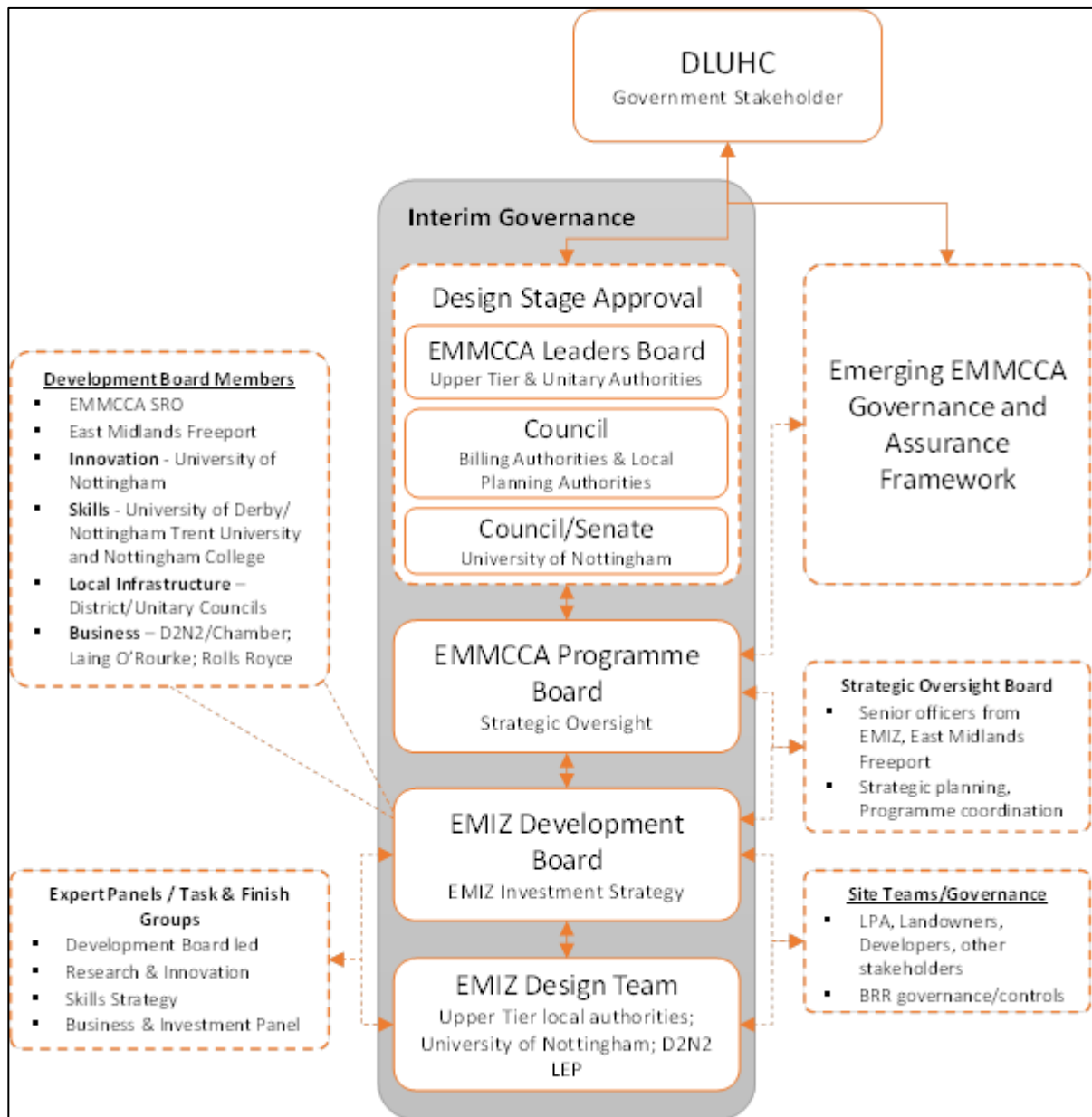
## Investment Plan

- 2.12 The flexible funding that will be made available to the EMIZ will not be committed through the Gateway process but an indicative Investment Plan has been drafted and included as Appendix 1 to this report. Once the Investment Plan has been finalised in accordance with an agreed Investment Zone policy, it will be used to guide the future investment of the Flexible Funding allocation across the region.
- 2.13 This 'flexible spend' will be split 40:60 between resource spending (RDEL) and capital spending (CDEL), to use across a portfolio of interventions based on the opportunities of each cluster and linked to the following themes:
- Research and Innovation;
  - Skills;
  - Local Infrastructure;
  - Local Enterprise and Business Support; and
  - Planning and Development
- 2.14 This Council along with other local authorities and regional stakeholders has already responded to an informal call for expressions of interest for projects and programmes that align with these themes and the priorities for the EMIZ. This call for projects has helped to form the emerging Investment Plan attached to this report as Appendix 1.
- 2.15 However, the East Midlands Mayoral County Combined Authority (EMMCCA) will become the accountable body for the EMIZ once both are formally established and the EMMCCA will be the determining body for future funding decisions. The introduction of key elements of the policy (including tax incentives, BRR and funding) may be phased to allow for government requirements to be fully satisfied as part of an ongoing engagement process.
- 2.16 Therefore, there will be a further, formal call for projects effectively allowing further bids to be made for the flexible funding following the formal creation of the EMMCCA, which is anticipated in April 2024 - subject to the requirements of the final Gateway stages being met to formally establish the EMIZ, which is also anticipated to be in April 2024.
- 2.17 The emerging Investment Zone policy will be used to assess these bids and determine where the flexible funding and any additional tax incentives will be allocated.

## Governance

- 2.18 The interim governance arrangements that have been put in place to support the design and development of the EMIZ pending the formal establishment of the EMMCCA are shown overleaf.

## Interim Governance Structure



- 2.19 These arrangements were submitted to and approved by Government at Gateway 3 but the proposed interim structure has not yet been established, in part, pending consultation with the Council. However, officers from the 'shadow' EMMCCA are now in place to support the development of the EMIZ proposals.
- 2.20 Previously, the development of proposals for the EMIZ has been led by the upper tier authorities - Nottinghamshire and Derbyshire County Council - in accordance with government guidance. Amion have been appointed as advisory consultants with the University of Nottingham, as the lead innovation partner.
- 2.21 This original 'working group' has previously engaged with this Council and other local authorities as the EMIZ proposals have been developed but these interim arrangements and the interim structure (shown on the previous page) will

ultimately be superseded by the EMMCCA Governance Framework following the election of a Mayor.

- 2.22 It is envisaged that the EMIZ Development Board or similar structure will be retained to guide the design and implementation of the EMIZ and this Council will be offered a place on this Board or its successor in a revised governance structure.
- 2.23 It is anticipated that the Development Board will have a role in the implementation of the Investment Zone policy and appraising the compliance of future development proposals against this policy including determining whether key incentives should be supported. This may include considering approval for business rates relief where this Council is the billing authority.
- 2.24 It is therefore considered that it is of strategic importance that this Council remains fully engaged with the EMIZ proposals and takes full part in the decision-making processes wherever practicable through representation on the appropriate board or sub-group – especially when taking into account that part of the developable area of the Laing O'Rourke site is within this Council's boundary, and future development that might derive tax incentives from the EMIZ could be proposed in this area of the site.
- 2.25 Moreover, Bolsover District lies between two key investment sites and on the major connecting transport links between both Laing O'Rourke at Steetley and Hartington at Staveley, and this should result in direct and indirect benefits for the District and its local economy arising from the significant amount of Government funding that will be invested in the local area at no financial cost to the District.
- 2.26 There is a further opportunity to derive additional benefits for the District from the flexible funding regime, and an indicative budget estimate is that this will amount to £120million being made available over 10 years, but this is not guaranteed.
- 2.27 It is therefore considered that whilst there is a risk that there will be limited investment in the District from the EMIZ, there is a greater risk that there will be less benefits for the District and less opportunity for attracting investment inward if the EMIZ failed to pass through the Gateway process and fail to be established.
- 2.28 Consequently, it is considered the Council should offer its formal support for the EMIZ proposals also taking into account that if the District were not to see the benefit of the EMIZ and by extension, the establishment of the EMMCCA then both will have failed to achieve Governmental objectives and their own stated objectives for levelling up the region.

