

The Arc  
High Street  
Clowne  
S43 4JY

To: Chair & Members of the Executive

Friday 30th August 2024

Contact: Alison Bluff  
Telephone: 01246 242528  
Email: [alison.bluff@bolsover.gov.uk](mailto:alison.bluff@bolsover.gov.uk)

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, 9th September, 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 page 3 and 4.

Yours faithfully

A handwritten signature in black ink, appearing to read "J. S. Fielden".

Solicitor to the Council & Monitoring Officer

## **Equalities Statement**

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

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

### **Access for All statement**

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

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

## **EXECUTIVE AGENDA**

***Monday 9th September 2024 at 10:00 hours taking place in the Council Chamber,  
The Arc, Clowne***

<b>Item No.</b>		<b>Page No.(s)</b>
<b>1.</b>	<b>Apologies For Absence</b>	
<b>2.</b>	<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.	
<b>3.</b>	<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.	
<b>4.</b>	<b>Minutes</b>  To consider the minutes of the last meeting held on 29 <sup>th</sup> July 2024.  <b><u>NON KEY DECISIONS</u></b>	<b>5 - 11</b>
<b>5.</b>	<b>Annual Letter from the Local Government &amp; Social Care Ombudsman 2023/24</b>	<b>12 - 20</b>
<b>6.</b>	<b>Social Value Policy</b>	<b>21 - 32</b>
<b>7.</b>	<b>Council Plan Targets Performance Report - April to June 2024</b>	<b>33 - 56</b>
<b>8.</b>	<b>Budget Monitoring</b>	<b>57 - 80</b>
<b>9.</b>	<b>Medium Term Financial Strategy</b>	<b>81 - 99</b>
	<b><u>KEY DECISIONS</u></b>	
<b>10.</b>	<b>Combined Heat and Power Unit for The ARC</b>	<b>100 - 102</b>
<b>11.</b>	<b>Mine Water Demonstrator and Heat Network Project</b>	<b>103 - 109</b>

<b>12.</b>	<b>Acceptance of Funded Support for Local Area Energy Planning</b>	<b>110 - 126</b>
<b>13.</b>	<b>Green Skills and Retrofit Project</b>	<b>127 - 138</b>
<b>14.</b>	<b>Grant of an Easement along Loxley Lane, Whitwell</b>	<b>139 - 142</b>



## EXECUTIVE

Minutes of a meeting of the Executive of the Bolsover District Council held in the Council Chamber, The Arc, Clowne, on Monday 29<sup>th</sup> July 2024 at 1000 hours.

### PRESENT:-

Members:-

Councillor Steve Fritchley in the Chair

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

Officers:- Karen Hanson (Chief Executive Officer), Theresa Fletcher (Section 151 Officer), Steve Brunt (Strategic Director of Services), Pam Brown (Service Director Executive, Corporate Services and Partnerships), Vicky Difelice (Legal Executive), Victoria Dawson (Assistant Director Housing Management and Enforcement), Ian Barber (Director of Property & Construction Dragonfly Development Ltd) and Alison Bluff (Governance).

Also in attendance at the meeting were Councillors Donna Hales and Rita Turner, and Thomas Dunne-Wragg (Scrutiny Officer).

### EX20-24/25. APOLOGIES

Apologies for absence were received on behalf of Councillor Anne Clarke, and Junior Cabinet Member, Councillor Janet Tait.

### EX21-24/25. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

### EX22-24/25. DECLARATIONS OF INTEREST

There were no declarations of interest made.

### EX23-24/25. MINUTES – 24<sup>TH</sup> JUNE 2024

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake  
**RESOLVED** that the Minutes of an Executive meeting held on 24<sup>th</sup> June 2024 be approved as a correct record.

## **EXECUTIVE**

### **MATTERS REFERRED FROM SCRUTINY**

#### **EX24-24/25. REVIEW OF EFFECTIVENESS OF COUNCIL'S WASTE COLLECTION AND DISPOSAL EDUCATION**

Executive considered a detailed report presented by Councillor Donna Hales, Chair of the Customer Services Scrutiny Committee, in relation to the Committee's recent Review of Effectiveness of the Council's Waste Collection and Disposal Education.

The Customer Services Scrutiny Committee agreed to undertake the review as part of their 2023-24 Work Programme. The issue was initially raised due to concerns of contamination rates within recycling waste collections, creating additional costs to the Council through contamination charges. Members believed that the main cause of this issue was due to residents not knowing how to use their bins correctly and effectively.

The key issues identified for investigation were:

- the Impact of current contamination rates on recycling targets, additional costs to the Council.
- the usage of Household Waste Recycling Centre in Bolsover and whether there was clear messaging as to what could and could not be taken to the site.
- reduction in size of black residual waste bins. Costs associated with recycling by way of burgundy bin, with second available on request.
- the potential use of skip collections in problem wards or Freighter Days – this did not always encourage correct recycling and resulted in bulky type waste collection. This further increased residual waste which may normally be taken to a household waste recycling centre and therefore increased the amount of residual waste collected by the Council. This then lowers the overall combined recycling rates due to the amount recycled being calculated as the percentage diverted from the residual waste stream and not increasing as ship collections did.

The key findings arising from the review were:

- that there was most confusion over the burgundy bin and which items were supposed to be recycled and which items cannot be recycled.
- that since the COVID-19 Pandemic, the Council had struggled to regenerate school programmes and had not yet returned to the pre-COVID standards of recycling education for young people.
- that the Council acknowledged the introduction of separate weekly food waste collections from 1<sup>st</sup> April 2026 would influence the next major stepped change in Bolsover's combined recycling performance, by breaking the 50% barrier to head towards the 2035 target of 65%.
- that it was crucial that the Council considered accessibility of communication services and the statutory requirements with regards to education on Council services that affected all residents so that every service user could benefit from the waste collection services that the Council provided.
- that the Council should look towards the future of Bolsover by considering innovative modern methods of communication to consider ways to engage young people and future residents of the District.

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- that some of the Council's communication services were not being fully utilised due to a lack of educational content being received from the relevant specialist officers.
- that the Council must effectively utilise their current methods of communication to the highest standard with efficiency and coherence to frequently remind residents on the importance of recycling, the correct methods of recycling, and the best practice of how to engage with the Council's waste collection services.

Committee had put together 11 recommendations which were set out in the report and would hopefully assist the Council in improving recycling rates and reducing rates of waste contamination by improving the effectiveness of the Council's waste collection and disposal education.

The Director of Strategy thanked Councillor Hales and the Scrutiny Committee for involving Streetscene in the work they had carried out on the review.

Members agreed that the report was an excellent report and a lengthy discussion took place around promoting recycling in schools, youth clubs, parish councils and also using posters and via the Council's quarterly InTouch magazine.

Members noted that it was understandable that people were confused about what they could and could not recycle given the many different types of packaging, for example, waxed paper and mixed packaging that needed separating before it was put in the bins.

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake  
**RESOLVED** that 1) the recommendations of the review outlined in section 2.5 of the report and Section 2 of Appendix 1, be endorsed,

2) monitoring takes place over a twelve-month period via the PERFORM system with an update report to the Customer Services Scrutiny Committee at the end of the monitoring period.

### **Reasons for Recommendation**

The Committee had put together 11 recommendations which would hopefully assist the Council in improving recycling rates and reducing rates of waste contamination by improving the effectiveness of the Council's waste collection and disposal education.

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

Executive could choose not to endorse the recommendations of the review where they felt the course of action recommended was beyond the delivery capacity of the Authority.

Councillors Donna Hales and Rita Turner, and Thomas Dunne-Wragg (Scrutiny Officer), left the meeting.

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### EX25-24/25. DISPOSALS AND ACQUISITIONS POLICY

Executive considered a detailed report presented by the Portfolio Holder for Growth in relation to the Council's updated Disposals and Acquisitions policy.

The Disposals and Acquisitions Policy set out the processes that should be followed by the Council when it intended to either sell or purchase property whether that be land or buildings. The policy also covered the grant of a lease for a period of more than 7 years.

The Council's Asset Management Group had undertaken a review of the policy and amendments had been made to reflect legislative changes, and organisational changes to make the process more efficient. These changes were shown as tracked changes on the policy document at Appendix 1 to the report. The Local Growth Scrutiny Committee had considered the proposed changes at its meeting held on 25<sup>th</sup> June 2024.

The Portfolio Holder for Growth advised the meeting that at times the Council was offered land before it came to market and a decision was required to be made more quickly than the policy allowed. He suggested that a new Acquisitions Strategy be developed to sit alongside the policy document to enable the Council to make swift decisions regarding the purchase of land or property.

The Assistant Director Housing Management and Enforcement agreed that the policy document was 'disposal' heavy and this was because the Council had a legal obligation to get best value for its disposal of land. Although there was a section in the policy that allowed the Chief Executive to approve an urgent acquisition when required, the Assistant Director Housing Management would, along with the Asset Management Group and Dragonfly Development, work together to develop a strategy to sit alongside the policy document and this would then be presented to Members.

Moved by Councillor John Ritchie and seconded by Councillor Duncan McGregor  
**RESOLVED** that 1) the revised Disposals & Acquisitions Policy be adopted,

2) that a new Acquisitions Strategy be developed to sit alongside the Policy document to enable the Council to make swift decisions regarding the purchase of land or property.

#### **Reasons for Recommendation**

In order to make sure the Council's Disposals & Acquisitions Policy was up to date and relevant to current practices and legislation.

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

To not adopt the proposed updated policy. This was not recommended as it would leave the Council with an out-of-date policy.

### EX26-24/25. FINANCIAL OUTTURN 2023/24

Executive considered a detailed report presented by the Portfolio Holder for Resources, which informed Members of the outturn position of the Council for the 2023/24 financial year.

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**General Fund:** During the previous financial year, the Council had managed its budget effectively securing a favourable financial outturn. The Council was able to make contributions of £1.455m to reserves in preparation for future expenditure commitments. The Transformation Reserve, which was the Council's main general earmarked reserve, had £2.355m committed against it in 2024/25 and future years, so continued prudence was needed when committing against this reserve.

**HRA:** The HRA continued to operate within the parameters set by the 30 Year Business Plan and the MTFP. Officers would be working to ensure that the Business Plan continued to reflect the impact of government legislation and that the HRA remained sustainable over the 30-year period of the Business Plan.

**Capital Programme:** The Capital Programme saw good progress on approved schemes during the 2023/24 financial year. There were, however, a number of schemes which were work in progress and this required that the associated expenditure and funding be carried forward into the 2024/25 financial year.

**Capital Financing:** Capital expenditure during 2023/24 had been fully financed in line with the approved programme.

**Treasury Management:** The Council operated in line with its agreed Treasury Management Strategy during the 2023/24 financial year. This ensured that lending and borrowing arrangements were prudent and sustainable, minimising the risk of financial loss to the Council. Effective management of these arrangements ensured that interest costs during the year were minimised in order to assist the Council's revenue position whilst interest receivable rose.

Moved by Councillor Clive Moesby and seconded by Councillor Duncan McGregor  
**RESOLVED** that 1) the outturn position in respect of the 2023/24 financial year be noted,

2) that the transfers to earmarked reserves of £1.455m as outlined in detail in paragraph 2.3 be approved,

3) the proposed carry forward of capital budgets detailed in Appendix 5 totalling £12.332m be approved.

### **Reasons for Recommendation**

As set out in the report.

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

The financial outturn report for 2023/24 was primarily a factual report which detailed the outcome of previously approved budgets therefore there were no alternative options that needed to be considered.

The allocation of resources to earmarked reserve accounts had been undertaken in line with the Council's policy and service delivery framework and in the light of the risks and issues facing the Council over the period of the current MTFP. If those risks did not materialise or were settled at a lower cost than anticipated then the earmarked reserves would be reassessed and returned to balances where appropriate.

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### EX27-24/25. CORPORATE DEBT 2023/24

Executive considered a detailed report presented by the Portfolio Holder for Resources in relation to a summary of the Council's corporate debt position as at 31st March 2024.

The main sources of income for the Council's General Fund were business rates, council tax, a small number of government grants and service-related income. The main source of income for the Council's Housing Revenue Account was dwelling rent, often referred to as 'housing rents'. Government grants were paid over to the Council on agreed dates directly into the Council's bank account so there was no need to include them on any debtor system. For most other sources of income, these had to be requested.

Overall, in 2023/24 £18.493m (net) more in income had been raised on the Council's systems. Arrears had increased by £0.117m but if any reductions in arrears were excluded, the increase was £0.902m. The impairment allowances had been increased by £0.682m (net).

International Financial Reporting Standard (IFRS) 9 – Financial Instruments, required the Council to write-off debt as soon as it was deemed uncollectable. This was to ensure the correct value of arrears was included on the Council's balance sheet at 31<sup>st</sup> March each year.

The Council's Constitution allowed the Director of Finance & Section 151 Officer, after consultation with the relevant Portfolio Holder, to authorise the write-off of bad debts up to a limit of £2,500. Executive approved the write-off of bad debts which were individually over £2,500 on receipt of a report during the year. In all cases, every attempt was made to collect the outstanding debt before write-off was proposed and if there was chance to collect the debt in the future, these could be written back on to the relevant system. Writing-off amounts which were no longer collectable was an essential part of the debt management process – it ensured that a focus was maintained on those amounts which were collectable, thus maximising overall levels of collection.

This year had seen a significant amount of housing rent debt written-off as officers had looked through the debt in detail using the new software package purchased to help them focus on the most collectable arrears.

Moved by Councillor Clive Moesby and seconded by Councillor Duncan McGregor  
**RESOLVED** that the report concerning the Council's Corporate Debt as at 31st March 2024 be noted.

#### **Reasons for Recommendation**

To ensure that Executive were informed of the latest position concerning the Council's debt.

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

The report was for information only.

## EXECUTIVE

### KEY DECISION

#### **EX28-24/25.            AWARD OF HOUSING STOCK CONDITION SURVEY CONTRACT**

Executive considered a detailed report presented by the Portfolio Holder for Housing which sought Members' approval to award a contract for a stock condition and energy survey of the Council's dwelling stock to Savills (UK) Limited.

At its meeting held in May, Executive had approved the commencement of a procurement exercise for a specialist supplier to undertake a 100% stock condition survey and a procurement exercise was completed to secure a contract under the Strategic Asset Management Services Framework. Savills were the only supplier who could meet all the Council's requirements for a stock condition and energy survey, under a competitive framework.

Moved by Councillor Sandra Peake and seconded by Councillor John Ritchie  
**RESOLVED** that the award of the Stock Condition Survey be awarded to Savills (UK) Limited.

#### **Reasons for Recommendation**

A comprehensive stock condition survey was needed to ensure that the Council could meet the Safety and Quality Consumer Standard and provide accurate information about the Council's housing stock.

A procurement exercise was completed to secure a contract under the Strategic Asset Management Services Framework.

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

Savills were the only supplier who could meet all the Council's requirements for a Stock Condition and Energy Survey, under a competitive framework.

The meeting concluded at 1110 hours.

## **Bolsover District Council**

### **Meeting of the Executive on Monday 9<sup>th</sup> September 2024**

#### **Annual Letter from the Local Government & Social Care Ombudsman 2023/24**

#### **Report of the Portfolio Holder for Corporate Performance & Governance**

<b>Classification</b>	This report is Public
<b>Contact Officer</b>	Lesley Botham Customer Service, Standards & Complaints Manager

#### **PURPOSE/SUMMARY OF REPORT**

To provide Executive with information contained within the Annual Letter from the Local Government & Social Care Ombudsman (LGSCO) 2023/24.

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#### **REPORT DETAILS**

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

- 1.1 The Annual Letter from the Local Government and Social Care Ombudsman (LGSCO) contains an annual summary of statistics on the complaints made against the Council for the financial year ending 31<sup>st</sup> March 2024. It should be noted that the data provided by the LGSCO may not align with the data this Council holds. This is because their numbers include enquiries from people who have been signposted by the LGSCO back to the Council, but who may then choose not to pursue their complaint.
- 1.2 The LGSCO received 8 enquiries and complaints during 2023/24, 3 were closed after initial enquiries, 3 referred back for local resolution/internal complaints process 1 case was invalid or incomplete. (1 decision received May 24 – closed after initial enquiries).
- 1.3 The Annual Letter 2024 (Appendix 1) and supporting information is attached.



## Benchmarking information – (CIPFA) Nearest Neighbour

When looking at close neighbouring authorities, the following is noted:

By way of background information, the LGSCO upheld 80% of complaints submitted to them in 2023/24 (up from 74% in 2022/23) with the average being 63% for similar authorities.

	Detailed investigations	Upheld complaints (average for similar authorities - 63%)	Compliance rate	Satisfactory remedy before complaint reached the Ombudsman
Ashfield District Council	2	1 (50%)	No recommendations were due for compliance in this period	1
Bassetlaw District Council	2	1 (50%)	100%	0
<b>Bolsover District Council</b>	<b>0</b>	<b>0</b>	<b>No recommendations were due for compliance in this period</b>	<b>0</b>
Chesterfield Borough Council	2	1 (50%)	100%	0
Erewash District Council	0	0	No recommendations were due for compliance in this period	0
Mansfield District Council	2	2 (100%)	100%	0
NE Derbyshire District Council	4	3 (75%)	100%	0

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

2.1 N/A

## **3. Reasons for Recommendation**

3.1 To note the overall performance and receive the report and the Annual Letter from the Local Government & Social Care Ombudsman 2023/24.

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

4.1 None.

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## **RECOMMENDATION(S)**

1. That Executive note the Annual Letter from the Local Government & Social Care Ombudsman 2023/24.

Approved by Councillor Duncan McGregor, Portfolio Holder for Corporate Performance & Governance

### **IMPLICATIONS:**

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

**Details:**

Whilst there are no direct financial implications with regard to the report, the Council is at risk of recommendations or decisions by the Local Government and Social Care Ombudsman if complaints are not handled appropriately. In cases of maladministration, financial penalties can be imposed by the Ombudsman.

On behalf of the Section 151 Officer

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

**Details:**

The Council is at risk of recommendations or decisions by the Local Government Ombudsman and Social Care Ombudsman and, in the case of complaints about Freedom of Information, Data Protection and Environmental Information requests, the Information Commissioner's Office can issue decision notices and impose significant fines. There are no Data Protection implications.