#### Related Economic Activity

- 2.29 At a regional level, there are a number of other activities that could also support the levelling up agenda anticipated by the introduction of the EMIZ and supplement the growth driven by the investment in the region from the associated Government funding. These projects include:

- **STEP, West Burton** – a former coal-fired power station on the West Burton site in North Nottinghamshire has been announced as the future home of the STEP prototype fusion energy plant. The STEP project will include redevelopment of this site for the new energy plant and create an ecosystem of R&D, advanced manufacturing, and other high-tech companies around the fusion energy plant including the readiness to meet the demand from global businesses linked to the investment.
- **University of Nottingham, Jubilee Campus** – investment of more than £200m is coming forward on cutting edge facilities for research, manufacturing and testing of zero carbon technologies at the Jubilee Campus in Nottingham.
- **Green Industries Corridor (GIC)** – extending across the former mining and industrial heartlands of Derbyshire and Nottinghamshire, the GIC will secure the regeneration of large industrial legacy sites for development in priority sectors including energy (nuclear and renewable), future fuels linked to the logistics sector, advanced manufacturing and sustainable construction. It is noted however that this element has not received a favourable response from key EMMCCA partners as part of the Gateway 4 stage so this will be reviewed.
- **East Midlands Freeport** – building on sector and locational alignment, the EMIZ offer will complement the Freeport sites at Ratcliffe-on-Soar and East Midlands Intermodal Park, which are being advanced as a focus for low carbon logistics. Work is ongoing to ensure alignment and coordination with the East Midlands Freeport.
- **Construction Skills Hub, Mastin Moor** - The Construction Skills Hub will enhance the existing construction training offer by providing the opportunity for local learners to develop their skills in a live on-site centre. Over ten years, the Hub aims to provide careers insights, training and work experience for over 5,000 learners. Initially the hub will be developed with a training provider and construction sector businesses to ensure people can develop the skills they need for a successful career and be ready to embrace the future by learning about modern and sustainable construction methods.
- **Derbyshire Rail Industry Innovation Vehicle (DRIIVe), Barrowhill** - DRIIVe is a modern rail innovation and training centre that will be located next to Barrow Hill Roundhouse. DRIIVe will provide 1,423 square metres of floor space consisting of classroom and workshop training areas, specialist research and development facilities including a digital laboratory, and commercial offices.
- **Automated Distribution and Manufacturing Centre (ADMC), Sutton in Ashfield** - The £30m ADCM is a circa 4000m<sup>2</sup> purpose-built, multi-function centre, with space allocated for research and development, new product development and testing, education and skills development, technology showcasing, networking, collaboration, and event hosting. It will encompass technical experts, engineers and researchers who will be able to assist

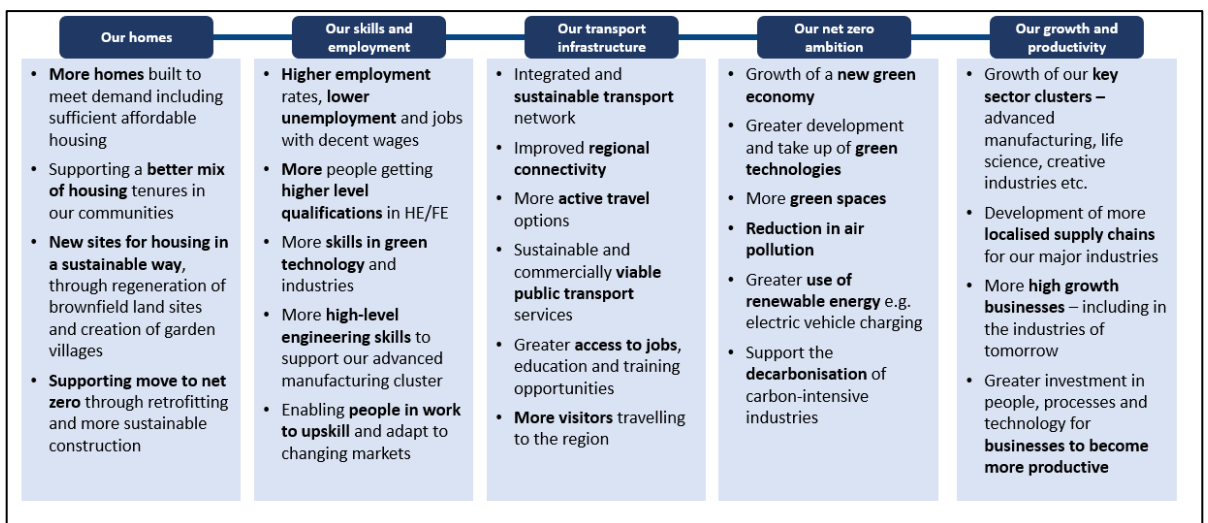
businesses of any size from across the East Midlands to understand and adopt automation technologies and to train their staff up into these higher skilled jobs.

- 2.30 However, in common with the three key investment sites within the EMIZ proposals, these sites are also outside of the District. Therefore, a key area of ongoing work is to engage with stakeholders across the region and other local authorities across the combined authority including neighbouring Councils to ensure that the District, its residents, its learners and its businesses benefit directly from this activity.
- 2.31 As noted above, this might be achieved through projects and programmes developed in partnership and aligned with the Investment Policy to increase the likelihood of attract flexible funding from the EMIZ.

Investment Zone Policy

- 2.32 Projects and proposals are also more likely to attract funding from the EMIZ if they align with the social value principles in the emerging Investment Zone policy outlined in the Gateway documents supporting the EMIZ and articulated by the emerging combined authority’s commitment to ‘levelling up’ by responding to long-standing economic, social and environmental challenges within the region, and particularly within former coalfield areas like Bolsover District.
- 2.33 For Bolsover, these challenges include connectivity (digital, the local road network and public transport) and educational attainment and average wages that are lower than the national average, amongst if not the lowest in the region and the lowest in Derbyshire.
- 2.34 Equally, the key outcomes for the EMIZ are illustrated in the table overleaf (taken from the gateway proposals) and it can be seen that they closely align with the Council’s own ambitions and corporate priorities which all seek to address the inter-related challenges faced by the District and in many cases, challenges faced by the District’s neighbouring authorities.

*Illustrative Outcomes for the EMIZ*



- 2.35 These points underline the strategic importance of the EMIZ proposals to the District and why officers are taking active role seeking to shape and influence policies guiding decision making for the Investment Zone through ongoing engagement with officers leading on the EMIZ proposals and a range of other partners.
- 2.36 Consequently, there is a clear rationale for the Council's continued support for the EMIZ proposal and a clear policy basis on which the Council should continue to develop programmes and projects with partners that are already in the indicative Investment Plan, which is also attached as Appendix 1 to this report.
- 2.37 In addition, there remains an opportunity to put forward projects currently in development for consideration – either development sites where financial incentives are required to accelerate growth in green industry or the advanced manufacturing sector where appropriate or for flexible funding for capital projects or resource funding to deliver better outcomes for the District.
- 2.38 To date, the Council has submitted seven project proposals for consideration:
- i. Construction Hub (T-Level Accelerator), Pinxton and Shirebrook
  - ii. Creative Hub, Bolsover
  - iii. Direct Response Transport (District-wide)
  - iv. Highway Improvements on the A619, Barlborough
  - v. Multi-User Trail and A617 crossing, Doe Lea
  - vi. Renovation of Pleasley Mills
  - vii. Retrofit / green skills hub, Shirebrook
- 2.39 Continued engagement and active involvement with the EMIZ will assist in shaping future policy development in this area and offer the greatest opportunity for successful funding bids. However, some additional investment is required by the Council to ensure the multi-user trail proposals are fundable.

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

- 3.1 This report outlines the potential benefits to the District arising from the current EMIZ proposals, which will bring £160 million of Government funding into the region that is expected to drive an increase in productivity through the creation of more higher skilled, higher paid jobs at two large employment sites within the local area with an associated rise in living standards and improved quality of life for those employees.
- 3.2 The proposed future investment in green industries and advance manufacturing also provides an opportunity to transform the District's local economy through accelerating the growth of existing businesses in these sectors and by securing investment from these sectors to develop employment sites in the District to provide more high quality, high value jobs to local people.

- 3.3 In addition, the flexible funding associated with the EMIZ provides an opportunity to improve local infrastructure and the District's connectivity to ensure the District remains a competitive location and an attractive place to do business.
- 3.4 The flexible funding associated with the EMIZ also provides an opportunity to build on the Council's work with partners to facilitate more training opportunities within the District to upskill the existing workforce and create more opportunities for young people to strengthen their life chances in a stronger, more diversified and high value economy.
- 3.5 As proposed, the EMIZ proposals do not give rise to any costs to the Council and any future planning decisions or proposals for business rates relief and/or tax incentives, or any other scheme that has a material impact on the District's own statutory responsibilities will need this Council's prior approval.
- 3.6 As the billing authority, the Council will likely administer any business rates relief under the tax incentive policy. Reliefs will be appropriately reimbursed by Government under a principle of no detriment.
- 3.7 In addition, the Council and Laing O'Rourke will be expected to agree to a Tax Policy, committing partners to best endeavours in promoting sector related (green industries and advanced manufacturing) activity on any designated tax site within the District.
- 3.8 Consequently, the establishment of the EMIZ would be highly unlikely to pose any significant negative risk to the Council's own interests or impact on service delivery but there is a positive risk that the EMIZ will benefit the District's local economy and its local residents.
- 3.9 It is therefore considered wholly appropriate to recommend that the Executive confirm its support for the EMIZ proposals on behalf of the Council.
- 3.10 It is also considered wholly appropriate to recommend that the Executive endorse officers' continued engagement and active involvement with the EMIZ through the Gateway process to approval by Government and then through its subsequent operational lifetime to ensure that the EMIZ, and by extension the EMMCCA, are held accountable to their commitments to levelling up and ensure the District is best placed to realise the benefits of the Government investing £160 million in the region.
- 3.11 In addition, it is recommended that the Executive consider allocating a budget for business case development for projects and programmes with partners that align with the EMIZ proposals and emerging Investment Zone policy to ensure that this Council is best placed to maximise the opportunities that will arise from the future allocation of flexible funding, which may amount to as much as £120 million over the next ten years.
- 3.12 In this case, it is recommended that investment is made in the multi-user trail proposals because the money would pay for the design drawings that are needed for a crossing over the A617 at Doe Hill, and the planning application drawings for the associated lengths of tracks that would close a gap in the multi-user trail network.

- 3.13 This is significant because the track would then properly link the former Coalite site and Markham Vale with Bolsover and Shirebrook and other parts of the District. Onward links then connect with Staveley and Clowne Greenway with a further onward link proposed from Creswell to Worksop.
- 3.14 Therefore, this work has a close link with the combined authority's key priorities and the Investment Zone and the Council may be able to draw additional funding from Sustrans and the Heritage Lottery Fund because this link would also improve connectivity to Hardwick Hall.

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

- 4.1 The Executive could choose not to support the current EMIZ proposals and withdraw officers from any future involvement in its governance arrangements or decisions making. This option was rejected because of the potential benefits to the District of active involvement with the EMIZ, the risk of not realising benefits for the District if officers disengaged from the process, and the disbenefits of the loss of inward investment should the EMIZ fail to get approval.
- 4.2 The Executive could choose to decline to endorse a budget for business case development for the multi-user trail network but this option would further reduce the likelihood of any projects and programmes in development being included in the EMIZ Investment Plan.

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#### **RECOMMENDATION(S)**

1. To confirm support for the EMIZ proposals on behalf of the Council.
2. To grant delegated authority to the Council's Chief Executive Officer to accept and nominate officers to represent the Council on the proposed Development Board and nominate officers to represent the Council in any part of the interim or eventual governance structure for the EMIZ as appropriate and when offered.
3. To allocate £20,000 from the Transformation reserve for business case development and other related costs.

Approved by Councillor John Ritchie, Portfolio Holder for Growth

**IMPLICATIONS.**

**Finance and Risk:**            Yes             No

**Details:** Finance is discussed throughout the report.

The Transformation reserve allocation is to provide the necessary design drawings and planning application drawings to demonstrate the scheme is deliverable and for it to be considered as a suitable investment proposition to attract funding.

On behalf of the Section 151 Officer

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

**Details:**

On behalf of the Solicitor to the Council

**Environment:**                                    Yes             No

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:**

On behalf of the Head of Paid Service

## DECISION INFORMATION

<p><b>Is the decision a Key Decision?</b>  A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:</p> <p><b>Revenue - £75,000</b> <input type="checkbox"/> <b>Capital - £150,000</b> <input type="checkbox"/>  <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	Yes
<p><b>Is the decision subject to Call-In?</b>  <i>(Only Key Decisions are subject to Call-In)</i></p>	Yes

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

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

DOCUMENT INFORMATION	
Appendix No	Title
1	Indicative Investment Plan
2	Gateway 5 Draft Submission

<p><b>Background Papers</b></p>
<p><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></p>