On behalf of the Solicitor to the Council

**Environment:**            Yes ☐            No ☒

**Details:**

There are no areas contained within this report

On behalf of the climate change lead Officer

**Staffing:**            Yes ☐            No ☒

**Details:**

There are no staffing implications contained within this report

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

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

<b>Links to Council Ambition: Customers, Economy, and Environment.</b>
Increasing customer satisfaction with our services Improving customer contact and removing barriers to accessing information Actively engaging with partners to benefit our customers Promoting equality and diversity and supporting vulnerable and disadvantaged people

DOCUMENT INFORMATION	
Appendix No	Title
1:	Annual Letter from the Local Government & Social Care Ombudsman 2023/24
2:	Excel workbook: Complaints Received Complaints Decided Compliance

<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>
None

17 July 2024

*By email*

Ms Hanson  
Head of Paid Service  
Bolsover District Council

Dear Ms Hanson

### **Annual Review letter 2023-24**

I write to you with your annual summary of complaint statistics from the Local Government and Social Care Ombudsman for the year ending 31 March 2024. The information offers valuable insight about your organisation's approach to complaints, and I know you will consider it as part of your corporate governance processes. As such, I have sought to share this letter with the Leader of your Council and Chair of the appropriate Scrutiny Committee, to ensure effective ownership and oversight of complaint outcomes, which offer valuable opportunities to learn and improve. In addition, this year, we have encouraged Monitoring Officers to register to receive the letter directly, supporting their role to report the decisions we uphold to their council.

For most of the reporting year, Paul Najsarek steered the organisation during his tenure as interim Ombudsman, and I was delighted to take up the role of Ombudsman in February 2024. I look forward to working with you and colleagues across the local government sector to ensure we continue to harness the value of individual complaints and drive and promote systemic change and improvement across the local government landscape.

While I know this ambition will align with your own, I am aware of the difficult financial circumstances and service demands that make continuous improvement a challenging focus for the sector. However, we will continue to hold organisations to account through our investigations and recommend proportionate actions to remedy injustice. Despite the challenges, I have great confidence that you recognise the valuable contribution and insight complaints, and their swift resolution, offer to improve services for the public.

### **Complaint statistics**

Our statistics focus on three key areas that help to assess your organisation's commitment to putting things right when they go wrong:

**Complaints upheld** - We uphold complaints when we find fault in an organisation's actions, including where the organisation accepted fault before we investigated. We include the total number of investigations completed to provide important context for the statistic. This year, we also provide the number of upheld complaints per 100,000 population.

**Compliance with recommendations** - We recommend ways for organisations to put things right when faults have caused injustice and monitor their compliance with our recommendations. Failure to comply is rare and a compliance rate below 100% is a cause for concern.

**Satisfactory remedy provided by the authority** - In these cases, the organisation upheld the complaint and we agreed with how it offered to put things right. We encourage the early resolution of complaints and give credit to organisations that accept fault and find appropriate ways to put things right.

Finally, we compare the three key annual statistics for your organisation with similar authorities to provide an average marker of performance. We do this for County Councils, District Councils, Metropolitan Boroughs, Unitary Councils, and London Boroughs.

Your annual data, and a copy of this letter, will be uploaded to our interactive map, [Your council's performance](#), on 24 July 2024. This useful tool places all our data and information about councils in one place. You can find the detail of the decisions we have made about your Council, read the public reports we have issued, and view the service improvements your Council has agreed to make as a result of our investigations, as well as previous annual review letters.

### **Supporting complaint and service improvement**

In February, following a period of consultation, we launched the [Complaint Handling Code](#) for councils, setting out a clear process for responding to complaints effectively and fairly. It is aligned with the Code issued to housing authorities and landlords by the Housing Ombudsman Service and we encourage you to adopt the Code without undue delay. Twenty councils have volunteered to take part in an implementation pilot over the next two years that will develop further guidance and best practice.

The Code is issued to councils under our powers to provide guidance about good administrative practice. We expect councils to carefully consider the Code when developing policies and procedures and will begin considering it as part of our processes from April 2026 at the earliest.

The Code is considered good practice for all organisations we investigate (except where there are statutory complaint handling processes in place), and we may decide to issue it as guidance to other organisations in future.

Our successful complaint handling training programme continues to develop with new modules in Adult Social Care and Children's Services complaint handling available soon. All our courses include practical interactive workshops that help participants develop their complaint handling skills. We delivered 126 online workshops during the year, reaching more than 1,700 people. To find out more visit [www.lgo.org.uk/training](http://www.lgo.org.uk/training) or get in touch at [training@lgo.org.uk](mailto:training@lgo.org.uk).

Returning to the theme of continuous improvement, we recognise the importance of reflecting on our own performance. With that in mind I encourage you to share your view of our organisation via this survey: <https://www.smartsurvey.co.uk/s/ombudsman/>. Your responses will help us to assess our impact and improve our offer to you. We want to gather a range of views and welcome multiple responses from organisations, so please do share the link with relevant colleagues.

Yours sincerely,



Amerdeep Somal  
Local Government and Social Care Ombudsman  
Chair, Commission for Local Administration in England

Complaints upheld
The Ombudsman carried out no investigations in this period
Compliance with Ombudsman recommendations
No recommendations were due for compliance in this period
Satisfactory remedy provided by the organisation
The Ombudsman did not uphold any complaints in this period

**Received**

Reference	Authority	Category	Received
23005737	Bolsover District Council	Planning & Development	24/07/23
23006337	Bolsover District Council	Housing	02/08/23
23011074	Bolsover District Council	Housing	26/10/23
23011372	Bolsover District Council	Benefits & Tax	26/10/23
23011551	Bolsover District Council	Corporate & Other Services	29/10/23
23017794	Bolsover District Council	Housing	19/02/24
23019048	Bolsover District Council	Corporate & Other Services	26/02/24
23020164	Bolsover District Council	Housing	15/03/24

**Decided**

Reference	Authority	Category	Decided	Decision	Decision Reason	Remedy	Service improvement recommendations
23005737	Bolsover District Council	Planning & Development	17/08/23	Closed after initial enquiries	Not warranted by alleged fault		
23006337	Bolsover District Council	Housing	02/08/23	Referred back for local resolution	Premature Decision - advice given		
23011074	Bolsover District Council	Housing	26/10/23	Referred back for local resolution	Premature Decision - advice given		
23011372	Bolsover District Council	Benefits & Tax	26/10/23	Referred back for local resolution	Premature Decision - advice given		
23011551	Bolsover District Council	Corporate & Other Services	08/11/23	Closed after initial enquiries	Not warranted by alleged injustice		
23017794	Bolsover District Council	Housing	27/03/24	Closed after initial enquiries	Sch 5.5A/5.5B Social housing landlord		
23020164	Bolsover District Council	Housing	15/03/24	Incomplete/Invalid	Insufficient information to proceed and PA advised		

## Compliance

No compliance data recorded during the period.

## Notes

### Explanatory notes

#### Cases received

Cases with a recorded received date between 1 April 2023 and 31 March 2024. Status as of 9 April 2024.

#### Cases decided

Cases with a recorded decision date between 1 April 2023 and 31 March 2024. Status as of 9 April 2024. Some cases may have been reopened since that date, with either a decision outcome pending or a new decision outcome recorded.

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We report our decisions by the following outcomes:

**Invalid or incomplete:** We were not given enough information to consider the issue.

**Advice given:** We provided early advice or explained where to go for the right help.

**Referred back for local resolution:** We found the complaint was brought to us too early because the organisation involved was not given the chance to consider it first.

**Closed after initial enquiries:** We assessed the complaint but decided against completing an investigation. This might be because the law says we're not allowed to investigate it, or because it would not be an effective use of public funds if we did.

**Upheld:** We completed an investigation and found evidence of fault, or we found the organisation accepted fault early on.

**Not upheld:** We completed an investigation but did not find evidence of fault.

#### Compliance outcomes

Cases with a recorded remedy achieved date between 1 April 2023 and 31 March 2024. Status as of 15 May 2024. The relevant date is the date of compliance with the recommendations (for example, the date on an apology letter) rather than the date the evidence is provided to us. If we were notified after 15 May 2024 of a remedy achieved before 31 March 2024, this will not be included here.

Some cases may be marked as 'Remedy completed late' even when the remedy achieved date is before the remedy target date. This happens because the target date covers all remedies (service improvements and personal remedies). As service improvements often have a longer timescale for completion, we will mark a case as 'completed late' where this longer timescale is met, but the personal remedy was provided late.



## **Bolsover District Council**

### **Meeting of the Executive on 9<sup>th</sup> September 2024**

#### **Social Value Policy**

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

<b>Classification</b>	This report is Public.
<b>Report By</b>	Jim Fieldsend, Director of Corporate and Legal Services and Monitoring Officer

#### **PURPOSE/SUMMARY OF REPORT**

To approve the Social Value Policy.

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#### **REPORT DETAILS**

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

- 1.1 On 3<sup>rd</sup> October 2022 the Executive approved six recommendations from the Local Growth Scrutiny Committee intended to assist the Council in embedding social value into the wider policy structures and operational delivery of the Council.
- 1.2 One of the recommendations was to adopt a Social Value Policy. Another recommendation was that all procurements over £75,000 will be required to demonstrate social value outcomes as part of the tender, evaluation and delivery processes. In addition when evaluation contract bids the standard weighting for social value should be a minimum of 10% of the overall evaluation score.
- 1.3 The Procurement and Partnership teams have worked together and produced the attached draft policy which incorporates the recommendations of the Local Growth Scrutiny Committee referred to above.
- 1.4 The attached policy provides a framework for ensuring the Council meets its obligations under the Social Value Act 2012. It is also anticipated that this will be built on following the introduction of the Procurement Act 2023 (in force from October 2024) with a requirement for contracting authorities to maximize public benefit and a shift from looking for the “most economically advantage tender” to “most advantageous tender”. The policy will therefore be one that is under constant review with both Procurement and Partnership playing key roles in its development.

- 1.5 In accordance with the policy approval procedure this policy was reported to Local Growth Scrutiny Committee on 3<sup>rd</sup> September 2024 for comment. Any comments from the Committee will be reported verbally at the Executive.

## **2. Reasons for Recommendation**

- 2.1 The adoption of a policy on social value was approved by Executive on 3<sup>rd</sup> October 2022.

## **3 Alternative Options**

- 3.1 Not to approve the policy. This is rejected as the proposed draft policy provides a useful framework to comply with the Council's statutory obligations

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## **RECOMMENDATIONS**

To adopt the attached Social Value Policy

Approved by Councillor John Ritchie, Portfolio Holder for Growth

### **IMPLICATIONS:**

**Finance and Risk:** Yes ☐ No ☒

**Details:** There are no finance or risk implications arising from this report.

On behalf of the Section 151 Officer

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

**Details:** The Public Services (Social Value) Act 2012 states:

"The authority must consider:

(a) how what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area

(b) how, in conducting the process of procurement, it might act with a view to securing that improvement."

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:** N/A

**Staffing:** Yes ☐ No ☒

**Details:** N/A

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"/> Please indicate which threshold applies	No
<b>Is the decision subject to Call-In?</b> <i>(Only Key Decisions are subject to Call-In)</i>	No

<b>District Wards Significantly Affected</b>	
<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 checked="" type="checkbox"/>	Details:

<b>Links to Council Ambition: Customers, Economy, Environment and Housing.</b>
<ul style="list-style-type: none"> <li>• Making the best use of our assets.</li> <li>• Ensuring financial sustainability and increasing revenue streams.</li> </ul>

DOCUMENT INFORMATION	
Appendix No	Title
Appendix 1	Draft Social Value 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>



# **Social Value Policy**

February 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: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](#) - 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 Social ValuePolicy

<b>Policy Details</b>	<b>Comments / Confirmation (To be updated as the document progresses)</b>
Policy title	Social Value Policy
Current status – i.e. first draft, version 2 or final version	First draft
Policy author (post title only)	Jessica Clayton
Location of policy (whilst in development)	S Drive; BDC Partnership Team
Relevant Cabinet Member (if applicable)	Cllr Clive Moesby
Equality Impact Assessment approval date	
Partnership involvement (if applicable)	Jessica Clayton
Final policy approval route i.e. Executive/ Council	Executive
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)	

## **RECOMMENDED STRUCTURE OF POLICY**

### **1. Introduction**

Bolsover District Council recognises the important role it can play in enabling Social Value through its procurement activity. In 2022/23 the Authority spent in excess of £12 million via its procurement service. The Authority's approach to Social Value will integrate economic, environmental and social sustainability into the procurement processes.

### **2. Scope**

The Public Services (Social Value) Act 2012 came into force in January 2013 cementing the responsibilities of a contracting authority when procuring services contracts subject to public procurement regulations. The purpose being to consider the "economic, social and environmental well-being of the relevant area" in its procurement activity.

The Public Services (Social Value) Act 2012 states:

The authority must consider:

- (a) how what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area
- (b) how, in conducting the process of procurement, it might act with a view to securing that improvement.

In order to deliver social value, we will move beyond a process where just core services are delivered by a supplier, to a process which recognises and values the overall value of outcomes delivered.

This process will involve an assessment in the first stage of the Procurement process to determine whether Social Value is relevant, and if so the following Social Value policy will be applied. As a minimum, all procurements over £75,000 will be required to include Social Value metrics (appendix 1) as a part of the scoring and evaluation process if appropriate. However, where possible to do so, procurements below this value should also seek Social Value benefits from contracts.

### **3. Principles**

This Social Value Policy contributes to achieving the Council's priorities as set out in the Council Ambition 2024-2028 which identifies clear priorities on.

- Economy
- Housing
- Environment
- Customers

#### **4. Statement**

As well as adhering to all relevant legislation, the Bolsover District Council's vision is that contracts awarded should support and bolster the local economy and bring social and environmental benefits.

To achieve this, the Council's approach to procurement and contract management will ensure Best Value is achieved from the Council's activities, giving due consideration to appropriate social, ethical, environmental, and economic impacts.

The application of this Policy therefore will be as follows.

1. As a minimum, all procurement over £75,000 will be required to include Social Value metrics as a part of the scoring and evaluation process, if appropriate. However, where possible to do so, procurements below this value should also seek Social Value benefits from contracts.
2. The standard weighting for Social Value will be a minimum 10% of the overall evaluation score where relevant, and this will be higher where feasible. It is noted not all procurement projects may be relevant to apply Social Value and these are discussed at the outset with the officers responsible and Procurement team.
3. The National Themes, Outcomes and Measures (TOMs) outlined in Appendix 1, as agreed by the Local Government Association, will be used to capture Social Value offered from bidders to ensure offers can be evaluated in an open, fair and transparent way.
4. The Leaders Executive and Partnership Team will support the procurement process with skills and experience, to establish TOMs and relevant outcome measures.
5. Once a procurement exercise is concluded, the responsibility for ensuring the committed Social Value benefits is delivered will fall to those officers responsible for the contract management of that individual contract. The Leaders Executive and Partnership Team will support contract managers in the performance management of Social Value outcomes identified, and the reporting of outcomes and values achieved.

Social Value metrics as outlined in appendix 1 can be incorporated within a procurement exercise bringing economic, environmental, and social benefits.

#### **5. Responsibility for Implementation**

The Council's Service Director, Governance, Legal Services and Monitoring Officer is the lead officer accountable for ensuring adherence to this Policy and will consult the Cabinet Member for Resources on a periodical basis and/or on a case-by-case basis as deemed necessary. Officers and departments supporting the implementation of this Policy are as follows:

- Sandy Williams, Procurement Manager
- Jessica Clayton, Programme and Major Projects Manager



Bolsover District Council will periodically review its Social Value Policy. In doing so, it will take account of any changes in legislation pertaining to the Public Services (Social Value Act) 2012, the Local Government Act, European Union Regulations, and any changes to Council Ambition priorities.

## **6. Glossary of terms (if applicable)**

- The National Themes, Outcomes and Measures (TOMs)
- Not in Education, Employment or Training (NEETs)
- Small Medium Enterprises (SME's)
- Full Time Equivalent (FTE)
- Health and Safety Executive (HSE)
- Voluntary Community and Social Enterprise Sector (VCSE's)

## **Appendix 1**

### **SUMMARY OF PROCESS AND TOM's**

#### **Step 1**

Identify Council Strategies and category plans relevant to the procurement.

#### **Step 2**

Identify relevant Social Value Outcomes as set out in the national TOM's table below.

#### **Step 3**

Add relevant questions to the tender.

#### **Step 4**

Define the weighting (minimum 10%) of those questions and publish as part of the tender documentation.

#### **Step 5**

Tender evaluation process.

#### **Step 6**

Review and ongoing monitoring and outcome benefits.

## National TOM's

Ref	Proposed Minimum requirements	Unit	Proxy's final value (After deadweight has been taken into account where necessary)
NT1	No. of local people (FTE) employed on contract for one year or the whole duration of the contract, whichever is shorter.	no. people FTE	£28,213.00
NT2	% of local people employed on contract (FTE).	%	Record only
NT3	No. of employees (FTE) taken on who are long term unemployed. (Unemployed for a year or longer).	no. people FTE	£14,701.56
NT4	No. of employees (FTE) taken on who are not in employment, education, or training (NEETs).	no. people FTE	£12,435.62
NT5	No. of employees (FTE) taken on who are rehabilitating young offenders (16–24-year-olds).	no. people FTE	£14,108.07
NT6	No. of jobs (FTE) created for people with disabilities.	no. people FTE	£12,769.68
NT7	No. of hours dedicated to supporting unemployed people into work by providing career mentoring, including mock interviews, CV advice, and careers guidance -(over 24-year-olds).	no. hrs*no. attendees	£94.28
NT8	Local school and college visits e.g., delivering careers talks, curriculum support, literacy support, safety talks (No. hours, includes preparation time).	no. staff hours	£14.43
NT9	No. of formal training opportunities on contract that have either been completed during the year, or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+	no. weeks	£234.87
NT10	No. of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+	no. weeks	£168.04
NT11	No. of hours dedicated to support young people into work (e.g., CV advice, mock interviews, careers guidance) - (under 24 year olds).	no. hrs*no. attendees	£94.28
NT12	No. of weeks spent on meaningful work placements or pre employment course; 1-6 weeks student placements (unpaid)	no. weeks	£143.94
NT13	Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships).	no. weeks	£143.95

<b>NT14</b>	Total amount (£) spent with VCSEs within your supply chain.	£	£0.12
<b>NT15</b>	Provision of expert business advice to VCSEs and SMEs (e.g. financial advice / legal advice / HR advice/HSE).	no. staff expert hours	£84.00
<b>NT16</b>	Equipment or resources donated to VCSEs (£ equivalent value).	£	£1.00
<b>NT17</b>	Number of voluntary hours donated to support VCSEs (excludes expert business advice).	no. staff volunteering hours	£14.43
<b>NT18</b>	Total amount (£) spent in Local supply chain through the contract.	£	0.60
<b>NT19</b>	Total amount (£) spent through contract with Local SMEs.	£	0.60
<b>NT20</b>	Demonstrate commitment to work practices that improve staff wellbeing, recognise mental health as an issue and reduce absenteeism due to ill health. Identify time dedicated for wellbeing courses.	no. hrs*no. attendees	£95.95
<b>NT21</b>	Diversity training provided for contractors and subcontractors.	no. hrs*no. attendees	Record only
<b>NT22</b>	Percentage of procurement contracts that includes commitments to ethical procurement, including to verify anti-slavery and other relevant requirements.	% of contracts	Record only
<b>NT23</b>	Percentage of contracts with the supply chain on which Social Value commitments, measurement and monitoring are required.	% of contracts	Record only
<b>NT24</b>	Initiatives aimed at reducing crime (e.g., support for local youth groups, lighting for public spaces, private security, etc.).	£ invested including staff time	£1.00
<b>NT25</b>	Initiatives to be taken to tackle homelessness (supporting temporary housing schemes, etc.).	£ invested including staff time	£1.00
<b>NT26</b>	Initiatives taken or supported to engage people in health interventions (e.g., stop smoking, obesity, alcoholism, drugs, etc) or wellbeing initiatives in the community, including physical activities for adults and children.	£ invested including staff time	£1.00
<b>NT27</b>	Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs.	£ invested including staff time	£1.00
<b>NT28</b>	Donations or in-kind contributions to local community projects (£ & materials.	£ value	£1.00
<b>NT29</b>	No hours volunteering time provided to support local community projects.	no. staff volunteering hours	£14.43

## **Bolsover District Council**

### **Meeting of the Executive on 9<sup>th</sup> September 2024**

#### **Council Plan Targets Performance Report – April to June 2024**

#### **Report of the Deputy Leader and Portfolio Holder for Corporate Performance & Governance**

<b>Classification</b>	This report is Public
<b>Report By</b>	Kath Drury, Information, Engagement and Performance Manager, Ext 2280, <a href="mailto:Kath.Drury@bolsover.gov.uk">Kath.Drury@bolsover.gov.uk</a>

#### **PURPOSE/SUMMARY OF REPORT**

To report the Quarter 1 outturns for Council Plan targets 2024-2028

Out of the 34 targets:

- 31 (91%) targets are on track
- 1 (3%) target has been extended by one quarterly period
- 1 (3%) target has yet to start
- 1 (3%) target has been withdrawn as it is incorporated within two other targets

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#### **REPORT DETAILS**

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

- 1.1 The attached appendices contain the performance outturn as of 30<sup>th</sup> June 2024.

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

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

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

- 9 targets in total, all of track.

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

- 9 targets in total, 8 on track and 1 withdrawn as it is now duplicated within two other targets. (See appendix 2)

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

➤ 7 targets in total, 7 on target

2.5 **Our Housing – by delivering social and private sector housing growth**

➤ 10 targets in total, 7 on target, 1 extended and 1 not started yet

3. **Reasons for Recommendation**

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

4 **Alternative Options and Reasons for Rejection**

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

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**RECOMMENDATION(S)**

1. That quarterly outturns against the Council Plan 2024-2028 targets be noted.

Approved by the Portfolio Holder for Corporate Performance & Governance

**IMPLICATIONS:**

**Finance and Risk:** Yes ☐ No ☒

**Details:**

On behalf of the Section 151 Officer

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

**Details:**

On behalf of the Solicitor to the Council

**Environment:**

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

**Details:**

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

**Staffing:** Yes ☐ No ☒

**Details:**

On behalf of the Head of Paid Service

## DECISION INFORMATION

<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> <i>(Only Key Decisions are subject to Call-In)</i>	No

<b>District Wards Significantly Affected</b>	None
<b>Consultation:</b> <b>Leader / Deputy Leader</b> <input checked="" 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"/>	Cabinet Members/SLT informed on route via the quarterly performance process

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

DOCUMENT INFORMATION	
Appendix No	Title
1	Performance Summary for Our Customers
2	Performance Summary for Our Environment
3	Performance Summary for Our Economy
4	Performance Summary for Our Housing

<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>
All details on the PERFORM system

## Appendix 1: Council Plan Targets for ‘Our Customers by providing excellent and accessible services’

### Status Key

Target Status	Usage
On Track	The target is progressing well against the intended outcomes and intended date.

Council Target	Status	Q1 Apr – Jun 2024 Progress
CUS.01 - Develop real time customer satisfaction measurement for our contact centres by March 2026 and explore rolling this out further throughout the plan period	On Track	<p>Research into various options and available software from external providers was undertaken , unfortunately the cost implication led to looking at an in house system currently being used for undertaking surveys online, this has been fairly easy to develop and questions within the survey are focusing on the Customer Service Standards and the Quality aspects of the contact delivered.</p> <p>The Real Time Satisfaction Surveys went live week commencing 01.07.24 for Email and Live Chat. All emails &amp; Live Chat interaction will prompt an automated Satisfaction Survey by email: Week commencing 08.07.24 - 4 surveys completed Week commencing 12.07.24 - 9 surveys completed</p> <p>All results will be reported, scrutinised, and customers contacted (where necessary) Roll out of the survey being sent via text message from a telephone contact will commence in due course using GovNotify.</p>
CUS.02 - Ensure we achieve a score of 90% or above (Excellent) on all four categories (Content, Accessibility, Marketing and User Experience) for our website using the Silktide software by December 2027	On Track	The current scores from Silktide are: 90% content; 93% accessibility; 79% marketing; 88% user experience. The accessibility score is partly due to our insistence that any documents are accessible before they are available on the website.
CUS.03 - Work with stakeholders, regional and local partnerships to	On Track	The Bolsover Partnership Annual Report is now complete showcasing the work over the last year including case studies and will be presented at the AGM in September.



<p>deliver shared strategies and priorities and publish an annual progress and evaluation report in respect of cross cutting themes (skills, aspiration, health, and local rail offer)</p>		<p>The development of the sustainable community strategy is currently on hold with a decision to be made if this will be needed moving forward.</p> <p>The Community Rail Partnership has achieved accreditation again this year, formally recognised by the Department for Transport. Core funding has been secured from various partners, including neighbouring District Councils, County Councils, Parish and Town Councils and Train Operating Companies. The AGM for the Rail Partnership will take place in April 2025 where the annual report will be presented.</p>
<p>CUS.04 - Monitor progress against the Equality Plan and objectives for 2023-2027 and publish information annually</p>	<p>On Track</p>	<p>Action plan for the BDC Equality Plan objectives has been reviewed. 4 out of the 29 actions have been completed including increased diversity on the Equality Panel, creation of a dedicated Equality TEAMS channel and improvement to online customer reports to collect hate incident information. Good progress has also been made on celebrating and recognising diversity days, provision of equalities training and review of published equality information. All actions are on track.</p> <p>From a workforce perspective HR have reminded staff to update equalities information on HR21 and reviewed a range of policies, including Maternity, Flexitime, Sickness Absence and Agile Working and have also introduced a new Menopause Policy.</p>
<p>CUS.05 - Explore running a residents' survey to gain resident feedback on place-based services and priorities for improvement by March 2025.</p>	<p>On track</p>	<p>A paper was produced by the Performance &amp; Improvement team in relation to the Citizen's Panel as consultation results coming from the Panel do not provide a broad enough picture due to not being diverse enough in terms of geography and demography. The proposal is to move away from just using the Citizen's Panel and to focus on other communication channels such as InTouch to broaden the opportunity to seek residents views on issues.</p> <p>The review paper was approved by SLT on 21 June 2024 and the first Citizen's Survey will start in Oct 2024.</p>
<p>CUS.06 - Increase participation in sport, leisure, and social activities, by 3,000 attendances per year, through the delivery of several physical activity interventions (Active Schools, Active Communities, Active Holidays, Active</p>	<p>On track</p>	<p>Participation figures in total for this period are 102,515 as follows:</p> <p>Active Schools - 7645</p> <p>Active Clubs - 38</p> <p>Active Holidays - 1085</p> <p>Active Interventions - 2262</p> <p>Active Communities - 848</p>

Clubs, Active Interventions and Active Leisure)		Active Leisure (facility based activity) – 90,555 Events & Other activities - 82  Annual target for 2024/25 – 403,000 or 100,750 per quarter period.
CUS.07 - Deliver a health intervention programme which provides 500 adults per year with a personal exercise plan via the exercise referral scheme and aims to retain at least 50% into continued exercise after 12 weeks.	On track	166 new starters and 70 retained after 12 weeks for this period. Both above targets.
CUS.08 - Improve employee engagement and feedback to enable the Council to develop a fully inclusive People Strategy by March 2025	On track	An Employee Engagement Post has been created and recruited to. The postholder and HR Business Partner have been working on various engagement activities since the new postholder commenced including a proposed survey. It is planned to be delivered late summer/early autumn following consultation with SLT, Service Managers Forum and the Trade Unions.

## Appendix 2: Council Plan Targets for Our Environment ‘by protecting the quality of life for residents and businesses, meeting environmental challenges, and enhancing biodiversity’

### Status Key

Target Status	Usage
On Track	The target is progressing well against the intended outcomes and intended date.

Council Plan Target (Target date 31/03/28 unless stated otherwise)	Status	Q1 2024/25 Progress Update
ENV.01 - Update the Carbon Reduction plan to deliver Net Zero 2050	On Track	<p>A Climate Change Officer has been appointed and started early July 2024. The following projects are being worked on:</p> <p><u>Minewater Heat Demonstrator Project</u> - Trial Project to extract heat from the former Creswell Pit and use this heat to provide space heating and hot water to Creswell Heritage and Wellbeing Centre. Working with Coal Authority, Welbeck Estates, Ener-G Renewable Solutions. BDC is the accountable for the funding</p> <p><u>Minewater Heat Network Feasibility Study</u> - Project to calculate the potential for using minewater to heat businesses and homes around Creswell mine shaft and Whitwell mine shaft. Specialist consultants with knowledge of Heat Networks and Minewater appointed. Consultants will produce a business case for the creation of a heat network in Creswell and Whitwell. Working with Sustainable Energy Ltd. BDC is the accountable body for funding.</p> <p><u>Local Area Energy Plan</u> Project to map Bolsover's energy position, from capacity, resilience, sustainability, and social position. Based on rigorous data not opinions. Part of an EMCCA wide contract to deliver eight LAEPs for the region. The LAEP will provide the baseline and information for Net Zero projects.</p> <p><u>Retrofit Skills Project</u> Project to map and develop Retrofit Skills in the EMCCA area. Retrofit skills are those needed to 'retrofit' properties to become 'Net Zero' so include Heat Pump engineers, Solar Panel engineers, designers, External Wall Insulation installers etc. Its estimated that England needs 23,000 new retrofit workers per year going forward.</p>

Council Plan Target (Target date 31/03/28 unless stated otherwise)	Status	Q1 2024/25 Progress Update
		<p><u>Modern Methods of Construction Houses</u> Project to trial MMC housing in Bolsover. Modern Methods of Construction – Means making houses offsite and constructing them in Modular Form onsite. Nottingham Trent University Project looking at creating 'modular' wet areas Kitchen, Bathroom, Utility Area as one module and adding this into the properties as they are constructed.</p> <p><u>Carbon Disclosure Project</u> Midlands Net Zero project for authorities to disclose their carbon emissions to Carbon Disclosure Project. The aim of the project is to support Local Authorities with developing a solid base to work from to deliver Carbon Reduction. The Carbon Disclosure Project is one of the biggest worldwide carbon monitoring and reporting platforms.</p> <p><u>Bolsover District Council Carbon Emissions Data Collection</u> Working with Dragonfly and Council to look at Carbon Emissions of the authority. Currently no set reporting methodology for local government. Its early stages and we are in the process of looking at the data we hold.</p>
ENV.02 - Increase the combined recycling and composting rate to meet government's 65% target by 2035.	On track	<p>Updated against milestones for this target:</p> <p><i>1. Review domestic household customer recycling service requirements to meet government's 'Simpler Recycling' collection core-material set by 31st March 2026.</i></p> <p>The Council's kerbside (burgundy bin) collection service has since been reviewed to meet the Governments 'Simpler Recycling' core material set requiring the following materials to be collected from both households (31.3.26) and non-household municipal premises (31.3.25), namely:</p> <p>Glass - glass packaging including bottles and jars.  Metal - steel and aluminium tins\cans including aerosols, aluminium foil and food trays, steel and aluminium jars and bottle lids\top and aluminium tubes.  Plastic - bottles, tubs and trays made of polyethylene terephthalate (PET) polypropylene (PP) high-density polyethylene (HDPE).</p>

Council Plan Target (Target date 31/03/28 unless stated otherwise)	Status	Q1 2024/25 Progress Update
		<p>Plastic film and bags - made from mono-polyethylene (mono-PE) mono-polypropylene (mono-PP) and mixed polyolefins PE and PP to be included by not later than 31st March 2027, which the Council have since incorporated in burgundy bin collections ahead of the 2027 target date.</p> <p>Paper and card - all paper and card except those containing glitter or foil, is laminated, stickers and sticky paper, padded lined envelopes, paperback and hardback books and wallpaper.</p> <p>Cartons - for food, drinks and other liquids will be included in the plastic recyclable waste streams. Where local authorities and other waste collectors opt to collect plastic separately from other dry materials, collecting cartons in the plastic recyclable waste stream will enable more cartons to be effectively sorted and reprocessed.</p> <p><i>2. Review commercial waste customer recycling service requirements to meet governments 'Simpler Recycling' collection core-material set by 31st March 2025.</i></p> <p>Streetscene Team has written to all its commercial waste customers to understand their obligations in meeting, by not later than 31st March 2025, the 'Simpler Recycling' core material set collection, including food waste and/or whether they meet the micro-businesses (with less than 10 employees) extended target of 31st March 2027 which includes schools and hospitals. Where a business does meet the micro-business definition, they have until 31st March 2027 to make provisions for the separate collection of these waste streams. Deadline for response is 31.7.24; further to which, Streetscene will assess extent of service demand and consider resourcing collection arrangements.</p> <p><i>3. Procure replacement kerbside recycling (burgundy bin) collection vehicles to meet government's 'Simpler Recycling' requirements. 31.1.24.</i></p> <p>Purchase order for 4 new recycling (burgundy bin) collection vehicles have been placed with anticipated delivery January to March 2025.</p>

Council Plan Target (Target date 31/03/28 unless stated otherwise)	Status	Q1 2024/25 Progress Update
		<p><i>4. Extend commercial waste customer recycling service to meet all relevant customer's 'Simpler Recycling' collection requirements by 31st March 2025</i></p> <p>See update under milestone 2.</p> <p><i>5. Review recycling service customer educational information sources and platforms to increase recycling awareness and participation on an ongoing basis throughout period of the Service Plan period.</i></p> <p>The Council continues to promote recycling arrangements by way of InTouch, Website, social media, and annual bin calendars. Customer and Communities Scrutiny Committee have reviewed recycling promotion arrangements and will be recommending their Action Plan to Executive.</p> <p><i>6. Review domestic household customer recycling service delivery costs arising from notification of EPR (Extended Producer Responsibility) payments coming into effect from 1st April 2026.</i></p> <p>Awaiting notification from Government on the Council's EPR valuation; this of which, will prompt Derbyshire County Council (DCC) to review recycling credit payment arrangements.</p> <p>Baseline: 2023/24 outturn for combined recycling and composting rate is <b>38.7%</b></p>
ENV.03 - Implement Government Waste Consistency requirements for commercial waste by ending March 2025		<p>Agreed to withdraw at SMT as actions duplicated in ENV 02 and ENV 04.</p>
ENV.04 - Introduce separate weekly collection of food waste by ending March 2026.	On track	<p>Updated against milestones for this target:</p> <ol style="list-style-type: none"> <li><i>1. Report approved to Council seeking approval to establish capital budget to meet procurement of food waste collection vehicles and kerbside caddy containers for all District households.</i></li> </ol>

Council Plan Target (Target date 31/03/28 unless stated otherwise)	Status	Q1 2024/25 Progress Update
		<p>Council approval granted 22nd May 2024.</p> <p>2. <i>Undertake procurement (subject to Council approval) of food waste collection vehicles and kerbside caddy contains, seeking delivery by November 2025. 30.6.24</i></p> <p>Procurement undertaken via the Transport Procurement Partnership Ltd (TPPL). Awaiting references from other Council's utilising vehicles. Anticipated sign off and placement of orders by ending 31st July 2024.</p> <p>3. <i>Review commercial waste customer collection arrangement to undertake separate collection of food waste from businesses from 1st April 2025; in particular, businesses which are not Micro-Enterprises, which by definition of the Financial Conduct Authority (FSA) (i) employ fewer than 10 persons and (b) have a turnover or annual balance sheet not exceeding €2 million (£1.71million).</i></p> <p>Streetscene Team has written to all its commercial waste customers to understand their obligations in meeting, by not later than 31st March 2025, the 'Simpler Recycling' core material set collection, including food waste and/or whether they meet the micro-businesses (with less than 10 employees) extended target of 31st March 2027 which includes schools and hospitals. Where a business does meet the micro-business definition, they have until 31st March 2027 to make provisions for the separate collection of these waste streams. Deadline for response is 31.7.24; further to which, Streetscene will assess extent of service demand and consider resourcing collection arrangements.</p> <p>4. <i>Serve notice on North East Derbyshire District Council in the cessation of their use of Bolsover District Council's Riverside Depot for the parking and operation of their Southern waste collection and street cleansing vehicles by</i></p>