Expenditure Profile	On menu interventions							Funding amount		IZ Flexi Spend Annual Expenditure						IZ Flexi Spend Capital/Revenue Split (£)										Match funding		Source of match funding (%)			
	Flexible spend theme	Intervention	Explanation of what the intervention will do / project level detail	Theme allocation	Intervention allocation	Cap	Rev	Match level	IZ funding amount	% of Total IZ funding	2024-25	2025-26	2026-27	2027-28	2028-29	Annual Expenditure Totals	Capital 24/25	Revenue 24/25	Capital 25/26	Revenue 25/26	Capital 26/27	Revenue 26/27	Capital 27/28	Revenue 27/28	Capital 28/29	Revenue 28/29	Capital/Revenue Totals	Total match funding amount	% of Intervention funding	Third party	Local Authority contribution
Skills	IZ funding used to complement LSIF-funded work and complement uses of other funding streams to deliver LSIP priorities	Provision targeted towards meeting labour market requirements for green industries and adv. Manufacturing. Emerging proposals for Pathways to EMIZ coordinated by FEC and HE Group based on a hub and spoke model Revenue / Capital funding	20.0%	5.0%	25%	75%	50%	£3,521,500	4%	£0	£1,100,469	£1,100,469	£660,281	£660,281	£3,521,500	£0	£0	£440,188	£660,281	£440,188	£660,281	£0	£660,281	£0	£660,281	£3,521,500	£3,521,500	100.00%			£3,521,500
Skills	Funding to support local skills through training co-designed with employers e.g. sector-specific Skills Bootcamps.	Expand existing provision and target towards key businesses / supply chain in advanced manufacturing and GI	20.0%	5.0%	25%	75%	70%	£3,521,500	4%	£0	£1,100,469	£1,100,469	£660,281	£660,281	£3,521,500	£0	£0	£440,188	£660,281	£440,188	£660,281	£0	£660,281	£0	£660,281	£3,521,500	£8,216,833	233.33%	£6,573,467		£1,643,367
Skills	Retraining support, to support those into high knowledge sectors.	Targeted provision. Opportunity for spatial focus within GIC and other priority locations with high levels of worklessness	20.0%	5.0%	0%	100%	50%	£3,521,500	4%	£352,150	£792,338	£792,338	£792,338	£792,338	£3,521,500	£0	£352,150	£0	£792,338	£0	£792,338	£0	£792,338	£0	£792,338	£3,521,500	£3,521,500	100.00%			£3,521,500
Skills	Investment Zones will be able to propose localised apprenticeship incentives for employers linked to the sectoral focus of the Investment Zone, to stimulate demand for apprenticeships targeted to the specific skills and labour market needs of their Investment Zones.	Support for apprenticeships targeted to sectors. Aligned to proposed project call (EMIZ 3)	20.0%	5.0%	0%	100%	70%	£3,521,500	4%	£0	£880,375	£880,375	£880,375	£880,375	£3,521,500	£0	£0	£0	£880,375	£0	£880,375	£0	£880,375	£0	£880,375	£3,521,500	£8,216,833	233.33%	£6,573,467		£1,643,367
Local Infrastructure	Funding for new, or improvements to highways access linked to the emerging sectors including those that increase communities' abilities to benefit from and support cluster growth	Proposed in relation to new infrastructure needed to unlock the full potential of designated sites. In particular, funding is proposed for the Staveley works site, matching proposed DIT funding for the CSRR (OBC stage)	45.0%	4.5%	100.0%	0.0%	90.0%	£3,169,350	4%	£158,468	£1,584,675	£475,403	£475,403	£475,403	£3,169,350	£158,468	£0	£1,584,675	£0	£475,403	£0	£475,403	£0	£475,403	£0	£3,169,350	£28,524,150	900.00%			£28,524,150
Local Infrastructure	170 Additional revenue funding added to the Bus Service Improvement Programme Plus (BSIP+) funding model from June 2024 - that would award funding to LTAs based on a connectivity scoring so they could undertake activities that would boost economic growth.	Not proposed at this stage £1.5bn funding allocated for BSIP from April 2026	45.0%	0.0%				£0	0%	£0	£0	£0	£0	£0	£0											£0	£0				
Local Infrastructure	Enhanced capital funding for bus infrastructure to speed up journeys, e.g. traffic signalling improvements or bus lanes. This provides better, more reliable public transport access for passengers to employment sites.	Targeted improvements to enhance connectivity and implement smart networks, focused particularly toward maximising the local benefits arising from investment on designated sites. Investment to be targeted towards areas with high levels of dependence on public transport provision, including Worksop (CEMC), Staveley and Chesterfield.	45.0%	4.5%	100.0%	0.0%	60.0%	£3,169,350	4%	£158,468	£1,584,675	£475,403	£475,403	£475,403	£3,169,350	£158,468	£0	£1,584,675	£0	£475,403	£0	£475,403	£0	£475,403	£0	£3,169,350	£4,754,025	150.00%	£475,403	£1,188,506	£3,090,116
Local Infrastructure	Funding for new, or improvements to active travel (walking/wheeling/cycling) routes that provide high quality, safe and direct links to areas of employment and education that supports growth of new and emerging sectors, and that help to create town and city wide networks that link to major areas of housing.	Support for projects aimed at enhancing access to employment opportunities across the EMIZ, focusing particularly on the designed sites. Early stage investment proposals relate to: - Active Green Route 1: Barrow Hill-Hartington Site-Staveley-Markham Vale providing a 4.8km multiuser interurban route with habitat creation - Enhanced linkages between expanded provision at IPD and deprived communities in south Derby	45.0%	4.5%	100.0%	0.0%	60.0%	£3,169,350	4%	£158,468	£1,426,208	£1,584,675	£0	£0	£3,169,350	£158,468	£0	£1,426,208	£0	£1,584,675	£0	£0	£0	£0	£0	£3,169,350	£4,754,025	150.00%	£475,403	£1,188,506	£3,090,116
Local Infrastructure	Specific capital interventions to enable better join up of potential development sites with utilities and access to the grid	Allowance for capital funding to address identified infrastructure constraints associated with the development of designated sites, particularly the former Staveley works sites. Investment to unlock the full potential of the site will accelerate direct investment and growth on the site with consequential uplift in BRR to support longer term reinvestment	45.0%	4.5%	100.0%	0.0%	60.0%	£3,169,350	4%	£158,468	£1,426,208	£1,267,740	£316,935	£0	£3,169,350	£158,468	£0	£1,426,208	£0	£1,267,740	£0	£316,935	£0	£0	£0	£3,169,350	£4,754,025	150.00%	£1,584,675	£1,584,675	£1,584,675
Local Infrastructure	Funding for the development and support of appropriate innovation infrastructure at the local level	Allowance for capital funding to support the delivery of new innovation infrastructure on designated or other key sites within the EMIZ. The University of Nottingham is working with sector stakeholders to development proposals for a Zero Carbon Innovation Centre (c.£15m), with a business case worked up in relation to an initial phase. Emerging proposals for new facilities including: - Nuclear research and skills facility at IPD promoted by Rolls Royce (c.£50m); - Freight Transport research facility and demonstrator at Hartington Staveley (c.£7m); - Proposals for a Hydrogen Innovation Centre to support increased research/improved skills (c.£12m)	45.0%	27.0%	100.0%	0.0%	50.0%	£19,016,100	24%	£950,805	£8,557,245	£7,606,440	£1,901,610	£0	£19,016,100	£950,805	£0	£8,557,245	£0	£7,606,440	£0	£1,901,610	£0	£0	£0	£19,016,100	£19,016,100	100.00%	£9,508,050		£9,508,050



## EAST MIDLANDS

### Gateway 5- Delivery

### Investment Zones Proposal Template

This gateway will focus on the initial delivery considerations and arrangements you should be putting in place as part of your Investment Zone planning. The criteria at this stage have been designed to ensure you demonstrate the ability to deliver the Investment Zone and effectively manage both present and emerging risks as part of delivery. As stated in prospectus, we will ask for a further update on delivery progress and planning from places before the end of the financial year 2023/24, **ahead of releasing funding for 2024/25.**

You should ensure that the approach to delivery and risks presented here speak specifically to the Governance structures proposed to oversee your Investment Zone at Gateway 3 and the interventions you set out at Gateway 4. You should clearly set out how you will mitigate the specific risks arising from the types of interventions chosen at Gateway 4, for example, if you have chosen to pursue tax sites you should outline how you will guard against potential risks around landowners departing from the agreed sectoral focus and outcomes you are accountable for delivering.

We recognise the outputs and outcomes may evolve over the life cycle of the programme as delivery progresses and places will be expected to highlight this through the programme's change control process. This will be set out in more detail in a later iteration of the Investment Zones technical document.

Monitoring guidance will be published by the end of the current financial year. This guidance will include which outputs and indicators are required for reporting. Further information which will inform monitoring and reporting will be requested as part of delivery planning ahead of financial year 2024/25.

**This is the final Gateway stage, as set out in the Investment Zone technical document.** Upon its review, Government reserves the right to ask for further updates to any and all previous Gateway submissions to ensure you have met all the requisite criteria and that the proposal has been properly amended based on feedback, to constitute a single coherent updated document. Your full proposal should have already been reviewed by stakeholders and your CFO as per the signatures we have required on previous documents.

**As set out in the policy prospectus, the government reserves the right to not take forward proposals if agreement cannot be reached. Proposals will only be formally signed off in full at the conclusion of the process. Release of funding will remain subject to agreement of delivery plans, post Gateway 5.**

## Delivery

### Delivery Questions

**Question 5.1:** What is the delivery model and its associated timelines?

**(500 words and space for one file)**

*Accurately explains how you will deliver the Investment Zone and its associated timelines. This should include a description of how delivery of different elements of your IZ will be delivered, and detail broad deliverables associated with the programme and specific interventions.*

*This could include:*

- Discussion of capability, experience and capacity of the IZ team or wider teams supporting them in delivering interventions.*
- A breakdown of high-level early deliverables for your Investment Zone programme, i.e when will the team responsible for running the IZ be in place, when will business cases for projects be prepared, when will commissioning of those projects take place and when will delivery on the ground commence. This could include both programme level activities, like marketing the IZ, or intervention level activity such as remediating land, launching grant competition etc.*
- For tax sites or BRR sites, building on the response to Gateway 4 around utilisation, a timeline for when planning and then development will begin and be completed.*

*To support this plan **must** include one of the following products:*

- Gantt chart*
- Timeline*
- Alternative graphical representation of the flow and timeline for delivery over the lifetime of the flexible funding.*

*We would understand if these timelines, particularly in the final years of the programme, are high level and subject to further refinement and detail ahead of release of funding in 24/25.*

*If you have chosen to take forward the tax offer, you **must** also outline how specifically you are planning on delivering your tax site proposal.*

*If you have chosen to take forward Business Rate Retention sites which are not co-terminus with tax sites, you **must** also specifically outline how you are planning on delivering this proposal.*

### Delivery Structure

The EMCCA will act as accountable body and will be ultimately responsible for ensuring the delivery of the EMIZ in accordance with the Memorandum of Understanding with DLUHC. EMCCA will work closely with key delivery partners particularly the billing authorities for the tax and BRR sites, the University of Nottingham and other skills partners.

Within the evolving governance arrangements (As the EMCCA is formally established as a Mayoral Combined Authority), the EMIZ Development Board will play a central advisory role in overseeing and coordinating the implementation of the policy. It will provide a forum to bring together the EMCCA and key EMIZ partners. The Development Board will initially meet on a monthly basis to oversee the progress being made against the key tasks and target milestones outlined below:

- EMIZ Investment Strategy and Plan development (including oversight of investment plans for skills, research and innovation, infrastructure and business support/engagement) – October 2024
- Agree business rates reinvestment strategy arrangements and secure agreement with billing

authorities – October 2024

- Tax site policy agreed and monitoring structures in place – July 2024
- Host planning policy oversight and support forum – July 2024
- Secure guidance on compliance with subsidy control regulations (including under the emerging scheme for Investment Zones) – October 2024
- Establish framework/system for ongoing project scrutiny during the development and appraisal stages aligned to EMCCA Assurance Framework – July 2024
- Performance monitoring and reporting framework for the programme will be developed and in place – July 2024
- Design and implementation of permanent governance arrangements – October 2024
- Coordination with wider EMCCA policy and programme development - Ongoing
- Coordination with East Midlands Freeport, East Midlands Development Corporation and strategic projects - Ongoing

This scope is reflected in the draft terms of reference for the EMIZ Development Board (or successor body) which the EMCCA will confirm with Government.

In developing the EMIZ Investment Strategy and Plan, the EMIZ Development Board will oversee the proposed designation of a Year 1 Investment Pipeline, working with partners to accelerate investment proposals for advanced schemes. The Development Board is coordinating discussions with partners to ensure delivery in accordance with the G4 workbook submission. The EMIZ Board will endorse proposals for formal approval through EMCCA's corporate governance assurance process.

EMCCA resourcing and staffing arrangements are currently being planned and implemented. It is envisaged that the resourcing arrangements for the delivery of the EMIZ outlined below will be integrated with the wider activities of the EMCCA over time to ensure coordination across programmes and allow the delivery team to draw upon the wider expertise within the EMCCA.

An experienced project officer within the D2N2 LEP is currently acting as Interim EMIZ Coordinator, responsible for supporting the effective functioning of the EMIZ Development Board. All LEP staff, including the appointed Coordinator, will be transferred to the EMCCA with both the LEP Board and EMCCA Board agreeing this in March 2024. No set date has been given for the TUPE process to conclude but it is expected that the transition of staff will take place in May 2024. The EMIZ Coordinator is currently working alongside EMCCA in the capacity outlined above, while the wider LEP team will provide experience of delivering and managing the Enterprise Zones programme. The EMCCA will also secure additional capacity over the short term through interim appointments of highly experienced staff, with appropriate resource provision included in the core budget plan for the EMCCA. Oversight will continue to be provided by the EMCCA Director for Inclusive Growth, acting as SRO.

In parallel, a core EMIZ team will be recruited within EMCCA to manage delivery. It will be set up for an initial two year period at which point delivery arrangements will be reviewed to ensure effectiveness and coherence within the wider EMCCA delivery structures. The team will be funded through the EMIZ funding envelope projects, based on a percentage of the annual funding allocation. This has indicatively been set at 4% to cover staff and associated costs via a commissioning budget.

The EMCCA Director for Inclusive Growth, acting as SRO will oversee the recruitment of the EMIZ delivery team, supported by the EMCCA Assistant Director of Investment (in post from Q2 2024) and the Head of Investment (also in post from Q2 2024). The SRO will have overall responsibility for the EMIZ programme and alignment with other programmes within EMCCA. The Head of Investment will directly oversee and be responsible for the coordination of the EMIZ Development Board and delivery of the EMIZ Investment Strategy. The EMIZ team will be in post from Q3 2024 and will include the following staff roles:

- Strategy officer – full-time role with initial focus on preparation of the EMIZ Investment Strategy / Reinvestment Strategy, supporting emerging investment plans, establishing performance dashboards, implementation of tax site policy, integration with wider EMCCA strategy development.

- Investment and project officer – full-time role with initial focus on design and implementation of funding application/appraisal and assurance process, commissioning framework, project delivery partner engagement.
- Comms and engagement officer – part-time role focusing on implementation of a comms strategy for the EMIZ and partner engagement (DLUHC, Board/Group members, Project Partners, wider stakeholders).
- Support officer – full-time role involving administration, monitoring and EMIZ Development Board secretariat functions.

Allowance of up to 4% of the available funding envelope, equating to £3.2m, will be made available to fund the administration of the EMIZ, relating to policy and strategy development, project assessment, contracting, monitoring and ongoing stakeholder engagement. It is envisaged that spend over the first 12 months may be at a higher level in order to support short term appointments, commissioning costs and internal costs associated with establishing appropriate procedures, offset through savings in later years.

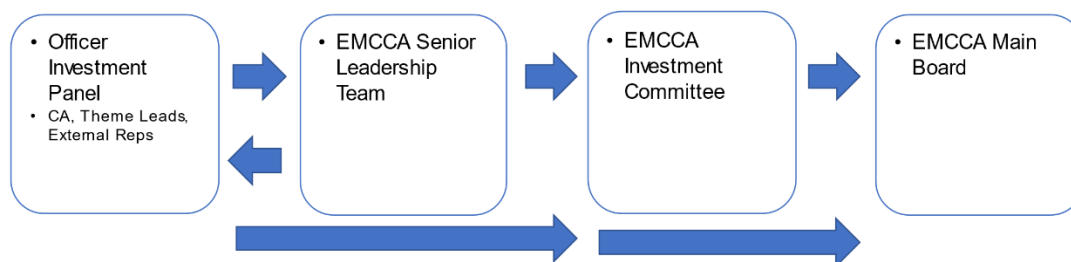
The EMIZ team and budget may be further extended where EMCCA acts as a delivery partner for key projects aligned with its wider functions (principally relating to the delivery of skills and business support interventions). These additional posts would be directly funded through the project.

#### Project assurance

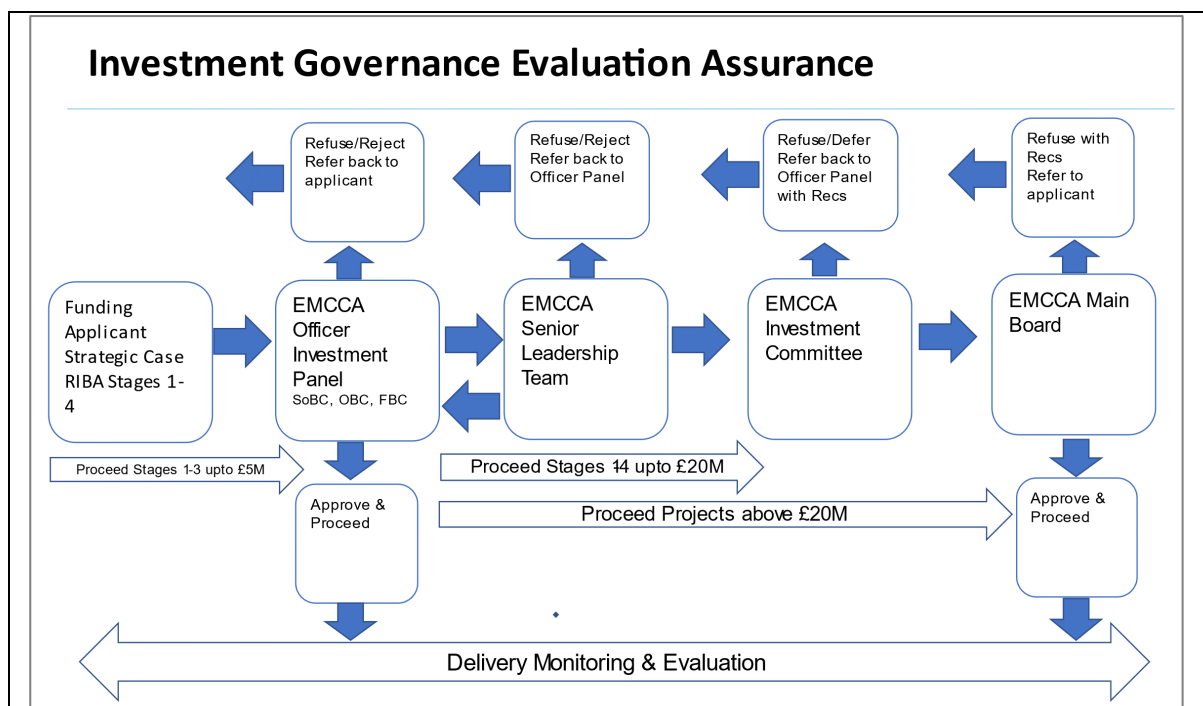
It is envisaged that the development of an investment pipeline for the flexible funding pot will be coordinated by commissioning groups, established as task and finish groups under the EMIZ Development Board. These groups will be responsible for coordinating programmes of investment working with business, innovation and skills partners, land owners/developers and other public sector organisations. This will build upon the open call for projects, with bidders invited to support programme development.