Council Plan Target (Target date 31/03/28 unless stated otherwise)	Status	Q1 2024/25 Progress Update
		<p><i>not later than November 2025, to ensure capacity is available to meet Bolsover's increased vehicle (food waste) fleet requirements.</i></p> <p>Notice planned to be issued by ending 31st August 2024.</p> <p>5. <i>Submit a major change to the Traffic Commissioner's Office to increase the number of large goods vehicles contained in Bolsover District Council's fleet operator license, in anticipation of 7 new food waste collection vehicles.</i></p> <p>Application to Traffic Commissioner to be submitted by ending 31st March 2025.</p> <p>6. <i>Commence separate collection of food waste from businesses which are not Micro-Enterprises.</i></p> <p>As per item 3 update.</p> <p>7. <i>Prepare a communication plan to promote introduction of separate weekly food waste collection to all District households from 1st April 2026.</i></p> <p>To be developed once delivery lead times for vehicles and caddies established.</p> <p>8. <i>Report to Council seeking approval to establish revenue budget to meet the ongoing operational cost of undertaking separate weekly food waste collections from 1st April 2026 to all District households.</i></p> <p>To be undertaken following Government informing the Council of its new burdens revenue funding award.</p> <p>9. <i>Delivery of kerbside caddies to all District households between November 2025 and March 2026, utilising in-house waste services staff during winter suspension of green bin collections in anticipation of commencing separate weekly food waste collections from 1st April 2026.</i></p> <p>Anticipated delivery January, February, and March 2026.</p> <p>10. <i>Commence separate weekly collection of from all District households.</i></p>



Council Plan Target (Target date 31/03/28 unless stated otherwise)	Status	Q1 2024/25 Progress Update
		Commencing arising from delivery of actions 1 to 9.
ENV.05 - Carry out 155 targeted proactive littering / dog fouling patrols per year	On Track	Patrols will be broken down into quarterly and monthly targets and carried out in response to customer complaints. 40 patrols per quarter, 37 achieved this period. Shortfall of 3 due to a vacant post within the team.
ENV.06 - Reduce fly-tipping incidents per 1,000 people in Bolsover District over the plan period	On Track	<p>Updated against milestones for this target:</p> <p><i>Install permanent metal signage at 15 fly tipping hotspots</i> - The signage is with Streetscene now to progress. They have identified their hotspots and are responsible for arranging installation.</p> <p><i>Coordinate a monthly meeting between Environmental Health, BDC Streetscene and BDC Enforcement team</i> Service manager, Environmental Enforcement Manager and Housing &amp; Public Health Manager are due to meet with Manager of BDC Enforcement Team on 10th July 2024 to agree on how this should be taken forward.</p> <p><i>Coordinate a communications campaign with BDC Comms centred on fly tipping.</i>- Completed (press release and multiple website news releases related to fly tipping)</p> <p><i>Ensure all available camera kits are deployed at fly tipping hotspots at all times</i> - Ongoing - All camera kits have been reviewed and cameras deployed. More wildlife cameras to be purchased in Q2.</p> <p><b>Q1 outturn – 3.58 incidents per 1,000 population</b></p> <p>This is an OFLOG indicator – latest published data is for <u>2022/23</u>: Bolsover 16.5 incidents per 1,000 population. Lower quartile (from 12.6 to 45.0) for East Midlands Local Authorities</p>
ENV.07 - Achieve minimum quality standards of 60% for green spaces	On Track	<p>Planning Department has started carrying out audits of green spaces and will continue to do so over the summer and autumn of 2024. This is being shared across a number of staff, rather than falling on one officer as it did previously, accounting for the lack of progress in recent years.</p> <p>s106 contributions are being invested in the development and improvement of green</p>

Council Plan Target (Target date 31/03/28 unless stated otherwise)	Status	Q1 2024/25 Progress Update
		<p>spaces, mainly through the provision of new play equipment or the carrying out of wider site improvements. One recent example is Hornscroft Park in Bolsover where a new skatepark has recently been installed and wider site landscaping works have been carried out. A significant sum (circa £100,000) is also to be invested in improvements to Houfton Road Recreation Ground in Bolsover with a community consultation exercise to be carried out towards the end of 2024.</p> <p>Leisure Services is also working with Planning to assist in the development of a new town park in Bolsover which will form part of the Bolsover North development. As a new park this will be designed and developed as a 'Green Flag' park from the outset. The Council does not currently have a Green Flag park, so this is seen as an essential criteria for the new park.</p>
ENV.08 - Annually monitor the condition of Local Wildlife Sites	On Track	Service Level Agreement with Derbyshire Wildlife Trust has been reviewed and it remains fit for purpose and supports Council Plan delivery. Derbyshire Wildlife Trust planned to undertake at least 12 condition surveys of existing and potential Local Wildlife Sites during 2024/25.
ENV.09 - Support developers and local organisations to deliver Biodiversity Net Gain across our urban and rural environments, realising future opportunities that support and deliver our Local Nature Recovery action plan.	On Track	Biodiversity Net Gain (BNG) became mandatory for most development types in April 2024 and therefore we are currently working with developers engaged in the planning application process to ensure BNG is secured through permissions granted. We will also be looking at ways in which we can work with local Wildlife Trusts and registered responsible bodies to deliver BNG as locally as possible; this will include looking at future opportunities on our own land in accordance with our Local Nature Recovery Action Plan.

## Appendix 3: Council Plan Targets for ‘Our Economy by driving growth, promoting the district and being business and visitor friendly’

### Status Key

Target Status	Usage
On Track	The target is progressing well against the intended outcomes and intended date.

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Key Council Target	Status	Q1 Apr – Jun 2024 Progress
ECO.01 - Refresh our Business Growth Strategy to enable and empower Dragonfly to support the Council to make best use of our assets, support growth in the local economy, attract inward investment to the district and maximise the district's share of potential funding streams from the Government and the East Midlands Combined County Authority	On Track	<p>A workshop has been convened for officers across departments including Housing, Planning, Economic Development, Property Services, Leisure and Corporate Policy to come together to discuss and formulate the new business growth strategy and action plan for the next four-year period 2024- 2028, which will underpin the new Corporate Plan's ambition for economic prosperity and growth.</p> <p>The Business Growth Strategy sets out the key activities and aspirations of the Council to achieve the vision of "maximising our influence and opportunities within the East Midlands Combined County Authority to drive the continued delivery of excellent services, maximise local aspirations and drive economic prosperity for Bolsover District".</p> <p>There are 5 priorities for the growth strategy which align to the council plan, and also to the strands of the East Midlands Mayoral Combined Authority, which are:</p> <ul style="list-style-type: none"> <li>• Business and Innovation Ambition: we will make Bolsover an even better place to do business...</li> <li>• Land and Housing Ambition: we will make Bolsover an even better place to live...</li> <li>• Net Zero Ambition: we will take effective climate action for people and places...</li> <li>• Transport Ambition: we will make it easier for anyone to get around the District and easier to get to and from other places...</li> <li>• Adult Education and Skills Ambition: everybody can believe in a positive future, be more ambitious about what is possible and go on to have successful lives regardless of their background or situation...</li> </ul>

Key Council Target	Status	Q1 Apr – Jun 2024 Progress
		<p>This workshop will take the time to look at each of the five priority areas and discussions will capture both the projects / activities underway, and the aspirations and ambitions of the different departments to bring forward innovative opportunities which we can include within the strategy and action plan.</p> <p>The workshop will include a SWOT and PESTLE analysis to ensure the five priority areas remain relevant to the organisation and the corporate priorities, as well as those of EMCCA and nationally.</p>
<p>ECO.02 - Work with partners to develop a place-based narrative to encourage inward investment, increase engagement with our key heritage assets and grow the visitor economy, the number of tourists and the amount of tourism spending in the district by 2025.</p>	<p>On Track</p>	<p>In early 2024 Bolsover District Council commissioned place specialist, thinkingplace to deliver a project to develop a new place 'story' for Bolsover. Through extensive consultation with stakeholders, this project has delivered the central proposition, or 'Big Idea', key themes and a visual expression which were signed off by a Steering Group who represented the place.</p> <p>What are our place priorities?  The 'Big Idea' is 'Bolsover; confidently embracing its wider experience' which is the emotive, call to action for the place. This, alongside the accompanying themes:</p> <ul style="list-style-type: none"> <li>• we've made it our business to reach out</li> <li>• experience our great value, living location</li> <li>• your visitor experience, all packaged up</li> </ul> <p>What is the purpose of the action plan?  The call to action and accompanying themes form the basis of the Bolsover Place Plan. The objectives of the Place Plan are:</p> <ul style="list-style-type: none"> <li>• to raise awareness and improve perceptions of Bolsover with target audiences inside and outside the area</li> <li>• to improve belief in and pride of the place by residents and stakeholders across the area, encouraging them to get involved in delivering a successful future for Bolsover, with a consistent positive narrative</li> </ul>

Key Council Target	Status	Q1 Apr – Jun 2024 Progress
		<p>What are the aims of the Place Plan?</p> <ul style="list-style-type: none"> <li>• to communicate and raise awareness of the 'story' to engage local businesses, organisations and people to become Champions for Bolsover</li> <li>• to identify priorities, 'quick wins', gains from synergies and potential gaps/overlaps in activity</li> <li>• to identify opportunities for collaboration between organisations in and around Bolsover</li> <li>• to improve integration and impact of existing marketing communication activity on behalf of Bolsover by partners and stakeholders</li> <li>• to provide recommendations on further actions to create a more integrated and consistent experience and promotion of the area to its target audiences</li> <li>• to attract inward investment to improve the place offer</li> </ul> <p>How will the Place Plan be communicated?</p> <p>The accompanying themes will be communicated through 3 key campaigns Stay.Belong.Flourish:</p> <ul style="list-style-type: none"> <li>• Stay - Promoting the area as short break destination and encouraging longer stays</li> <li>• Belong - Promoting our town centres and visitor economy to those new to the area following the many new housing developments coming to fruition across the district.</li> <li>• Flourish - Support our existing businesses and attract new business development in the area; includes reaching out to those living, working, visiting, and being educated in the district.</li> </ul> <p>The Bolsover Place Programme and Action Plan was approved by a newly formed Bolsover Place Board led by the private sector. The launch of the new programme took place on 11th July 2024, with the following activity having taken place:</p> <ul style="list-style-type: none"> <li>• The launch of the 'story' to key organisations across the area - creating a new positive place narrative for all stakeholders to use to celebrate the successes and opportunities of the area</li> <li>• The launch of The Bolsover Champions scheme - a new network to encourage collaboration amongst key businesses in the area</li> <li>• The Bolsover storybook - printed and PDF version that showcases the new narrative, photography and place identity and used as a strategic document to</li> </ul>

Key Council Target	Status	Q1 Apr – Jun 2024 Progress
		<p>highlight our ambition</p> <ul style="list-style-type: none"> <li>• Bolsover visual identity and language developed with a design toolkit</li> <li>• A suite of place-led photography</li> <li>• Formulation of a Place Board</li> <li>• Development of a place portal <a href="http://www.bolsover-uk.com">www.bolsover-uk.com</a> and social media feeds</li> <li>• Branded flags and merchandise for launch.</li> </ul> <p>Progress against the Bolsover Place Action Plan will be provided in subsequent quarters.</p>
<p>ECO.03 - Work with partners to develop innovation and growth in our cultural and creative sectors through active support of an investment in a creative's network, cultural corridor, and maker's hub.</p>	<p>On Track</p>	<p>Part of the UK Shared Prosperity Fund (SPF) Tourism and Culture allocation is being invested in supporting a new Woman's Creative Network; delivered by Platform 31 on behalf of the Council. The network takes place the first Wednesday of every month at Platform 31's office at Pleasley Vale Mills. The network is open to anyone from in and around the area to attend.</p> <p>In Q1 the following sessions took place:</p> <p>April 24 - Creative Coaching Session - 5 Returning Participants 8 new Participants 13 Total Participants</p> <p>May 24 - Connections &amp; Collaboration + DCC Create Growth, Vision Derbyshire - 8 Returning Participants 4 new Participants 12 Total Participants</p> <p>June 24 - Show &amp; Tell - 9 Returning Participants 3 new Participants 12 Total Participants</p> <p>An Arts Council England (ACE) funded Need and Demand/Feasibility Study has identified a need for a Creative Hub in Bolsover town. The study led by Local Creative Ltd will now be developed into a funded business case. Working with key partners - Junction Arts, Platform 31, First Art, Opus Music and Direct Education Business Partnership we will develop the business case and seek investment to deliver a creative hub and cultural business district for Bolsover town.</p> <p>As part of the £15m Regeneration Funding, 36/36a Market Place will be purchased</p>

Key Council Target	Status	Q1 Apr – Jun 2024 Progress
		<p>to develop a creative maker space to support the growth in the cultural and creative sectors. Part of the £15m will also fund the new Bolsover Place Programme - see ECO02. As part of the programme a new 10-year ambition will be developed to align arts, culture, tourism, heritage, and place.</p> <p>We are a key partner in the DCC led Derbyshire Makes ACE funded project that will see Bolsover as one of the main hubs to host an iconic event that will be taken to key hub areas across Derbyshire. We are also a key partner in the Cultural Coalition partnership between DCC, North East Derbyshire and Chesterfield Borough looking at opportunities to collectively develop innovation and growth in the arts/cultural sector.</p>
ECO.04 - Work with Higher Education and Further Education providers and other partners to develop post 16 provision within the district to enable and empower more of our local workforce to find better paid, skilled jobs.	On track	<p>Discussions with University of Derby Charter formalising agreed opportunities for collaboration are ongoing.</p> <p>Supporting the development of the Bolsover Sixth form development and integration into the wider district through the place narrative is ongoing.</p> <p>Employment and Skills Plans - positive engagement and active consultation through planning application consultation.</p> <p>Creative Hub Feasibility September 2024 - consultant appointed to continue the work with partners to further develop the business case for funding proposals for the creative hub.</p> <p>Support Vision West Notts College in the delivery of training through Pleasley Vale Business Park - lease negotiations ongoing with work underway to take occupation.</p> <p>Work with Vision West Notts through the design school for live briefs - design, construction, traditional skills, etc. Will continue discussions in September following the return to school after the summer holidays.</p> <p>Promotion of the apprenticeship opportunities to local employers is ongoing.</p>
ECO.05 - Secure investment in improvement of our existing business estate and delivery of new commercial space, including regeneration of Pleasley Mills, to meet the needs of	On track	<p>Development of new Industrial Units on Portland Drive, Shirebrook Mar 2026: Currently awaiting planning permission, decision date of 31st July 2024. Highways surveys are now complete. Awaiting further details from Derbyshire Wildlife Trust and their comments on the biodiversity of the site.</p>



Key Council Target	Status	Q1 Apr – Jun 2024 Progress
<p>local business, encourage inward investment and support growth throughout the local economy.</p>		<p>Reconfiguration of Vernon Street to provide two industrial units Dec 24: A survey of the site has been completed by Dragonfly Development Limited (DDL) DDL have been instructed to complete a schedule of works, inclusive of the costs involved in reconfiguring the site. This will require a business case and approval of additional funding for the proposed investment from Members.</p> <p>Inward Investment enquiries into the district/promotion of the available Council owned assets - work is ongoing to support DCC inward Investment team, but the transfer of the Local Enterprise Partnership's inward investment team in to the new EMCCA structure will bring some changes to the service delivery and the team are continuing to provide investment opportunities and answer queries when enquiries are sent through either from EMCCA or Department of Trade &amp; Industry.</p> <p>The redevelopment of 36/36a Market Place, Bolsover to provide new retail space Mar 26: Structural surveys, RICS surveys and utility surveys are currently being undertaken, due to be completed by mid-August.</p> <p>Investment in the meeting/conference facilities at The Tangent Business Hub, providing new equipment and uplift the décor Dec 24 - the works are currently being costed for the redecoration, replacement ICT equipment, general building cleaning (external) for the cladding, and landscaping improvements.</p> <p>Former White Swan Public House - community hub Mar 26: Structural surveys, RICS surveys and utility surveys are currently being undertaken, due to be completed by mid-August.</p> <p>Regeneration proposals for Pleasley Vale Business Park: Work has commenced at Pleasley Vale to prioritise urgent remedial works identified in the Capita condition report completed in 2022. This will inform us on the funding requirements to complete these works. Beaumont Rivers have been appointed to complete Priority 1 emergency measures as part of our flood mitigation plans. The insurance claim following the flood is not yet settled so remedial works after the flood still to be completed.</p>



Key Council Target	Status	Q1 Apr – Jun 2024 Progress
ECO.06 - Deliver a fully operational crematorium and manage this facility to generate income from 2025.	On Track	<p>Work continues on the construction of the wake building and the main crematorium building, with steel frame erected to both buildings. The landscaping work to the grounds and parkland has continued whilst some contract performance issues have been dealt with through contract changes and the appointment of a new architect.</p> <p>The sale of additional Biodiversity Net Gain (BNG) credits off the crematorium development to external developments elsewhere in the district - this will be progressed upon completion of the main development and achievement of the site's BNG credits.</p> <p>Recruitment of the operational team and groundwork team is planned for Summer 25 together with the lease of the wake facility to a third-party operator.</p>
ECO.07 - Review procurement rules to meet public procurement regulations and social value requirements.	On Track	This is on track for review by 28th October 2024 when the new reform for Public Procurement comes into effect

## Appendix 4: Council Plan Targets for ‘Our Housing by delivering social and private sector housing growth’

### Status Key

Target Status	Usage
On Track	The target is progressing well against the intended outcomes and intended date.
Extended	The date for completion of this target has been formally extended by a Director and/or Members.
Not Started	The target has yet to be started but is well within the date for completion.