The EMIZ Development Board will bring together the overall investment strategy and delivery plan for the EMIZ and aligning this with the wider EMMCA programme. The SRO will present the investment strategy and plan to the EMCCA Investment Committee and Board for endorsement in accordance with the EMCCA corporate governance assurance process outlined below.

## Investment Corporate Governance Assurance



The process for allocating, appraising and assuring investment will be fully consistent with the emerging EMCCA Assurance Framework. It is envisaged that projects will be invited to submit an application for funding in the form of a business case, which will be subject to appropriate scrutiny by the EMIZ Development Board to confirm alignment with the Investment Strategy and plan. The Development Board will provide a recommendation, which will inform the appraisal of the project at Officer Investment Panel and Senior Leadership Team/Investment Committee (subject to investment threshold).



Designated site programme

The projections for development across the sites designated for tax incentives and BRR have been prepared in dialogue with partner local authorities and land owners/developers. They reflect both pipeline projects - including investment proposals outlined by Laing O'Rourke and Rolls Royce/University of Derby (the Nuclear Skills Academy), as detailed in the G4 submission - alongside projections for future development activity in accordance with extant planning consents.

Delivery and reporting groups for each site will be reviewed or established as appropriate to reflect the scope of the designations and project pipeline (see below). These groups will report to the EMIZ Development Board to confirm the Tax Site policy (and implementation/monitoring arrangements) and the BRR Reinvestment Strategy. The principles of these arrangements have been drafted and will be developed for review and approval by the EMCCA and partner authorities. The lead local authority in each case will be responsible for coordinating the site management and reporting arrangements.

	Local Authority	Land owner / developer	Other
IPD	Derby City Council (L) South Derbyshire Council Derbyshire County Council	Harpur Crewe Estate Cedar House Wilson Bowden Peveril Securities	Rolls Royce NAMRC
Hartington Staveley	Chesterfield Borough Council (L) Derbyshire County Council	Suon Devonshire Group	Barrow Hill Ltd
CEMC	Bassetlaw District Council (L) Bolsover District Council Nottinghamshire County Council	Laing O'Rourke	Notts County Council (STEP and sector overview) Derbyshire County Council

L – Denotes the lead local authority

Site groups will benefit from senior level leadership within the responsible local authority as follows:

- IPD – Catherine Williams (Derby City Council, Head of Regeneration & Economic Growth)

- Hartington Staveley – Neil Johnson (Chesterfield Borough Council, Service Director for Economic Growth)
- CEMC – Craig Taylor/Beverley Alderton-Sambrook (Bassetlaw District Council, Head of Planning and Place).

The nominated leads will sit on the EMIZ Development Board. The EMIZ Strategy Officer will have day-to-day responsibility for coordinating the implementation of the Tax site policy and BRR Reinvestment Strategy, reporting to the EMIZ Development Board.

Governance arrangements for key investments at IPD are already in place and will be updated to meet criteria for the Investment Zone. The existing dialogue between partners for CEMC and Hartington Staveley will be formalised through this process.

Local authority partners have experience of managing retained business rate arrangements under the Enterprise Zone - Derby City Council at IPD and Chesterfield Borough Council at Markham Vale – and Freeport (South Derbyshire District Council). The EMCCA and local authority partners have the capabilities and appropriate structures will be put in place prior to retention arrangements being established. The principles of the business rates reinvestment strategy have been agreed as detailed in 4.18, and will form the basis of a Memorandum of Understanding between the partners.

**Milestones**

A summary of key commencement milestones is outlined below. Within this programme, a cycle of quarterly reporting will be adopted. Reports will be submitted to the EMIZ Development Board, with key issues escalated through the governance structures of the EMCCA and other partners as appropriate. Over the first 18 months, the EMIZ Development Board (and any successor body) will continue to meet on a monthly cycle between these dates to support strategy and investment programme planning.

<b>Activity</b>	<b>Target Date</b>	<b>Lead / Stakeholders</b>
EMIZ Briefing paper for EMCCA Mayor	May 2024	EMCCA
Senior EMIZ Team appointed	June 2024	EMCCA
EMIZ Approval to MoU with Govt	May 2024	EMCCA, Govt
Tax site policy agreed	July 2024	EMCCA, Bassetlaw, Bolsover, Derby, Chesterfield
Tax incentives approved	August 2024	Govt.
EMIZ Investment Strategy and plan finalised	October 2024	EMCCA, all partners
MoU agreed with Billing Authorities for BRR Reinvestment	October 2024	EMCCA, Derby, South Derbyshire, Chesterfield
Early win (Round 1) projects confirmed	October 2024	EMCCA, all partners
EMIZ Governance confirmed	October 2024	EMCCA
Annual report	March 2025	EMCCA

**Question 5.2:** What risks are there to effective delivery of the interventions you have proposed?

(500 words)

*You should set out what risks you have initially identified with regard to your chosen sector, proposed interventions and delivery partners, and the geography you have decided to implement interventions across.*

*This **must** include a description of any initial risks you have identified, which for example could include:*

- *risks around potential conflict of interest, and how these will be managed.*
- *risks to realising anticipated benefits linked to tax sites and business rate retention sites.*
- *risks from delays to commissioning and delivering chosen funding interventions.*
- *wider risks linked to both local and national interdependencies.*
- *risks around capacity and experience in your place about delivering the types of interventions described.*

*You can attach any documents that might help to strengthen your return alongside this Gateway, for example your own programme risk register.*

A combination of risks have been identified through the programme management of the IZ which could affect the interventions delivery. Key programme level risks have been identified below and a copy of the ongoing risk register is attached, detailing ownership and accountability for risk management.

- **Conflict of Interests** – Members of the advisory EMIZ Development Board (and its appointed task and finish groups) may have interests in land ownership and delivery interests around the interventions proposed through the Investment Zone policy. As part of the EMIZ Development Board both Laing O'Rourke and Rolls Royce will be constituent members, both have landholdings on the BRR/ Tax sites outlined in Gateway 2 and therefore will need to be managed carefully to minimise any potential conflict of interest.
- **BRR/ Tax benefits** – We have identified risk around the imperfect use of the tax and business rate retention designations on the sites identified in Gateway 2 and recognise this could lead to negative externalities such as displacement. There are two further concerns for the tax designations, one being the use of tax designated areas for businesses that don't align to the primary sectors of the IZ and the other being award of these benefits that go against subsidy control measures.
- **Commissioning risk** – The current status of the Mayoral Combined Authority in the area presents risk around the ability to commission projects/programmes for the IZ, pending the implementation of the relevant statutory instruments by Government - which are needed for formal decision making to be made on which projects/programmes are committed to be funded. This should be resolved in the early stages of the IZ. However, the Mayoral Combined Authority being established and the Mayor elected does present an element of risk to the programme in that mayoral oversight of commissioned projects may be needed before they can be formally approved. While this could present risk to minor delays in commissioning, mitigations will be put in place including embedding independent assessment processes, corporate assurance arrangements and effective partner engagement processes.
- **Government policy risk** – With the upcoming general election taking place in late 2024 there is a risk that government policy may change on IZ's and that the backing for the policy may not be the same as under the current government. It is appreciated that in the short term this does not present a significant risk to the programme however the second release of £80m after year 6 of the programme is perceived to be a risk.

- **Delivery Risk** – As stated the mayor has yet to be elected and the Combined Authority is in the early stages of establishment. This presents an initial delivery risk to the programme as the project team will be interim until the MCA's staffing structure has been finalised. This risk will pass with time but may affect the initial commissioning approach and timescales of the IZ interventions. There is experience within the region with people who have delivered on Enterprise Zones and the delivery experience of the East Midlands Freeport will be called upon in a partnership approach. In addition, the university partners within the region have significant experience and track record of delivering sector related projects and are embedded within the identified delivery processes of the EMIZ. Despite the existing experience in the region there is still an element of risk to be managed to ensure that the appropriate team is put in place with knowledge of the tax and BRR benefits as well as some understanding of industry knowledge.

DRAFT

**Question 5.3:** How will you manage these risks and mitigate them? What contingency plans do you propose?

**(500 words)**

You should present your strategy for risk management, at a minimum:

- *Setting out the approach for mitigating these risks and managing the emergence of other risks.*
- *This response should reference your returns at other Gateway's for example, on fraud at Gateway 3 and considering the types of interventions you have set out, for example if you are using competitive grant funding how will you manage the risks arising around fairness and proportionality in delivery.*

The Investment Zone will be run in accordance with the emerging EMMCCA's assurance processes and will align with the Single Assurance Framework (SAF) which is being developed at present. The Single Assurance Framework will minimise the risks presented from the programme and the funding decisions that will be made by the EMMCCA by operating a gateway style system for project development and approval. All decisions will align with the SAF which is being developed with HM Treasury Green Book principles throughout to provide the assurances needed to make good quality decisions and risk management is engrained within this.

Subsidy Control presents a particular risk to the programme as large amounts of funding are present within the IZ programme that could be granted to project owners to facilitate the development. We intend to utilise the Government guidance on subsidy control to assist us in navigating where subsidy can be applied. We will do this alongside obtaining expert legal advice and assurances when funding decisions are being made.

Ongoing project/programme management will take place for the IZ throughout its lifetime, monitoring will be undertaken on all funding and governance decisions to ensure that the projects and sites are performing to the expectations set out in their business cases. If risks are occurring within the programme these will be escalated to the appropriate boards where necessary, and mitigations will be developed to manage and correct risk. As can be seen within the risk register, pre-emptive mitigations have been thought about to control and manage risk before it becomes apparent. Overarching measures to mitigate the risk of programme delays will be embedded within programme and project management arrangements, and may include:

- Ringfencing resources to support programme administration and delivery (at the EMCCA and site levels);
- Establishing clear expectations in relation to robust contracting and cost management arrangements;
- Using Investment Zone tools to support measures aimed at de-risking the delivery of the sites (including site investigations, feasibility work, pre-development costs for key projects);
- Effective stakeholder communication and political engagement.

Fraud management is another area of risk that we are working to develop on the IZ Programme. Through the interim period we intend to utilise Derbyshire County Councils Anti-Fraud and Corruption Strategy as our basis for fraud management. The intention is that this will be superseded by EMMCCA's own document once the body is more established. Elements of the IZ policy should as Business Rate Relief, SDLT Incentives and grant funding present fraud risk to the programme, therefore we will be proactive in our fraud management to undertake due diligence processes on businesses that may benefit from the incentives of the IZ programme. Alongside DCC's Anti-Fraud Strategy we are also utilising their Corporate Risk Strategy to inform best practice on proactive risk management and this fundamentally informs our processes.

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## Sign Off

Places must receive full signature from their relevant research institution co-signatories your own S73/S151 officers, described as CFOs below.

Please repeat the boxes below for each of your proposed co-signatory research institutions.

<i><b>Insert name of co-signatory research institution</b></i>	<i><b>Name and job title of individual</b></i>	<i><b>Role of individual on behalf of institution in IZ governance</b></i>	<i><b>Confirmation of institution's support for these proposals</b></i>	<i><b>Signature</b></i>

Please complete the below with the signature and details of the CFO for your accountable body.

<i><b>Insert name of CFO</b></i>	<i><b>Confirmation they are content</b></i>	<i><b>Signature</b></i>

**Bolsover District Council**

**Meeting of the Executive on 15th April 2024**

**Award three-year Idox software maintenance contract**

**Report of the Portfolio Holder for ICT**

<b>Classification</b>	This report is Public.
<b>Contact Officer</b>	Nicola Astle, Assistant Director ICT

**PURPOSE/SUMMARY OF REPORT**

To seek approval to renew a three-year software support and maintenance contract to Idox for its Uniform planning and environmental health software.

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**REPORT DETAILS**

**1 Background**

- 1.1 The planning and environmental health teams at Bolsover District Council use Idox's software to enable them to provide services to the Council and its constituents.
- 1.2 The existing maintenance contract is due to expire in April 2024 and to continue to use the software the Council needs to enter a new maintenance and support contract with the supplier Idox.

**2 Details of Proposal or Information**

- 2.1 To sign a three-year maintenance and support contract with the software supplier, Idox procured from the Crown Commercial services framework. The total of the contract over the three-year period is £99,320 split annually over the three years.

**3 Reasons for Recommendation**

- 3.1 This software is essential for the planning and environmental health departments to continue to provide services.
- 3.2 A move to an alternative product would take many months of planning, staff resource and additional implementation costs, therefore it is not in the interest of the Council to go out to market.

- 3.3 The new contract is available via the Crown Commercial services procurement framework RM6259.
- 3.4 By entering into a three-year agreement, the prices are fixed.

**4 Alternative Options and Reasons for Rejection**

4.1 None

**RECOMMENDATION(S)**

That Executive approve awarding the three-year software support and maintenance contract to Idox for its planning and environmental health software.

Approved by Councillor Clive Moesby, Portfolio Holder for Resources

**IMPLICATIONS.**

**Finance and Risk:**            Yes             No

**Details:**  
The new contract can be afforded from within existing budgets.

On behalf of the Section 151 Officer

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

**Details:**  
By using the Crown Commercial Service’s procurement framework the Council is complying with the Council’s Contract Procurement Rules.

On behalf of the Solicitor to the Council

**Environment:**            Yes             No

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:**

On behalf of the Head of Paid Service

## DECISION INFORMATION

<p><b>Is the decision a Key Decision?</b>          A Key Decision is an executive decision which has a significant impact on two or more District wards, or which results in income or expenditure to the Council above the following thresholds:</p> <p><b>Revenue - £75,000</b> <input checked="" type="checkbox"/> <b>Capital - £150,000</b> <input type="checkbox"/>  <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	Yes
<p><b>Is the decision subject to Call-In?</b>  <i>(Only Key Decisions are subject to Call-In)</i></p>	Yes

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

<p><b>Links to Council Ambition: Customers, Economy, and Environment.</b></p>
<p>Making the Best of our assets.          Ensuring financial sustainability.</p>

DOCUMENT INFORMATION	
Appendix No	Title

<p><b>Background Papers</b></p>
<p><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></p>

**Bolsover District Council**

**Meeting of the Executive on 15<sup>th</sup> April 2024**

**Rent Arrears Software Contract Extension**

**Report of the Portfolio Holder for Housing**

<b>Classification</b>	This report is public.
<b>Contact Officer</b>	Victoria Dawson, Assistant Director Housing Management and Enforcement

**PURPOSE/SUMMARY OF REPORT**

The report seeks approval to exercise the option to extend the contract with Mobyssoft for RentSense for a further 2 years.

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**REPORT DETAILS**

**1. Background**

- 1.1 The Pandemic had an enormous impact on rent recovery. There was a national ban on evictions, a Council self-imposed ban on rent arrears recovery for 12 months followed by a period of light touch recovery. This, against the backdrop of the cost-of-living crisis and rising energy costs, meant when rent recovery was recommenced tenants struggled to maintain payments and arrears had significantly increased.
- 1.2 In 2022, the Council undertook a procurement exercise to seek a computer software system that would link into the Capita Open Housing Management System. This was to enhance income collection operations.
- 1.3 In May 2022, a contract was awarded to Mobyssoft for its RentSense software. This was a 2-year fixed contract with an option to extend for one plus one years.
- 1.4 RentSense eliminates the guesswork for income management assistants. It provides actions which will be most effective from a financial perspective. RentSense has streamlined the Income Management Assistants time, resulting in more time to engage with tenants effectively.
- 1.5 From the contract being awarded to Mobyssoft there was a period of implementing and testing and the system went live in January 2023.

In the first 12 months we have seen some positive results:

- 485 households recommended for contact are no longer recommended – therefore the interventions taken by the team are making a difference.
- 47% of those recommended for contact in January 2023 have moved out of debt or have had positive movement in that their arrears have been reduced.
- 251 of those who were in arrears in December 2022, are no longer in arrears.
- £290,734 is the value of the arrears deduction since January 2023.