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Council Plan Target (Target date 31/03/28 unless stated otherwise)	Status	Q1 2023/24 Progress Update
1 - Prepare and adopt new Council Housing Strategy by October 2024	Extended	During quarter 1, the Housing Strategy team have been drafting the revised Strategy with a view to formal consultation during quarter 2. The team have met fortnightly. Reports presented to Scrutiny in April. With agreement with relevant portfolio holders and Customer Services Scrutiny the timetable has been amended and the revised Strategy will be adopted by end of December 2024.
2 - Deliver 200 new homes through a new Bolsover Homes Programme using Dragonfly Development Ltd by March 2028	On Track	Dragonfly Development are on site at Woburn, Blackwell and this will deliver 45 units comprising bungalows, houses, and a newly built independent living scheme. This is due for completion April 2026. A Shirebrook cluster is being worked on which would see a further 20 properties being delivered. Further sites are being explored.
3 - Maintain high levels of tenant satisfaction with council housing and associated services as assessed under the annual Tenant Satisfaction Measures (TSM) with the aim to be above the national average.	On Track	During quarter 1, Housing officers worked with the Performance & Improvement team on the analysis of the results for 2023/24. The Council has now completed its submission for 2023/24 to the Regulator and published the outturn on the <a href="#">website</a> . A tenant summary version of the results is due to be developed in quarter 2. Work has been completed on revisions to the survey for 2024/25 and the first wave is planned for September 2024. Housing officers plan to secure additional license access to the consultation software (Snap Surveys) as part of planned improvements to the process for 2024/25. Overall satisfaction is at a high standard

Council Plan Target (Target date 31/03/28 unless stated otherwise)	Status	Q1 2023/24 Progress Update
		(86.8%) and when comparing to sector averages of the results published so far, the Council is performing above average.
4 - Work towards compliance with the Social Housing Consumer Standards, ensuring tenants' voice is key when developing new council housing policies, procedures, and improvements.	On track	As part of the Council's preparation for the launch of the new consumer standards in April 2024, officers have developed a self-assessment against the requirements of the four standards. This assessment includes documenting the evidence the Council holds on the Council's performance against the standards, and a clear gap analysis. Officers are now awaiting the outcome of the inspection that took place in quarter 1 and from this an improvement plan will be developed and delivered.
5 - Commission and complete an appropriate council housing stock condition survey by April 2025, upon completion develop an improved rolling programme of stock inspections to inform future repairs and maintenance programme.	On track	<p>Executive approved the commencement of the procurement of a specialist supplier to undertake a 100% stock condition survey of the Council's Housing Revenue Account Dwelling Stock in May 2024. A procurement exercise was completed to secure a contract under the Strategic Asset Management Services Framework. The contract is for a 100% Stock Condition and Energy Survey of Bolsover District Council's housing stock.</p> <p>At the end of the survey programme, together with the full dataset and photographs, the service provider will provide a report setting out the key information from the surveys and an updated 30-year outline asset investment. The data will be in a format compatible with the Council's Housing Management System.</p>
6 - Annually monitor housing delivery in the district and take steps if required to continue to meet the annual target of 272 new homes set out in the Local Plan for Bolsover District.	On track	<p>The number of net housing completions between April 1st, 2023, and March 31st, 2024, is 359, which is above the annual target.</p> <p>Quarterly monitoring on major housing sites in relation to s106 Agreement monitoring is undertaken and gives a good indication of whether we are on track or not to meet the annual target. It is not the full survey which takes place after the financial end however it acts as a decent sample group and indicator of wider trends across all sites. This information will be provided at Q2 and quarterly thereafter.</p>

Council Plan Target (Target date 31/03/28 unless stated otherwise)	Status	Q1 2023/24 Progress Update
7 - Commission and complete Local Housing Needs evidence by August 2024 to better understand the district's affordable housing needs	On track	The procurement exercise for this evidence base has been completed (jointly with and led by Chesterfield Borough Council) and Icini Projects were appointed in May 2024. Inception meeting held in late May and work ongoing.
8 - Work with partners to increase the supply, quality, and range of affordable housing to meet identified local needs.	Not Started	Work scheduled to start later in the year.
9 - Develop strategies to support the private rented sector in supporting the Council in its duties.	On track	Private Sector Housing Strategy 2024-2027 formally approved and adopted by Executive in April 2024. Action Plan in progress with officers and launch event planned for the autumn with private sector landlords. The Council is working with DASH and CB4YS on a further support package to the private rented sector.
10 - Deliver the actions within the Council's Homelessness Strategy by December 2027	On track	<p>Housing officers meet regularly as part of the countywide steering group responsible for delivery of the strategy. A progress report was presented to scrutiny in July 24. Of the 48 actions, 15 are red (not yet started), 27 are amber (ongoing) and 6 are green (complete). We have identified the following four planned activities for delivering actions within the Homeless Strategy in line with the Council's Ambition:</p> <ul style="list-style-type: none"> <li>• Following consultation with private landlords, develop a comprehensive and attractive countrywide landlord offer.</li> <li>• React accordingly and ensure a range of measures are in place to prevent homelessness linked to the wider economy and increases in cost of living.</li> <li>• Streamline the duty to refer system, and work with partner agencies to improve timelines and quality of referrals.</li> <li>• As part of the 'Rough Sleeper Initiative' develop a targeted prevention approach to prevent the flow of new rough sleepers on to the street.</li> </ul>

## **Bolsover District Council**

### **Meeting of the Executive on 9th September 2024**

#### **Budget Monitoring Report**

#### **Report of the Director of Finance and Section 151 Officer**

<b>Classification</b>	This report is public.
<b>Contact Officer</b>	Theresa Fletcher Director of Finance and Section 151 Officer

#### **PURPOSE/SUMMARY OF REPORT**

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

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#### **REPORT DETAILS**

- 1.1 This report provides the current financial position following the 2024/25 quarter 1 monitoring exercise.

##### **Dragonfly Management Ltd**

- 1.2 Members will be aware that over a year ago, a number of Council services were transferred into Dragonfly Management.
- 1.3 As a reminder, the services transferred were:
- Economic Development
  - Facilities Management
  - Property/Commercial Asset Management
  - Property Services and Estates
  - Repairs and Maintenance
  - Tourism
- 1.4 The Council continues to make payments to Dragonfly Management for the provision of these services in line with the service level agreement. The Council makes a charge to Dragonfly Development for the support services provided to the whole company. Budgets from the already approved Medium-Term Financial Plan (MTFP) are paid over to Dragonfly Management to allow them to operate and pay for our services.
- 1.5 To ensure effective financial management continues to take place regarding the transferred services, the structure of services within the Council's financial management system was changed.

- 1.6 For the purposes of this report, services that have been transferred into Dragonfly Management are shown on the attached appendices 1, 2 and 4 as Dragonfly Services. The remainder of the Council's services are shown in the Community Services Directorate if they are outward facing services or in the Corporate Resources Directorate if they are internal support services.
- 1.7 As usual the whole report is split between General Fund and Housing Revenue Account with the Dragonfly Services shown within each of the funds.

### **General Fund Revenue Account**

- 1.8 The General Fund Revenue Account summary is shown in **Appendix 1**. The original budget for 2024/25 showed a positive contribution to the NNDR Growth Protection Reserve of £0.188m, a surplus in effect. The current budget now shows this to be a use of the reserve after adjustments have been made to the business rates figures for the actual 2024/25 NNDR1 return, and the estimated business rates deficit of £0.355m. However, after the Council tax increase, and other small movements are included the current budget overall is showing a surplus of £0.131m. As savings are identified and secured, they are moved into the relevant cost centres within the main General Fund Directorates. **Appendix 2** details the net cost of each cost centre within the Directorates.
- 1.9 Salary budgets for 2024/25 were last scrutinised by officers in October 2023 as part of preparing the MTFP. Officers have now begun to review the actuals for the first quarter against the budgets as part of the revised budget process. Any savings from vacancies or maternity leave and restructuring changes will be removed from budgets where possible and reported to Members in December with the Revised Budget report.
- 1.10 In order to improve the monitoring and control of Section 106 monies received by the Council, the sums due to be utilised in a financial year are now recorded within the General Fund directorate budgets with the expenditure recorded against these sums. The position for the 2024/25 budgets is currently an unusual one, because we are expecting to receive more income than we pay out in expenditure. I suspect this is only temporary until the budgets for 2023/24 are moved into the new year. There are 3 deadlines for expenditure to be spent by in 2024/25. £0.163m needs to be spent by 20/12/24; £0.016m by 30/1/25 and £0.123m by 10/3/25. Officers are working to ensure that this spend is undertaken in line with the S106 legal requirements.
- 1.11 The overall position at the end of quarter 1 shows that there is a favourable variance of £0.576m, with most identified variances as a consequence of timing, which is usual for this time in the year. There are no known large budget pressures identified in quarter 1 but officers will continue to monitor the position during the next quarter.
- 1.12 Table 1 below shows the latest position of all years in the current MTFP. As a Council we made it our strategy to save extra income earned in years when we received more than we estimated, to be able to use it in future years' when income was reduced. This is being held in the National Non-Domestic Rates (NNDR) Growth Protection Reserve and the balance at the 31st of March was £12.517m.

Transfers are made from this reserve to the general fund to replace the losses caused by changes in Government funding.

- 1.13 Within the current MTFP, estimates of movement to/(from) this reserve are as follows: there is a contribution from the reserve to general fund of £0.620m in 2025/26, £3.803m in 2026/27 and £4.122m in 2027/28. In 2024/25 there is a transfer into the reserve from general fund of £0.188m, but as discussed in paragraph 1.8, this will change at the revised budget stage for updated NNDR1 figures. This reserve is not a sustainable source of income for the general fund.

<u>Table 1</u>	<b>2024/25 Budget £000</b>	<b>2025/26 Budget £000</b>	<b>2026/27 Budget £000</b>	<b>2027/28 Budget £000</b>
Net Cost of Services	13,907	14,266	14,747	15,342
Net debt charges + investment interest	(1,052)	(806)	(1,185)	(1,235)
Net t/f to/(from) reserves + balances	1,178	1,462	367	321
Net t/f to/(from) NNDR Growth Protection Reserve	188	(620)	(3,803)	(4,122)
Parish precept	3,968	3,968	3,968	3,968
Funding from council tax, business rates and Government grants	(18,189)	(18,270)	(14,094)	(14,274)
<b>Use of GF balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

- 1.14 Once work that began in August on revised budgets has been completed, the revised position will be presented to Members in November and December. The work on the MTFP update and the new year which will begin in quarter 3 will be presented to Members in January.

### **Government funding update**

- 1.15 As discussed in detail in the Medium-Term Financial Strategy which is being presented to Executive on the 9<sup>th</sup> of September for consideration and Council on October the 9<sup>th</sup> for approval, there remains a great deal of uncertainty regarding the future funding of Local Government. The change in Government after the general election makes trying to predict what may be in the Spending Review for 2024, extremely difficult.
- 1.16 Some external commentators are predicting another 1-year settlement, with decisions on spending reforms delayed until 2026/27 at the earliest. I think we will have to wait and see!

- 1.17 The medium-term financial plan will be updated as far as possible to include all known implications from the new Spending Review when it is received.

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

- 1.18 The Housing Revenue Account summary for the first quarter of 2024/25 is set out in **Appendix 3** to this report. The original budget for 2024/25 showed a balanced budget with a transfer of £0.363m back to the HRA balance, to re-instate the £2m minimum balance. The current budget shows this to still be the case.
- 1.19 **Appendix 4** details the net cost of each cost centre within the HRA and gives some details for the larger variances. The information on the HRA services transferred into Dragonfly Management is also provided.
- 1.20 The overall position at the end of quarter 1 shows that there is an adverse variance of £0.125m. Similarly to the general fund, most of the identified variances are due to timing. The only significant issue to report regarding the overall position for the HRA at the end of the first quarter is the reduction in income caused by voids being at a level higher than budgeted for. The budget included an estimate of 3% for the reduction in income but the position at the end of quarter 1 is that voids are at 3.66%, which means the cost of the reduction in income is currently £0.069m higher.
- 1.21 It is not yet known whether the Rent Policy of the previous Government will still be in place for the rent setting process for 2025/26. As soon as any information is received, it will be reported to Members.

### **Capital Programme**

#### Capital Expenditure

- 1.22 The capital programme summary for the first quarter of 2024/25 is provided in **Appendix 5** to this report.
- 1.23 In headline terms, the capital programme profiled budget for quarter 1 is £10.817m and the actual spend and known commitments total £7.227m, which is £3.590m behind the planned spend position. The budget for the capital schemes which are managed by Dragonfly Management are paid over in advance once a quarter, so a few of the schemes have actuals that almost match exactly to the profiled 3-month budget. The main areas to highlight are listed below:
1. The Shirebrook Crematorium is under spent for the quarter by £1.320m. It is expected that progress will be made on this scheme during the rest of the year.
  2. The GF Vehicle Replacements are showing as over spent for the quarter £1.040m but this is within the year's budget and the scheme cannot be quarterly profiled.
  3. The new build HRA properties are together £3.493m under spent for the quarter due to the phasing of the individual schemes.
  4. The HRA Vehicle Replacements appear over spent by £0.686m but again the scheme cannot be quarterly profiled, and this is within the year's budget.



- 1.24 There are no significant financial issues to report regarding capital expenditure at the end of the first quarter.

#### Capital Resources

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

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

### **Treasury Management**

- 1.26 The treasury management function covers the borrowing and investment of Council money. This includes both the management of the Council's day to day cash balances and the management of its long-term debt. All transactions are conducted in accordance with the Council's approved strategy and the CIPFA Code of Practice. Good treasury management plays an important role in the sound financial management of the Council's resources.
- 1.27 The Council approved the 2024/25 Treasury Management Strategy at its meeting in February 2024. **Appendix 6** identifies the Treasury Management activity undertaken during the first quarter of 2024/25 and demonstrates that this is in line with the plans agreed as part of the strategy. The income received from investments is currently higher than budgeted, mainly due to the increases in the Bank base rate we have seen since the budget was set in December. The reduction in the rate of .25% to 5% on the 1<sup>st</sup> of August, will be included when the budget is reviewed as part of the revised budget process.
- 1.28 We have continued to use a number of Money Market Funds (MMF's) during quarter 1 to place the cash that we do not have an immediate need to use. MMF's are currently offering better interest rates than banks although we are still achieving below bank base rate on our investments even in the MMF's. Careful monitoring of our cash balances is being undertaken on a daily basis and we are looking where we could put investments out for a longer period in order to obtain better rates. A full assessment of this is being done to update the revised budgets.

### **2 Reasons for Recommendation**

- 2.1 The report summarises the financial position of the Council following the first quarter's budget monitoring exercise for the General Fund, the Housing Revenue Account, Capital Programme and Treasury Management activity.
- 2.2 The Medium-Term Financial Strategy approved in July 2023, and being presented to Members during September and October 2024 for updates and approval, stated that it is the Council's intention to monitor the budgets of the services transferred into Dragonfly Management as part of the budget monitoring process.

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

- 3.1 The Budget Monitoring report for 2024/25 is primarily a factual report which details progress against previously approved budgets. Accordingly, there are no alternative options to consider.

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#### **RECOMMENDATION(S)**

- 1 That Executive notes the monitoring position of the General Fund at the end of the first quarter as detailed on **Appendix 1** (A net favourable variance of £0.576m against the profiled budget) and the key issues highlighted within this report.
- 2 That Executive notes the position on the Housing Revenue Account (HRA), the Capital Programme and Treasury Management at the end of the first quarter (**Appendices 2, 3, 4, 5 and 6**).

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

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#### **IMPLICATIONS.**

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

**Details:**

The issue of Financial Risk is covered throughout the report. In addition, the Council has a risk management strategy and associated framework in place and the Strategic Risk Register is regularly reviewed through the Council's performance management framework. The risk of not achieving a balanced budget is outlined as a key risk within the Council's Strategic Risk Register and is therefore closely monitored through these practices and reporting processes.

The reductions in Government funding on the general fund are currently being managed by contributions to and from the National Non-Domestic Rates (NNDR) Growth Protection Reserve. The HRA does not have the use of this general fund reserve and needs to be carefully managed to ensure it continues to be sustainable over the life of the 30-year business plan. This includes the effects of any borrowing undertaken for the capital programme, since the business plan was last updated.

On behalf of the Section 151 Officer

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

**Details:**

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

On behalf of the Solicitor to the Council

**Environment:**

**Details:**

Not applicable to this report.

**Staffing:**                      Yes ☐                      No ☒

**Details:**

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

On behalf of the Head of Paid Service

## DECISION INFORMATION

<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   <input type="checkbox"/>   Capital - £150,000   <input type="checkbox"/></b> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies.</i>	No
<b>Is the decision subject to Call-In?</b> <i>(Only Key Decisions are subject to Call-In)</i>	No
<b>District Wards Significantly Affected</b>	All
<b>Consultation:</b> <b>Leader / Deputy Leader   <input type="checkbox"/>   Executive   <input type="checkbox"/></b> <b>SLT   <input type="checkbox"/>   Relevant Service Manager   <input type="checkbox"/></b> <b>Members   <input type="checkbox"/>   Public   <input type="checkbox"/>   Other   <input type="checkbox"/></b>	Details:  Portfolio Holder for Resources
<b>Links to Council Ambition: Customers, Economy, and Environment.</b>	

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

<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>
None

Rpttemplate/BDC/040222

# GENERAL FUND SUMMARY - 2024/25

## Appendix 1 APPENDIX 1

	Per Council 31/1/24	Per FMS			
	Original Budget £	Current Budget £	3 months Budget £	3 months Actuals £	3 months Variance £
Community Services Directorate	9,560,798	10,234,562	2,558,641	2,092,189	(466,452)
Corporate Resources Directorate	2,063,871	2,429,350	607,338	(111,376)	(718,714)
Dragonfly Services	2,278,866	2,723,588	680,897	1,448,042	767,145
<u>S106 due in year</u>					
Community Services Directorate	3,609	(206,490)	(51,623)	(210,100)	(158,478)
<b>Net Cost of Services</b>	<b>13,907,144</b>	<b>15,181,010</b>	<b>3,795,253</b>	<b>3,218,755</b>	<b>(576,498)</b>
Debt Charges	772,534	772,534	193,134	193,134	0
Investment Interest	(1,824,878)	(1,824,878)	(456,220)	(456,220)	0
Contributions to Reserves	1,717,249	1,717,249	429,312	429,312	0
Contributions from Earmarked Reserves	(247,873)	(451,600)	(112,900)	(112,900)	0
Contribution (from)/to NNDR Growth Protection Reserve	188,167	(166,394)	(41,599)	(41,599)	0
Contribution (from)/to S106 Holding A/cs and Miscellaneous Holding A/cs	(242,223)	(392,871)	(98,218)	(98,218)	0
Contribution from Grant A/cs	(49,000)	(963,572)	(240,893)	(240,893)	0
Parish Precepts	3,968,503	4,583,187	1,145,797	1,145,797	0
<b>Total Spending Requirement</b>	<b>18,189,623</b>	<b>18,454,665</b>	<b>4,613,666</b>	<b>4,037,168</b>	<b>(576,498)</b>
Revenue Support Grant	(1,570,582)	(1,570,582)	(392,646)	(392,646)	0
Business Rate Retention	(7,311,265)	(7,311,265)	(1,827,816)	(1,827,816)	0
New Homes Bonus Grant	(361,142)	(361,142)	(90,286)	(90,286)	0
Services Grant	(18,623)	(18,623)	(4,656)	(4,656)	0
Funding Guarantee Grant	(392,305)	(392,305)	(98,076)	(98,076)	0
BDC Council Tax Requirement	(4,555,217)	(4,691,334)	(1,172,834)	(1,172,834)	0
Business Rates Collection Fund deficit	0	354,561	88,640	88,640	0
Council Tax Collection Fund Surplus	(11,986)	(11,986)	(2,997)	(2,997)	0
Parish Council, Council Tax Requirement	(3,968,503)	(4,583,187)	(1,145,797)	(1,145,797)	0
<b>Funding Requirement</b>	<b>(18,189,623)</b>	<b>(18,585,863)</b>	<b>(4,646,466)</b>	<b>(4,646,466)</b>	<b>0</b>
<b>Funding gap/(surplus)</b>	<b>0</b>	<b>(131,198)</b>	<b>(32,800)</b>	<b>(609,297)</b>	<b>(576,498)</b>