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

- 2.1 Prior to RentSense the Income Management Assistants had no way of prioritising cases and would need to manually review every arrears case on their patch and decide who to contact. They would not be able to reach every case and would not have time to do any other aspect of their role.
- 2.2 The RentSense system prioritises rent arrears cases for Income Management Officers, using analytical technology they can predict which cases will generate the most positive result. We monitor compliance with the work tray it generates. The system reduces the number of cases which require contact, and this frees up officer time. They have been able to commence targeted former tenancy arrears recovery as well as home visits to build up rapport with tenants and signpost for benefits advice and assistance where possible.
- 2.3 The original contract has an option to extend for a further 2 years, and the proposal is to do this to harness the success we have had to date and look to enhance rent recovery and thereby strengthen the Housing Revenue Account.
- 2.4 The Contract can be extended by serving a notice to extend and no further procurement is necessary.
- 2.5 The cost of the contract is linked to RPI, as at the current rate this would be £53,931.23 for 2024/25 and £56,573.86 for 2025/26. This can be met from within existing budgets because we have reduced the budget for the contribution to the impairment provision to allow for this cost. (This is the provision we build up to pay for debts that have to be written off). This reduction has been done on the proviso that this software makes such a financial difference in reducing arrears that the contribution is not required. If the arrears aren't reduced sufficiently, and we still have to make a contribution to the impairment provision, this will result in an overspend on the HRA.

## **3. Reasons for Recommendation**

- 3.1 Mobyssoft were identified as the best supplier through a tender procurement exercise, the existing contract allows for an option to extend for a further 2 years. This system is ensuring that we achieve a better rent collection rate, and we are

seeing a reduction in arrears. To extend the contract for a further 2 years will ensure we continue to reduce arrears and improve the Housing Revenue Account.

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

- 4.1 To not extend the contract would mean we lose the benefit of the RentSense system. Income Management Officers would need to look through all the Council tenant's rent accounts and individually decide how to prioritise recovery, this is time consuming and unnecessary and doesn't allow for other activities to be undertaken. The analytics of Rent Sense reduce the amount of rent arrears cases each officer has to work on thereby ensuring they can carry out other duties within their role.

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### **RECOMMENDATION(S)**

Executive approves the contract extension of 2 years to Mobyssoft for the RentSense software.

Approved by Councillor Sandra Peake, Portfolio Holder for Housing

#### **IMPLICATIONS.**

**Finance and Risk:**            Yes             No

**Details:** The contract extension can be resourced from within existing budgets by reducing the budget for making contributions to the impairment provision, to protect the income of the HRA in the case of arrears being written off. Should this software not make a sufficient difference to arrears to allow us to reduce the contribution, this would then result in an overspend on the HRA.

On behalf of the Section 151 Officer

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

**Details:** Mobyssoft were identified as the best supplier through a tender procurement exercise, the existing contract allows for an option to extend for a further 2 years, without the need for any further procurement.

On behalf of the Solicitor to the Council

**Environment:**            Yes             No

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 arising from this report.

On behalf of the Head of Paid Service

## DECISION INFORMATION

<p><b>Is the decision a Key Decision?</b>  A Key Decision is an executive decision which has a significant impact on two or more District wards, or which results in income or expenditure to the Council above the following thresholds:</p> <p><b>Revenue - £75,000</b> <input checked="" type="checkbox"/> <b>Capital - £150,000</b> <input type="checkbox"/>  <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	<p>Yes</p>
<p><b>Is the decision subject to Call-In?</b>  <i>(Only Key Decisions are subject to Call-In)</i></p>	<p>Yes</p>

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

<p><b>Links to Council Ambition: Customers, Economy, and Environment.</b></p>
<p>Our Customers - Improving the customer experience.  Our Economy - Ensuring financial sustainability.  Our Housing – Being a good landlord.</p>

<p><b>DOCUMENT INFORMATION</b></p>
<p><b>Title</b></p>
<p> </p>
<p> </p>

<p><b>Background Papers</b></p>
<p><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></p>
<p>N/A</p>

**Bolsover District Council**

**Meeting of the Executive on 15<sup>th</sup> April 2024**

**Lease of 9 Church Street, Clowne**

**Report of the Portfolio Holder for Growth**

<b>Classification</b>	Open
<b>Report By</b>	Sally Lovell, Business Estates Manager, Dragonfly Management (Bolsover) Ltd

**PURPOSE/SUMMARY OF REPORT**

- To seek Members' approval to enter into a lease agreement with Jessica Hobson at 9 Church Street, Clowne on the terms detailed in the report.

**REPORT DETAILS**

**1. Background**

- 1.1 The tenancy agreement for 9 Church Street, Clowne with CVS (UK) Ltd ended on 9 February 2024.
- 1.2 Due to the number of enquiries relating to the premises the approach taken for letting the property was to appoint the Commercial Property Marketing Agent, Omeeto Ltd, to advertise and conduct viewings at the property to secure best value and a new tenancy agreement.
- 1.3 Following viewings, Omeeto Ltd have had a number of offers from interested parties and have recommended Jessica Hobson as the strongest offer, based on proposed terms, use for the property and financial position of the tenant. Heads of terms have now been agreed with the Council's agent.

**2. Details of Proposal or Information**

- 2.1 Jessica Hobson is a sole trader and has been running her business for the last 4 years. She will be looking to use the premises as a music studio and for music classes.
- 2.2 The business is currently based in Killamarsh and Clowne and has grown sufficiently to need a new premises so that it can expand. In addition to their current activities Jessica would like to offer after school classes and holiday and food camps during the summer.

2.3 Jessica has agreed Heads of Terms which propose a 10 year term and an above market value rent of £12000 per annum for a fully repairing and insuring lease, meaning all financial liabilities for the day to day running of the building will be passed onto the tenant for the duration of the lease.

2.4 An upwards only rent review will be completed in the 5<sup>th</sup> year of the term. This will be based on market value.

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

3.1 Securing the tenancy for Jessica Hobson will ensure a continued occupation of the premises and avoid it falling into disrepair.

3.2 Agreeing the tenancy will secure rental income of at least £12,000 per annum for the 10 year term. In addition, the business rate liability, currently £4,790 per annum will be passed onto the tenant.

3.3 We are currently supporting the growth of the arts/culture sector through both a Woman's Creative Network and through an Arts Council England (ACE) Cultural Development Fund application for a Creative Hub in the district to support the creative sector. We will engage with the tenant to support her to flourish in the District and the local community that she will engage with.

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

4.1 Not to proceed with the new tenancy may result in the interested party choosing to relocate their business to alternative premises and this could potentially fall outside the district. Not only would this result in a loss of revenue income which would be a loss to the authority until an alternative tenant is identified, it could have an impact on the young people in the district who currently benefit from this much needed creative activity.

4.2 Should the authority not proceed with the tenancy they will need to complete dilapidation works to the premises to bring it up to the required standard for letting, this could delay the occupancy of a new tenant and the revenue income being received.

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## **RECOMMENDATION(S)**

That Executive agree to enter in to a lease agreement with Jessica Hobson on the terms agreed with the Council's agent.

Approved by Councillor John Richie, Portfolio Holder for Growth

## **IMPLICATIONS**

**Finance and Risk:**            Yes         No

**Details:** As discussed in 3.2 of the report.

On behalf of the Section 151 Officer

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

**Details:** Legal Services will prepare a lease agreement for the tenant to sign.

On behalf of the Solicitor to the Council

**Environment:**                                Yes         No

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

The letting will enhance the cultural environment in the district and support growth in the culture/arts sector.

**Staffing:**        Yes                                 No

**Details:**

On behalf of the Head of Paid Service

## **DECISION INFORMATION**

<b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards, or which results in income or expenditure to the Council above the following thresholds:  <b>Revenue - £75,000</b> <input checked="" type="checkbox"/> <b>Capital - £150,000</b> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies.</i>	Yes
<b>Is the decision subject to Call-In?</b> (Only Key Decisions are subject to Call-In)	Yes

<b>District Wards Significantly Affected</b>	(please state which wards or state All if all wards are affected)
<b>Consultation:</b> <b>Leader / Deputy Leader</b> <input type="checkbox"/> <b>Executive</b> <input type="checkbox"/> <b>SLT</b> <input type="checkbox"/> <b>Relevant Service Manager</b> <input type="checkbox"/> <b>Members</b> <input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	

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

This letting contributes to the Economic priorities of: Making the best use of our assets; and ensuring financial sustainability and increasing revenue streams.

**DOCUMENT INFORMATION**

<b>Appendix No</b>	<b>Title</b>

**Background Papers**

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