General Fund Detail - 2024/25

APPENDIX 2

			Full Years	3 months	3 months	3 months	
		List of net budgets per cost centre per directorate	Budget	Budget	Actuals	Variance	
			£	£	£	£	Comments
Comm S	G007	Community Safety - Crime Reduction	77,227	19,307	3,955	(15,351)	Annual grant received in full in Q1.
Comm S	G008	Community Safety Grant	0	0	3,844	3,844	
Comm S	G010	Neighbourhood Management	82,634	20,659	20,659	1	
Comm S	G013	Community Action Network	394,414	98,604	99,775	1,171	
Comm S	G017	Private Sector Housing Renewal	93,682	23,421	18,691	(4,729)	
Comm S	G018	Environmental Health Covid Team	14,300	3,575	3,594	19	
Comm S	G020	Public Health	(70,000)	(17,500)	70,000	87,500	£70k income accrual still outstanding from CBC for 23/24, income to be received later in the year for current year.
Comm S	G021	Pollution Reduction	258,080	64,520	54,873	(9,647)	
Comm S	G022	Env Health - Health + Safety	0	0	(288)	(288)	
Comm S	G023	Pest Control	38,010	9,503	9,290	(212)	
Comm S	G024	Street Cleansing	440,616	110,154	90,451	(19,703)	Staffing costs showing £19k under spent for the period.
Comm S	G025	Food, Health & Safety	137,543	34,386	33,706	(680)	
Comm S	G026	Animal Welfare	132,178	33,045	32,383	(662)	
Comm S	G027	Emergency Planning	17,720	4,430	0	(4,430)	Invoice outstanding for Q1
Comm S	G028	Domestic Waste Collection	1,514,127	378,532	317,542	(60,990)	Staffing costs £40k under spent. Income received in advance £38k.
Comm S	G032	Grounds Maintenance	1,068,975	267,244	279,340	12,097	Staffing costs showing £14k under spent for the 1/4. Agency income from DCC showing £17k under achieved for the period. Grass cutting showing £8k under achieved.
Comm S	G033	Vehicle Fleet	1,246,023	311,506	413,232	101,727	Staff costs £21k under spent for period. Diesel and hired + contract £65k committed more than the profiled budget. Recharge to NE £42k under achieved for period.
Comm S	G036	Environmental Health Mgmt & Admin	323,784	80,946	81,630	684	
Comm S	G037	BDC Air Quality No2	393,075	98,269	0	(98,269)	External funding not yet paid over to NE.
Comm S	G046	Homelessness	283,932	70,983	(85,794)	(156,777)	Grant funding received in advance £165k.
Comm S	G047	Household Support Fund	0	0	8,381	8,381	
Comm S	G048	Town Centre Housing	(10,600)	(2,650)	0	2,650	
Comm S	G049	Temporary Accommodation Officer	98,322	24,581	(21,995)	(46,575)	Grant funded - can't be 1/4ly profiled as expenditure not being spent in quarters, grant received in advance for whole year.

## General Fund Detail - 2024/25

## APPENDIX 2

			Full Years	3 months	3 months	3 months	
	List of net budgets per cost centre per directorate		Budget	Budget	Actuals	Variance	
			£	£	£	£	Comments
Comm S	G053	Licensing	62,988	15,747	1,081	(14,666)	Invoice outstanding from NE.
Comm S	G056	Land Charges	49,596	12,399	(4,197)	(16,596)	Hired + contract services and professional consultancy fees both under spent by £10k.
Comm S	G061	Bolsover Wellness Programme	63,343	15,836	6,437	(9,398)	
Comm S	G062	Extreme Wheels	5,518	1,380	(8,159)	(9,538)	
Comm S	G064	Bolsover Sport	178,051	44,513	42,911	(1,601)	
Comm S	G065	Parks, Playgrounds & Open Spaces	54,357	13,589	16,260	2,671	
Comm S	G067	Shirebrook TC Regeneration	29,880	7,470	43,782	36,312	Commitment placed before budget for expenditure funded externally, was added.
Comm S	G068	Biodiversity NG + LNR Work	10,047	2,512	10,989	8,477	
Comm S	G069	Arts Projects	59,252	14,813	11,373	(3,440)	
Comm S	G070	Outdoor Sports & Recreation Facilities	44,293	11,073	2,780	(8,293)	
Comm S	G072	Leisure Services Mgmt & Admin	248,595	62,149	43,942	(18,207)	Staffing costs £4k under spent. Marketing costs £3k under spent and contributions to other authorities under spent by £8k as these are paid out in full later in the year.
Comm S	G073	Planning Policy	363,293	90,823	120,405	29,582	Staffing costs under spent by £4k due to vacancies. Professional & consultancy fees fully committed for the year so showing £35k over spent for the period. Income showing £9k under achieved.
Comm S	G074	Planning Development Control	143,614	35,904	78,654	42,751	Staffing costs £16k under spent due to vacancies. Advertising showing £27k over spent due to call-off order being raised for the year. Planning fee income under achieved by £15k.
Comm S	G076	Planning Enforcement	94,034	23,509	10,641	(12,867)	Staffing costs under spent due to vacancies.
Comm S	G079	Senior Urban Design Officer	66,135	16,534	15,591	(942)	
Comm S	G097	Groundwork & Drainage Operations	109,667	27,417	16,385	(11,032)	Staffing costs under spent due to vacancies.
Comm S	G106	Housing Anti Social Behaviour	176,424	44,106	35,284	(8,822)	
Comm S	G112	Creswell Health + Wellbeing Centre	0	0	56,592	56,592	Fully rechargeable to EWPCPC, hence a zero budget
Comm S	G113	Parenting Practitioner	46,438	11,610	17,575	5,966	
Comm S	G123	Riverside Depot	254,052	63,513	48,574	(14,939)	Staffing costs under spent due to vacancies.
Comm S	G124	Street Servs Mgmt & Admin	67,932	16,983	15,420	(1,563)	

## General Fund Detail - 2024/25

## APPENDIX 2

			Full Years	3 months	3 months	3 months	
	List of net budgets per cost centre per directorate		Budget	Budget	Actuals	Variance	
			£	£	£	£	Comments
Comm S	G125	S106 Percent for Art	(99,328)	(24,832)	(99,328)	(74,496)	Income received from developer and expenditure not yet incurred, can't be 1/4ly profiled.
Comm S	G126	S106 Formal and Informal Recreation	(127,356)	(31,839)	(130,965)	(99,126)	Income received from developer and expenditure not yet incurred, can't be 1/4ly profiled.
Comm S	G131	Bolsover Community Woodlands Project	5,000	1,250	45,468	44,218	External funded - expenditure will be reclaimed from the Woodland Trust.
Comm S	G132	Planning Conservation	52,892	13,223	12,426	(797)	
Comm S	G135	Domestic Violence Worker	53,038	13,260	13,358	98	
Comm S	G139	Proptech Engagement Fund	22,825	5,706	24,835	19,128	External funding expenditure not being spent in quarters.
Comm S	G142	Community Safety - CCTV	2,000	500	0	(500)	
Comm S	G143	Housing Strategy	60,487	15,122	13,672	(1,449)	
Comm S	G144	Enabling (Housing)	46,258	11,565	10,773	(792)	
Comm S	G146	Pleasley Vale Outdoor Activity Centre	57,041	14,260	5,740	(8,520)	
Comm S	G148	Commercial Waste	(198,000)	(49,500)	(216,454)	(166,954)	Income received in advance £121k. Waste disposal cost awaiting invoices for Q1 24/25 £48k.
Comm S	G149	Recycling	404,715	101,179	134,273	33,094	Staffing costs under spent by £63k. Income credits not raised £113k.
Comm S	G153	Housing Advice	28,018	7,005	4,506	(2,498)	
Comm S	G170	S106 Outdoor Sports	135,470	33,868	135,470	101,602	Can't be 1/4ly profiled.
Comm S	G172	S106 - Affordable Housing	(195,418)	(48,855)	(195,418)	(146,564)	Income received from developer and expenditure not yet incurred, can't be 1/4ly profiled.
Comm S	G176	Affordable Warmth	24,779	6,195	0	(6,195)	
Comm S	G179	School Sports Programme	5,040	1,260	(6,948)	(8,208)	
Comm S	G181	STEP	0	0	636	636	
Comm S	G182	Community Outreach Programmes	0	0	(5,473)	(5,473)	
Comm S	G183	Holiday Activity + Food (HAF) programme	0	0	(18,300)	(18,300)	Grant received in advance of expenditure.

## General Fund Detail - 2024/25

## APPENDIX 2

			Full Years	3 months	3 months	3 months	
		List of net budgets per cost centre per directorate	Budget	Budget	Actuals	Variance	
			£	£	£	£	Comments
Comm S	G196	Assistant Director of Planning & Planning Policy	89,124	22,281	21,030	(1,251)	
Comm S	G198	Assistant Director of Housing (GF)	39,597	9,899	9,317	(583)	
Comm S	G199	Assistant Director of Street Scene	88,335	22,084	0	(22,084)	Vacancy to be adjusted at revised.
Comm S	G202	Assistant Director of Leisure, Health & Wellbeing	89,124	22,281	21,024	(1,257)	
Comm S	G210	Strategic Director of Services	119,421	29,855	27,623	(2,232)	
Comm S	G223	Contracts Administrator (QS)	58,228	14,557	13,732	(825)	
Comm S	G227	S106 - Public Health	80,142	20,036	80,142	60,106	Can't be 1/4ly profiled.
Comm S	G228	Go Active Clowne Leisure Centre	401,241	100,310	(118,598)	(218,908)	Staffing costs £14k under spent. Business rates showing £44k under spent due to timing of payments. Some subscriptions, licences and contracts already paid for the full year, so showing £46k over spent for the period. Total income £207k over achieved for the 1/4.
Comm S	G229	Housing Standards	0	0	(607)	(607)	
Comm S	G238	HR Health + Safety	122,848	30,712	81,022	50,310	Invoice not yet raised to NEDDC for their contribution £41k.
Comm S	G239	Housing + Comm Safety Fixed Penalty Acc	1,000	250	(2,184)	(2,434)	
Comm S	G245	Creswell Health + Wellbeing Centre- Capital	0	0	5,726	5,726	To be fully recharged to EWCPD.
		<b>Total for Community Services Directorate</b>	<b>10,028,072</b>	<b>2,507,018</b>	<b>1,882,088.66</b>	<b>(624,929)</b>	
Corp R	G001	Audit Services	147,250	36,813	147,505	110,692	Budget committed for the full year (call-off order).
Corp R	G002	I.C.T.	1,211,096	302,774	337,701	34,927	A number of contracts have already been paid for the full year and so are showing over spent, including hardware maintenance £6k; software main/rental £45k; business software contracts £101k. Hired + contract has not yet been spent so is showing £9k under spent and the charge from NE has not yet been received so is showing £158k under spent for the period.
Corp R	G003	Communications, Marketing + Design	322,919	80,730	78,745	(1,985)	
Corp R	G006	Partnership, Strategy & Policy	593,066	148,267	143,778	(4,489)	
Corp R	G011	Director of Leader's Executive Team	116,136	29,034	13,667	(15,367)	Reduction in hours to be adjusted at revised.
Corp R	G012	Community Champions	15,490	3,873	1,270	(2,603)	
Corp R	G014	Customer Contact Service	969,151	242,288	214,476	(27,812)	Staffing related costs are £22k under spent.
Corp R	G015	Customer Service + Improvement	160,629	40,157	66,433	26,275	Recharges to and from NEDDC have not yet been invoiced resulting in a net over spend for the period.



## General Fund Detail - 2024/25

## APPENDIX 2

			Full Years	3 months	3 months	3 months	
		List of net budgets per cost centre per directorate	Budget	Budget	Actuals	Variance	
			£	£	£	£	Comments
Corp R	G016	Skills Audit	26,633	6,658	0	(6,658)	
Corp R	G038	Concessionary Fares & TV Licenses	(11,873)	(2,968)	(240)	2,728	
Corp R	G039	Children and YP Emotional Well-being	0	0	(100,000)	(100,000)	External funding received in advance and expenditure not being spent in quarters.
Corp R	G040	Corporate Management	292,657	73,164	35,859	(37,305)	Audit fees from ForvisMazars not yet invoiced.
Corp R	G041	Non Distributed Costs	274,284	68,571	60,793	(7,778)	
Corp R	G043	Chief Executive Officer	193,341	48,335	45,523	(2,813)	
Corp R	G044	Financial Services	377,109	94,277	109,638	15,361	Salary costs £9k over spent due to overtime and a new post not budgeted for, and an annual subscription paid for the year showing £5k over spent for the period.
Corp R	G051	Senior Valuer	66,785	16,696	15,732	(965)	
Corp R	G052	Human Resources	277,214	69,304	82,337	13,033	Salaries £5k over spent due to restructure and training £18k over spent.
Corp R	G054	Electoral Registration	230,531	57,633	59,024	1,392	
Corp R	G055	Democratic Representation & Management	552,260	138,065	141,008	2,943	
Corp R	G058	Democratic Services	289,099	72,275	56,186	(16,089)	Salaries under spent £19k due to vacancies and invoices paid in advance £7k.
Corp R	G060	Legal Services	402,407	100,602	96,793	(3,809)	
Corp R	G086	Alliance	5,250	1,313	3,725	2,413	
Corp R	G100	Benefits	567,207	141,802	151,905	10,103	Staffing costs £25k u/spent. Software maintenance invoices paid for full year £13k. Hired + contract committed £14k for full year so showing over spent for the period.
Corp R	G103	Council Tax / NNDR	502,869	125,717	212,786	87,069	Staff costs £23k under spent due to vacancies. Software paid for full year, showing £28k over spent for the period. Fees + charges income not transferred until year end showing £76k under achieved.
Corp R	G105	Council Tax Energy Rebate	110,465	27,616	27,616	0	
Corp R	G111	Shared Procurement	37,196	9,299	43,419	34,120	Recharge to NEDDC and others for Q1 not yet done.
Corp R	G115	Rural Fund	0	0	(48,809)	(48,809)	External Income received in advance of any spend.
Corp R	G117	Payroll	110,543	27,636	24,241	(3,395)	
Corp R	G118	Union Convenor	37,853	9,463	8,962	(501)	

General Fund Detail - 2024/25

APPENDIX 2

			Full Years	3 months	3 months	3 months	
		List of net budgets per cost centre per directorate	Budget	Budget	Actuals	Variance	
			£	£	£	£	Comments
Corp R	G122	County Council Elections	0	0	21	21	
Corp R	G130	Parliamentary Elections	0	0	(112,719)	(112,719)	Income received in advance and final invoices still to be paid.
Corp R	G145	East Midlands Mayor Elections	0	0	(17,517)	(17,517)	Income received in advance and final invoices still to be paid.
Corp R	G155	Customer Services	37,813	9,453	8,746	(707)	
Corp R	G158	Police Commissioners Elections	0	0	(90,534)	(90,534)	Income received in advance and final invoices still to be paid.
Corp R	G161	Rent Rebates	(68,930)	(17,233)	(17,233)	0	
Corp R	G162	Rent Allowances	30,532	7,633	7,633	0	
70 Corp R	G164	Support Recharges	(5,558,673)	(1,389,668)	(1,389,668)	0	
Corp R	G168	Multifunctional Printers	37,600	9,400	24,620	15,220	More than 1 quarter's invoices committed on FMS.
Corp R	G191	Bolsover Community Lottery	0	0	(2,268)	(2,268)	
Corp R	G192	Scrutiny	27,969	6,992	8,852	1,860	
Corp R	G195	Director of Governance + Monitoring Officer	124,676	31,169	27,117	(4,052)	
Corp R	G197	Director of Finance + Section 151 Officer	124,212	31,053	27,094	(3,959)	
Corp R	G211	UK Shared Prosperity Fund	19,857	4,964	4,858	(107)	
Corp R	G216	Raising Aspirations	51,250	12,813	41,000	28,188	External funding received in advance and expenditure not being spent in quarters.
Corp R	G218	I - Venture/Namibia Bound	12,500	3,125	0	(3,125)	
Corp R	G220	Locality Funding	50,000	12,500	(11,000)	(23,500)	External funding received in advance and expenditure not being spent in quarters.
Corp R	G241	Community Rail	97,051	24,263	(12,173)	(36,436)	External funding received in advance and expenditure not being spent in quarters.
Corp R	G247	Culture Arts Corridor	0	0	(26,000)	(26,000)	External funding received in advance and expenditure not being spent in quarters.
Corp R	G248	This Girls Code	938	235	(25,000)	(25,235)	External funding received in advance and expenditure not being spent in quarters.
Corp R	G250	Rail Safety & ASB Distraction Project	3,321	830	(7,982)	(8,812)	
Corp R	G251	Youth Based Intervention Programme	2,242	561	(18,164)	(18,725)	External funding received in advance and expenditure not being spent in quarters.

## General Fund Detail - 2024/25

## APPENDIX 2

			Full Years	3 months	3 months	3 months	
		List of net budgets per cost centre per directorate	Budget	Budget	Actuals	Variance	
			£	£	£	£	Comments
Corp R	G252	Bolsover Community Grants	0	0	(240,000)	(240,000)	Grant funded - can't be 1/4ly profiled as expenditure not being spent in quarters.
Corp R	G253	Support Internship for SEND Young People	0	0	(20,000)	(20,000)	Grant funded - can't be 1/4ly profiled as expenditure not being spent in quarters.
Corp R	G254	Digital Inclusion (ELS)	0	0	(30,000)	(30,000)	Grant funded - can't be 1/4ly profiled as expenditure not being spent in quarters.
Corp R	G255	Digital Inclusion for the Workforce	0	0	(60,000)	(60,000)	Grant funded - can't be 1/4ly profiled as expenditure not being spent in quarters.
Corp R	G256	Employability Support	0	0	(100,000)	(100,000)	Grant funded - can't be 1/4ly profiled as expenditure not being spent in quarters.
Corp R	G257	Employee Engagement	7,223	1,806	820	(986)	
Corp R	G264	Support Service Recharge - Dragonfly	(447,798)	(111,950)	(111,950)	0	
		<b>Total for Corporate Resources Directorate</b>	<b>2,429,350</b>	<b>607,338</b>	<b>(111,376)</b>	<b>(718,714)</b>	
D/Fly	G077	LGA Housing Advisers Programme (HAP)	7,963	1,991	400	(1,591)	
D/Fly	G078	LGA Net Zero Innovation Programme (NZIP)	8,158	2,040	500	(1,540)	
D/Fly	G080	Engineering Services (ESRM)	97,776	24,444	48,888	24,444	More than 1 quarter's invoices to D/Fly committed on FMS.
D/Fly	G082	Tourism Promotion + Development	58,240	14,560	28,990	14,430	More than 1 quarter's invoices to D/Fly committed on FMS.
D/Fly	G083	Building Control Consortium	55,000	13,750	27,502	13,752	More than 1 quarter's invoices to D/Fly committed on FMS.
D/Fly	G085	Economic Development	176,309	44,077	82,138	38,061	More than 1 quarter's invoices to D/Fly committed on FMS.
D/Fly	G088	Derbyshire Economic Partnership	15,000	3,750	7,500	3,750	
D/Fly	G089	Premises Development	1,052	263	(3,047)	(3,310)	
D/Fly	G090	Pleasley Vale Mills	(154,079)	(38,520)	32,104	70,624	More than 1 quarter's invoices to D/Fly committed on FMS £116k and income £45k received in advance for period.
D/Fly	G092	Pleasley Vale Electricity Trading	(48,090)	(12,023)	187,613	199,635	More than 1 quarter's invoices to D/Fly committed on FMS £47k and income £152k not yet invoiced for the period.
D/Fly	G095	Estates + Property	753,361	188,340	375,663	187,323	More than 1 quarter's invoices to D/Fly committed on FMS.
D/Fly	G096	Building Cleaning (General)	129,305	32,326	64,655	32,329	More than 1 quarter's invoices to D/Fly committed on FMS.
D/Fly	G099	Catering	500	125	254	129	
D/Fly	G109	Chief Executive Officer - Dragonfly	153,941	38,485	79,798	41,313	More than 1 quarter's invoices to D/Fly committed on FMS.

General Fund Detail - 2024/25

APPENDIX 2

			Full Years	3 months	3 months	3 months	
		List of net budgets per cost centre per directorate	Budget	Budget	Actuals	Variance	
			£	£	£	£	Comments
D/Fly	G110	Director of Development - Dragonfly	143,534	35,884	75,296	39,412	More than 1 quarter's invoices to D/Fly committed on FMS.
D/Fly	G114	Strategic Investment Fund	260,508	65,127	0	(65,127)	Grant funded - can't be 1/4ly profiled as expenditure not being spent in quarters.
D/Fly	G133	The Tangent Business Hub	5,535	1,384	66,824	65,440	More than 1 quarter's invoices to D/Fly committed on FMS.
D/Fly	G138	Bolsover TC Regeneration Scheme	1,870	468	0	(468)	
D/Fly	G151	Street Lighting	78,293	19,573	57,228	37,655	More than 1 quarter's invoices to D/Fly committed on FMS.
D/Fly	G156	The Arc	304,033	76,008	221,926	145,918	More than 1 quarter's invoices to D/Fly committed on FMS £93k and income £53k not yet invoiced for the period.
D/Fly	G167	Facilities Management	14,069	3,517	6,017	2,500	
D/Fly	G169	Closed Churchyards	10,000	2,500	5,002	2,502	
D/Fly	G188	Cotton Street Contact Centre	28,271	7,068	22,131	15,063	More than 1 quarter's invoices to D/Fly committed on FMS £9k and income £6k not yet invoiced for the period.
D/Fly	G193	Economic Development Management + Admin	509,593	127,398	255,449	128,051	More than 1 quarter's invoices to D/Fly committed on FMS.
D/Fly	G200	Director of Construction - Dragonfly	17,062	4,266	9,282	5,016	
D/Fly	G209	Tourism + Culture	0	0	(17,496)	(17,496)	More than 1 quarter's invoices to D/Fly committed on FMS £8k and grant income received in full for year £26k.
D/Fly	G212	Net Zero Hyper Innovation Programme	43,265	10,816	(79,998)	(90,814)	More than 1 quarter's invoices to D/Fly committed on FMS £30k and grant income received in full for year £120k.
D/Fly	G213	Small Business Support Scheme	0	0	(24,996)	(24,996)	Grant funded - can't be 1/4ly profiled as expenditure not being spent in quarters.
D/Fly	G222	Visitor Economy Business Support	28,071	7,018	(17,496)	(24,514)	Grant funded - can't be 1/4ly profiled as expenditure not being spent in quarters.
D/Fly	G246	Business Grants Growth Scheme	25,048	6,262	(64,086)	(70,348)	Grant funded - can't be 1/4ly profiled as expenditure not being spent in quarters.
		Total for Dragonfly Services	2,723,588	680,897	1,448,042	767,145	
		Total Net Cost of BDC Services	15,181,010	3,795,253	3,218,755	(576,498)	

## HOUSING REVENUE ACCOUNT SUMMARY - 2024/25

## APPENDIX 3

	Per Council 31/1/24	Per FMS			
	Original Budget £	Current Budget £	3 months Budget £	3 months Actuals £	3 months Variance £
<b>Expenditure</b>					
Repairs and Maintenance	7,766,906	7,766,906	1,941,727	2,031,626	89,900
Director of Property + Construction	108,244	108,244	27,061	27,063	2
Rents, Rates, Taxes + Other Charges	280,939	280,939	70,235	70,249	14
Supervision and Management	7,024,430	7,056,486	1,764,122	1,878,680	114,558
Special Services	676,648	676,648	169,162	70,253	(98,909)
Housing Related Support - Wardens	801,577	801,577	200,394	169,287	(31,107)
Housing Related Support - Central Control	405,081	405,081	101,270	137,432	36,162
Tenants Participation	89,265	89,265	22,316	23,934	1,618
New Build Schemes Evaluations	0	122,594	30,649	-	(30,649)
HRA Health + Safety	53,729	53,729	13,432	12,272	(1,161)
Debt Management Expenses	9,626	9,626	2,407	3,950	1,544
<b>Total Expenditure</b>	<b>17,216,445</b>	<b>17,371,095</b>	<b>4,342,774</b>	<b>4,424,747</b>	<b>81,973</b>
<b>Income</b>					
Dwelling Rents	(25,075,290)	(25,075,290)	(6,268,823)	(6,199,465)	69,358
Non-dwelling Rents	(113,637)	(113,637)	(28,409)	(42,298)	(13,888)
Leasehold Flats and Shops Income	(7,000)	(7,000)	(1,750)	(49)	1,701
Repairs and Maintenance	(1,444,171)	(1,444,171)	(361,043)	(353,418)	7,625
Special Services	(21,710)	(21,710)	(5,428)	(9,051)	(3,624)
Housing Related Support - Wardens	(143,952)	(143,952)	(35,988)	(34,902)	1,086
Housing Related Support - Central Control	(225,162)	(225,162)	(56,291)	(75,308)	(19,018)
<b>Total Income</b>	<b>(27,030,922)</b>	<b>(27,030,922)</b>	<b>(6,757,731)</b>	<b>(6,714,491)</b>	<b>43,240</b>
<b>Net Cost of Services</b>	<b>(9,814,477)</b>	<b>(9,659,827)</b>	<b>(2,414,957)</b>	<b>(2,289,744)</b>	<b>125,213</b>
<b>Appropriations</b>					
Movement in Impairment Provision	130,000	130,000	32,500	32,500	-
Capital Interest Costs	4,347,105	4,347,105	1,086,776	1,086,776	-
Investment Interest Income	(408,546)	(408,546)	(102,137)	(102,137)	-
Depreciation	5,348,200	5,348,200	1,337,050	1,337,050	-
Contribution to HRA Reserves	35,000	35,000	8,750	8,750	-
Use of HRA Earmarked Reserves	0	(122,594)	(30,649)	(30,649)	-
Contribution from Grant A/cs	0	(32,056)	(8,014)	(8,014)	-
Contribution to / (from) HRA Balance	362,718	362,718	90,680	90,680	-
<b>Net Operating (Surplus) / Deficit</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>125,213</b>	<b>125,213</b>

Housing Revenue Account Detail - 2024/25

APPENDIX 4

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			Full Years	3 months	3 months	3 months	
		List of net budgets per cost centre per directorate	Budget	Budget	Actuals	Variance	
			£	£	£	£	Comments
Comm S	H002	Treasury Management Advisor	9,626	2,407	3,950	1,544	
Comm S	H004	Supervision + Management	7,056,486	1,764,122	1,878,680	114,558	Salaries underspent £24k, software and subscriptions paid an annual invoice £142k over spent for profile.
Comm S	H005	Dwelling Rents Income	(25,075,290)	(6,268,823)	(6,199,465)	69,358	Rents budget includes 3% voids, actual is 3.66%.
Comm S	H006	Non-Dwelling Rents Income	(113,637)	(28,409)	(42,298)	(13,888)	Garage site rents collect on 1.4.24 for full year but other garage rents collected in arrears.
Comm S	H010	Tenants Participation	89,265	22,316	23,934	1,618	
Comm S	H011	Special Services	654,938	163,735	61,202	(102,533)	Salaries underspent £12k and gas and electric spend is significantly higher in winter months, so currently £85k underspent.
Comm S	H017	Leasehold Flats	(7,000)	(1,750)	(49)	1,701	
Comm S	H021	Housing Related Support - Wardens	657,625	164,406	134,385	(30,021)	Salaries underspent by £31k.
Comm S	H022	Housing Related Support - Central Control	179,919	44,980	62,124	17,144	Lifelines annual subscriptions paid for full year £39k overspent for profile budget, salaries £8k underspent, lifeline income £20k received in advance.
Comm S	H025	HRA Health + Safety	53,729	13,432	12,272	(1,161)	
		<b>Total for Community Services Directorate</b>	<b>(16,494,339)</b>	<b>(4,123,585)</b>	<b>(4,065,265)</b>	<b>58,320</b>	
D/Fly	H001	Repairs + Maintenance	6,322,735	1,580,684	1,678,209	97,525	Income accrual for Travis Perkins outstanding £99K.
D/Fly	H003	Rents, Rates, Taxes + Other Charges	280,939	70,235	70,249	14	
D/Fly	H019	New Build Schemes Evaluations	122,594	30,649	0	(30,649)	Spend is on evaluation works and demolitions so is not an even spend per quarter.
D/Fly	H024	Director of Property + Construction	108,244	27,061	27,063	2	
		<b>Total for Dragonfly Services</b>	<b>6,834,512</b>	<b>1,708,628</b>	<b>1,775,521</b>	<b>66,893</b>	
<b>Total Net Cost of BDC Housing Revenue Account Services</b>			<b>(9,659,827)</b>	<b>(2,414,957)</b>	<b>(2,289,744)</b>	<b>125,213</b>	

## CAPITAL PROGRAMME SUMMARY - 2024/25

## APPENDIX 5

	Full Years Budget £	3 months Budget £	3 months Actuals £	3 months Variance £
<b>General Fund</b>				
<b>Asset Management Plan</b>				
Investment Properties	42,428	10,607	0	(10,607)
Leisure Buildings	956	239	0	(239)
Pleasley Vale Business Park	29,834	7,459	0	(7,459)
Riverside Depot	13,730	3,433	5,235	1,803
The Arc	65,950	16,488	11,719	(4,769)
The Tangent	3,285	821	0	(821)
Asset Management Plan not yet allocated to an individual scheme	231,322	57,831	51,886	(5,945)
	<b>387,505</b>	<b>96,876</b>	<b>68,840</b>	<b>(28,036)</b>
<b>Engineering Asset Management Plan</b>				
Car Parks	25,000	6,250	6,280	30
Shelters	10,000	2,500	2,530	30
Lighting	15,000	3,750	3,750	0
	<b>50,000</b>	<b>12,500</b>	<b>12,560</b>	<b>60</b>
<b>Assets</b>				
Pleasley Vale Mill - Dam Wall	100,410	25,103	5,872	(19,231)
Pleasley Vale Grease works CCTV	50,000	12,500	0	(12,500)
Pleasley Vale Storm Babet	641,096	160,274	23,110	(137,164)
Land at Portland Street	27,168	6,792	0	(6,792)
Shirebrook Crematorium	7,957,289	1,989,322	668,849	(1,320,473)
Cultural Business and Skills Hub	300,000	75,000	62,409	(12,591)
Changing Places	53,000	13,250	0	(13,250)
Mine Water Project	180,020	45,005	0	(45,005)
Bolsover loop infrastructure project	77,000	19,250	0	(19,250)
South Normanton Mural project	20,000	5,000	0	(5,000)
Rural Fund	109,434	27,359	0	(27,359)
	<b>9,515,417</b>	<b>2,378,854</b>	<b>760,240</b>	<b>(1,618,614)</b>
<b>ICT Schemes</b>				
ICT infrastructure	716,728	179,182	6,541	(172,641)
	<b>716,728</b>	<b>179,182</b>	<b>6,541</b>	<b>(172,641)</b>
<b>Leisure Schemes</b>				
Pleasley Vale Leisiure Equipment	4,350	1,088	0	(1,088)
Kitchen & Associated Equipment	5,201	1,300	0	(1,300)
Go-Active Equipment	16,822	4,206	12,886	8,681
Pleasley Vale Cycle Path	86,771	21,693	29,825	8,132
	<b>113,144</b>	<b>28,286</b>	<b>42,711</b>	<b>14,425</b>
<b>Private Sector Schemes</b>				
Disabled Facility Grants	650,000	162,500	324,014	161,514
	<b>650,000</b>	<b>162,500</b>	<b>324,014</b>	<b>161,514</b>
<b>Vehicles and Plant</b>				
Vehicle Replacements	3,492,465	873,116	1,912,811	1,039,695
District CCTV Scheme	52,171	13,043	23,021	9,978
CAN Rangers Equipment	14,231	3,558	0	(3,558)
	<b>3,558,867</b>	<b>889,717</b>	<b>1,935,832</b>	<b>1,046,115</b>
<b>Total General Fund</b>	<b>14,991,661</b>	<b>3,747,915</b>	<b>3,150,738</b>	<b>(597,177)</b>

**CAPITAL PROGRAMME SUMMARY - 2024/25**
**APPENDIX 5**

	Full Years Budget £	3 months Budget £	3 months Actuals £	3 months Variance £
<b>Housing Revenue Account</b>				
<b>New Build Properties</b>				
Alfreton Rd Pinxton	513,360	128,340	496,020	367,680
Bolsover Homes-yet to be allocated	12,010,684	3,002,671	0	(3,002,671)
Jubilee Court Bungalows	300,000	75,000	75,000	0
Market Close Shirebrook	296,002	74,001	4,637	(69,364)
Meadow View Homes - Glapwell	30,000	7,500	0	(7,500)
Moorfield Lane Whaley Thorns	3,835	959	0	(959)
Sandy Lane/Thorpe Ave Whitwell	4,860	1,215	210	(1,005)
The Woodlands Langwith	156,631	39,158	90	(39,068)
Valley View ( 2 Bungalows & extension)	461,070	115,268	25,030	(90,238)
West Street Langwith	40,809	10,202	0	(10,202)
Woburn Close Cluster	6,320,441	1,580,110	940,853	(639,257)
	<b>20,137,692</b>	<b>5,034,423</b>	<b>1,541,840</b>	<b>(3,492,583)</b>
<b>Vehicle Replacements</b>				
	1,390,300	347,575	1,033,893	686,318
	<b>1,390,300</b>	<b>347,575</b>	<b>1,033,893</b>	<b>686,318</b>
<b>Public Sector Housing</b>				
Electrical Upgrades	300,000	75,000	75,000	0
External Door Replacements	150,000	37,500	37,500	0
External Wall Insulation	411,500	102,875	102,890	15
Bramley Vale	900,000	225,000	225,030	30
Flat Roofing	40,000	10,000	10,030	30
Heating Upgrades	280,000	70,000	69,970	(30)
Kitchen Replacements	460,000	115,000	115,000	0
Re Roofing	1,000,000	250,000	250,030	30
Property Services Mgmt. & Admin	130,936	32,734	32,746	12
Safe & Warm	1,529,595	382,399	184,448	(197,951)
Soffit and Facia	60,000	15,000	15,000	0
Unforeseen Reactive Capital Works	100,000	25,000	25,030	30
Welfare Adaptations	400,000	100,000	100,030	30
Wet Rooms (Bungalows)	300,000	75,000	75,000	0
House Fire / Flood Damage (Insurance)	50,000	12,500	30,584	18,084
Outbuilding removal project	100,000	25,000	25,030	30
Concrete surrounds	250,000	62,500	62,530	30
Victoria House - fire doors/scooter store	200,000	50,000	49,970	(30)
Yet to be allocated to a scheme	57,264	14,316	14,334	18
	<b>6,719,295</b>	<b>1,679,824</b>	<b>1,500,152</b>	<b>(179,672)</b>
<b>HRA ICT Schemes</b>				
Open Housing	29,321	7,330	0	(7,330)
	<b>29,321</b>	<b>7,330</b>	<b>0</b>	<b>(7,330)</b>
<b>Total HRA</b>	<b>28,276,608</b>	<b>7,069,152</b>	<b>4,075,885</b>	<b>(2,993,267)</b>
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>43,268,269</b>	<b>10,817,067</b>	<b>7,226,623</b>	<b>(3,590,445)</b>



**CAPITAL PROGRAMME SUMMARY - 2024/25****APPENDIX 5**

	<b>Full Years Budget £</b>	<b>3 months Budget £</b>	<b>3 months Actuals £</b>	<b>3 months Variance £</b>
<b>Capital Financing</b>				
<b>General Fund</b>				
Better Care Fund	(650,000)	(162,500)	(324,014)	(161,514)
Prudential Borrowing	(7,957,289)	(1,989,322)	(668,849)	1,320,473
Reserves	(4,075,353)	(1,018,838)	(1,955,259)	(936,421)
Capital Receipts	(111,790)	(27,948)	(87,272)	(59,325)
External Funding	(2,197,229)	(549,307)	(115,344)	433,963
	<b>(14,991,661)</b>	<b>(3,747,915)</b>	<b>(3,150,738)</b>	<b>597,177</b>
<b>HRA</b>				
Major Repairs Allowance	(6,377,795)	(1,594,449)	(1,500,152)	94,297
Prudential Borrowing	(19,932,348)	(4,983,087)	(1,541,840)	3,441,247
Capital Receipts	(1,624,965)	(406,241)	(1,033,893)	(627,652)
External Funding	(341,500)	(85,375)	0	85,375
	<b>(28,276,608)</b>	<b>(7,069,152)</b>	<b>(4,075,885)</b>	<b>2,993,267</b>
<b>TOTAL CAPITAL FINANCING</b>	<b>(43,268,269)</b>	<b>(10,817,067)</b>	<b>(7,226,623)</b>	<b>3,590,445</b>

## Treasury Management Update - Quarter 1 2024/25

## APPENDIX 6

The Council's main current account is held with Lloyds Bank and the current contract is due to expire on 9th February 2025.

**PWLB Borrowing**

As at 1 April 2024 the Authority's total outstanding PWLB debt amounted to £86,000,000.

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

At 30 June 2024 £2,900,000 has been repaid to the PWLB in the current financial year.

The profile of the outstanding debt is analysed as follows:

<b>PWLB Borrowing Term</b>	<b>Maturity Profile 30-Jun-24</b>
	£
12 Months	4,300,000
1-2 years	2,000,000
2-5 years	14,800,000
5-10 years	22,000,000
10-15 years	25,000,000
over 15 years	15,000,000
<b>Total PWLB Debt</b>	<b>83,100,000</b>

**PWLB Interest**

The total interest cost to the Council of the PWLB debt for 2024/25 is estimated at £2,836,828. This cost is split between the HRA and General Fund based on the level of debt outstanding. Interest paid to the PWLB in the three months was £70,063.

**Temporary Borrowing**

Cash flow monitoring and management identifies the need for short term borrowing to cover delays in the receipt of income during the year. No interest charges were incurred during the first three months on overdrawn bank balances. At 30 June 2024 the only temporary borrowing undertaken by the Council was £2,672,290 which is the investment balances held on behalf of Parish Councils.

**Compliance with Treasury Limits**

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

	Actual to Date 2024/25	Approved Limits 2024/25
Authorised Limit (Total Council external borrowing limit)	£143,453,779	£159,969,000
Operational Boundary	£143,453,779	£154,969,000

**Temporary Investments****Interest Received**

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

	<b>3 months Actual</b>	<b>3 months Budget</b>	<b>months Variance</b>
Interest generated (£)	(287,833)	(190,468)	(97,365)
Average rate of interest	5.20%	4.56%	-
Bank of England base rate	5.25%	4.50%	-

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

The Bank of England base rate at 30.6.2024 was 5.25%. In the table above, the actual figure is the 3 month average rate and the budget figure is the base rate used when setting the budget.

Interest rates offered by most institutions still remain low.

The following tables show the investments and interest earned to 30 June 2024:

**Investments on call**

<b>Counterparty</b>	<b>Balance at 1/4/24</b>	<b>Deposits</b>	<b>Withdrawals</b>	<b>Interest received</b>	<b>Balance at 30/06/24</b>
	£	£	£	£	£
Aberdeen (MMF)	5,000,000	0	(65,154)	65,154	5,000,000
Federated (MMF)	5,000,000	0	(65,279)	65,279	5,000,000
Invesco (MMF)	1,500,000	5,000,000	(4,206,534)	6,534	2,300,000
CCLA (MMF)	5,000,000	7,500,000	(12,532,834)	32,834	0
Aviva (MMF)	5,000,000		(66,090)	66,090	5,000,000
SSGA (MMF)	0				0
BNP Paribas (MMF)	5,000,000	4,000,000	(4,051,942)	51,942	5,000,000
Blackrock (MMF)	0				0
	<b>26,500,000</b>	<b>16,500,000</b>	<b>(20,987,833)</b>	<b>287,833</b>	<b>22,300,000</b>

Fixed-term investments

08	Counterparty	Term of Loan	Balance at 1/4/24	Deposits	Withdrawals	Interest received at three months	No of Days Interest at three months	Balance at 30/06/24	Maturity Date
			£	£	£	£		£	
	Local Authorities								
	Nil								
			0	0	0	0		0	

## **Bolsover District Council**

### **Meeting of the Executive on 9th September 2024**

#### **Medium-Term Financial Strategy**

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

<b>Classification</b>	This report is public
<b>Contact Officer</b>	Theresa Fletcher Director of Finance and Section 151 Officer

### **PURPOSE/SUMMARY OF REPORT**

For Executive to consider and feedback on the updated Medium Term Financial Strategy (MTFS) attached at **Appendix 1**, prior to Council approval of the strategy.

### **REPORT DETAILS**

#### **1. Background**

- 1.1 The Medium-Term Financial Strategy (MTFS) sets out the Council's strategic approach to the management of its finances and outlines the various factors and influences that may impact on us over the next few years.
- 1.2 This MTFS relates purely to the General Fund at present as the Housing Revenue Account (HRA) assumptions are based on the 30-year Business Plan. The decisions for Members around the HRA dwelling rents and service charges will be provided to Council in the MTFP in January.

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

- 2.1 The Medium-Term Financial Strategy 2025/26 – 2028/29 for the General Fund is attached at **Appendix 1**.
- 2.2 The MTFS is the starting point for developing a meaningful four-year strategy that sets out the strategic intention for all of the different strands of funding available to the Council. The Council will then rely on this to inform future decisions. The Medium-Term Financial Plan (MTFP) will be prepared using the approved MTFS assumptions.
- 2.3 The MTFS has been produced in a period where there remains a great deal of uncertainty regarding future funding of Local Government. Delays to Government Reviews and a series of roll-over Spending Reviews for the last few years, mean predicting the likely outcome of the Spending Review for 2025/26 is exceedingly

difficult. The change in Government after the general election, makes this even more so.

- 2.4 The outcome of the Spending Review is critically important to the financial health and viability of local authorities across the country. Councils are looking to the review to give real-terms growth in funding that will underpin our finances over the next few years.
- 2.5 As it states at 3.16 of the appendix, some commentators are predicting another 1-year settlement, with decisions on spending reforms delayed until 2026/27 at the earliest.
- 2.6 Once the details of the Spending Review are known the implications for Bolsover will be included in our updated MTFP which will be presented to Members in January 2025.

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

- 3.1 To inform the MTFP process by providing strategic financial intention.

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

- 4.1 Members could decide not to approve the MTFP. The MTFP would then be prepared on assumptions not agreed by Members and there could be a risk it would need to be amended in January if the assumptions used were not agreeable. By law, the MTFP must be approved prior to the beginning of the financial year to which the budget relates, 31<sup>st</sup> March 2025.

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## **RECOMMENDATION(S)**

- 1. That Members approve the Medium-Term Financial Strategy at Appendix 1.
- 2. The Council continues to fund the General Fund revenue base budget from the full amount of New Homes Bonus (and related grants such as Services Grant) allocated by Government.
- 3. To set the strategic intention to continue to be a member of the Derbyshire Business Rates Pool while ever it is financially advantageous for the Council to do so.
- 4. To set the strategic intention to raise Council Tax by the maximum allowed in any given year, without triggering a Council Tax referendum, to endeavour to continue to deliver services. (The actual Council Tax for any given year will be decided by Council in the preceding March).
- 5. That the Council maintains a policy of a minimum level of Balances for the General Fund of £2m.

**IMPLICATIONS.**

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

**Details:**

Financial implications are covered throughout this report and appendix 1. The risk of not approving the MTFP before the statutory deadline might be greater without an approved MTFS.

On behalf of the Section 151 Officer

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

**Details:**

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

On behalf of the Solicitor to the Council

**Environment:**

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

**Details:**

Not applicable to this report.

**Staffing:**                      Yes ☐                      No ☒

**Details:**

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

On behalf of the Head of Paid Service

**DECISION INFORMATION**

<p><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   <input type="checkbox"/>   Capital - £150,000   <input type="checkbox"/></b>  <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>No</p>

<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 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"/>	<b>Details:</b>  Portfolio Holder for Finance

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

<b>DOCUMENT INFORMATION</b>	
<b>Appendix No</b>	<b>Title</b>
1	Medium-Term Financial Strategy 2025/26 – 2028/29

<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>
None



## **1 Introduction**

- 1.1 The Medium-Term Financial Strategy (MTFS) sets out the Council's strategic approach to the management of its finances and outlines the various factors and influences that may impact on us over the next few years.
- 1.2 The MTFS links our Council strategic plan (Bolsover District – The Future) and priorities, with forecasted resources and budgets. It is then used as a framework for the detailed budget setting process to ensure that resources are effectively managed and are able to deliver the Council's key objectives as set out in the Council's plan, over the medium term.
- 1.3 The Council's vision for 2024-2028 is:
- “To maximise our influence and opportunities within the East Midlands Combined County Authority to drive the continued delivery of excellent services, maximise local aspirations and drive economic prosperity for Bolsover District.”
- 1.4 Within the Council's plan one of the strategic themes is Economy. To support this theme is the priority of 'Ensuring financial sustainability and increasing revenue streams.' This is the overall purpose of this MTFS.

## **2 Key Objectives of the Medium-Term Financial Strategy (MTFS)**

- 2.1 There is a legal requirement for the Council to produce a balanced and robust budget for the forthcoming year. In preparation for the annual budget, officers will review the MTFS to update Members on changes to budget assumptions and service issues. The MTFS will be updated when items are further known, such as results of Government consultations or Government funding settlements.
- 2.2 The Medium-Term Financial Plan (MTFP) will then be presented to Members in January based on the MTFS strategic assumptions. The MTFP will contain the detailed revenue budgets for the general fund and housing revenue account resulting from the annual budget process for the next 4 years at service level, along with the proposed Capital Programme.
- 2.3 The MTFS will ensure financial sustainability and increase revenue streams by:
- Ensuring that effective financial planning and management contributes to the Council achieving the priorities in the Council plan.
  - Maximising the income from Council Tax and Business Rates.

- Maximising income from commercial and regeneration opportunities within the District.
- Ensuring Dragonfly Developments Ltd, our wholly owned company, is able to take advantage of the wider trading powers provided by the Localism Act 2011, to earn income for the Council.
- Ensuring the Council's financial standing is prudent, robust, stable, and sustainable.

2.4 The Council has a number of agreed principles as a basis for financial management and budget planning as follows:

- Emerging pressures are managed within existing overall budgets in the first instance.
- Spending is aligned to key priorities as set out in the Council's plan.
- Income is only included in the budget where it is supported by robust proposals and is deliverable.
- Commercial income will be maximised where possible to ensure that fee charging services break-even over time and are provided with a nil cost subsidy from the taxpayer or return a surplus where appropriate.
- Where possible, future liabilities are anticipated.
- Budgets are sustainable.
- Savings proposals are supported by project plans and the impact on service delivery is clear.
- Capital and revenue planning are integrated to ensure implications are fully anticipated.
- Borrowing costs will be incurred (on capital projects) only where the cost is covered by new income as part of a business case.
- The Council's reserves and balances are not used as a primary method to balance the ongoing pressures in the budget. Earmarked reserves are used for specific one-off purposes to support the delivery of corporate objectives, to mitigate risks or to allow savings to be made as an invest-to-save.

### 3 The Factors Affecting the Medium-Term Financial Strategy (MTFS)

- 3.1 In compiling the MTFS a number of factors which affect the resources and expenditure for the Council have been considered. These have been reviewed to ensure the MTFS reflects the most up-to-date financial position for the Council.

#### Resources Available

- 3.2 The anticipated resources to be received by the Council are included in the MTFS. The resources forecasts are based on a number of assumptions which are detailed in the following sections. The table below shows the resources that were included in the MTFP in February 2024 as we do not yet have the actual figures for 2025/26 onwards until the Spending Review 2024 is announced.

Table 1 – Estimated resources receivable by the Council (excluding fees and charges)

	2024/25 £	2025/26 £	2026/27 £	2027/28 £
<b>Government Grants</b>				
Revenue Support Grant	1,570,582	1,573,000	395,000	347,000
Business Rates S31 Grant	1,400,400	1,393,400	746,000	757,000
New Homes Bonus	361,142	0	0	0
Services Grant	18,623	18,623	0	0
3% Funding Guarantee Grant	392,305	493,000	0	0
	3,743,052	3,478,023	1,141,000	1,104,000
<b>Locally Generated Income</b>				
Council Tax	9,286,507	9,410,638	9,546,755	9,682,872
Business Rates	5,556,304	6,268,100	4,429,500	4,646,700
	14,842,811	15,678,738	13,976,255	14,329,572
	18,585,863	19,156,761	15,117,255	15,433,572
% resources locally generated	80%	82%	92%	93%

- 3.3 The amount of income the Council receives from the Government has significantly reduced since 2009/10. The amount received direct from the Government for 2024/25 is £7.2m lower than was received in 2009/10, as much more of the Council's income is now generated locally from Council Tax and business rates. The MTFP from February 2024, outlined the continued uncertainty surrounding local government funding and the significant assumptions that have to be made. These are given in more detail below.

**Overdue Local Government Funding Reforms**

- 3.4 There were multiple reforms scheduled for 2020/21 that were due to have a significant impact on local authority finances when complete. These were delayed understandably in 2020 due to the pandemic and it was expected originally that some of these may not be implemented until 2023/24. The assumption held in the MTFP was that these reforms would now probably be delayed until at least 2026/27. As a reminder the areas being reformed are described below.
- 3.5 **The Fair Funding Review** will re-assess the relative needs and relative resources of local authorities. This will determine the methodology for the distribution of the funding allocated to local government to individual authorities. Initial modelling showed that the recalculated Settlement Funding Assessment (SFA) was redirecting resources based on 'need,' which would impact negatively on most shire districts. However, there does seem to be some growing acknowledgement that authorities such as us with a low tax base, would lose out significantly under this method, and particularly if changes to business rates were brought in as planned, at the same time.
- 3.6 **Baseline Reset** – the Business Rates retention system is due to be reset. The reset will establish new Baseline Funding Levels, Business Rates Baselines and Top-ups/Tariffs for each local authority.

Top-ups/Tariffs will be reset based on:

- The amount of funding to be distributed following the Spending Review.
  - The new needs assessment resulting from the Fair Funding Review.
  - Estimates of individual local authority's Business Rates income.
- 3.7 **Business Rates Retention** – the Government announced in the Autumn Budget 2017 that local authorities would move to a system of 75% Business Rates Retention from 2020/21. This was delayed and due to be in place from April 2022. However, in early November 2021 the government announced that plans to allow councils to retain 75% of Business Rates from April 2022 had been abandoned as it was said the policy would conflict with the government's levelling up agenda and that the government would now 'proceed with caution' on the issue.
- 3.8 **Council Tax** – the Government's future strategy for Council Tax increases will also be a key issue. The Government's policy on referendum limits from 2024/25 onwards was not known when we prepared the MTFP, so our assumption was that the limits and strategy would remain unchanged.

**Local Government Finance Settlement 2024/25**

- 3.9 2019/20 was the final year of the four-year Local Government Finance Settlement. The Spending Review 2019 was originally planned to cover the three-year period 2020/21 – 2022/23 but was delayed. This effectively resulted in a one-year extension to the four-year settlement.

- 3.10 The Spending Review 2020 was due to cover the years 2021/22 – 2024/25 and it was anticipated it would provide clarity on the Government reforms, but this was delayed due to the pandemic. The Spending Review 2020 was therefore, another one-year extension.
- 3.11 It was hoped the Spending Review 2021 would provide an update on the Government reforms and cover the years 2022/23 – 2024/25 but again, a one-year settlement was announced for 2022/23 and there were no projected or indicative numbers for the remainder of the spending review period. Therefore, the Spending Review 2021 was again effectively a roll-over settlement.
- 3.12 It was thought that the Spending Review 2022 would cover both 2023/24 and 2024/25. However, the Local Government Finance Settlement when announced was another one-year settlement for 2023/24 only. There were no projected or indicative numbers for 2024/25 in lots of areas (although some were given), therefore, the Spending Review 2022 was effectively another roll-over settlement.
- 3.13 However, the provisional Local Government Finance Settlement announced on December 18<sup>th</sup>, 2023, was announced as the second year of the previous year's settlement. There were no projected or indicative numbers for 2025/26 and beyond, we made assumptions for 2025/26 and all future years.
- 3.14 As previously discussed, many times, the early indicative results of the above reforms were all detrimental to us as a district Council who has seen much growth in recent years, both in business rates and New Homes Bonus grant. The removal of these funding streams will have a major effect on our financial position.
- 3.15 The current MTFP was produced before the change of Government that resulted from the general election. It is still early days for the new administration and lots of rumours are circulating about when there might be a budget announcement, what reforms may now disappear, and what the Spending Review 2024, is likely to look like.
- 3.16 Some commentators are predicting an Autumn Statement will be delivered at, or after, the party conference in October, that decisions on reforms are likely to be delayed until 2026/27 at the earliest, and that the Finance Settlement for 2025/26 is likely to be a one-year only, possibly just rolling over from 2024/25.

- 3.17 Once the implications of the Spending Review are known for Bolsover, they will be included in our updated MTFP. The following sections give details of the outcome of the Spending Review for 2023, which is included in our MTFP, along with possible changes being talked about for the Review due to be announced in the next few months.

#### **New Homes Bonus**

- 3.18 A number of times it has been announced by the Government that the current year represents the final year of New Homes Bonus funding. In the Spending Review 2023, the grant continued for another final year. We were allocated grant of £0.361m for 2024/25 which was a reduction on previous years. The future of New Homes Bonus has been consulted on by Government and we await the result. Both the Lower Tier Services Grant and the Services Grant were introduced because the future of New Homes Bonus Grant had not been decided. Commentators are predicting that the grant will be received again next year, due to a lack of time to establish and consult on an alternative.

#### **Lower Tier Services Grant**

- 3.19 This grant was introduced in 2021/22 to provide damping to authorities with cash-terms reductions in Core Spending Power. It provided additional funding to district Councils who are losing the most from the reduction in New Homes Bonus and gain the least from new grant increases and council tax increases. This grant has now been replaced by the Funding Guarantee Grant.

#### **Services Grant**

- 3.20 This was a new, one-off grant to support all services delivered by councils. This was distributed to every authority using the 2013/14 SFA. This grant continued in 2024/25 and 2025/26 but has been cut significantly. It is unlikely this specific grant will be paid to us again.

#### **Funding Guarantee Grant**

- 3.21 The Funding Guarantee Grant was initially introduced to ensure every authority got an increase in core spending power of at least 3%. This was to take account of the reduction in Lower Tier Services Grant and the change in New Homes Bonus allocations. Bolsover received a one-year allocation of £0.392m for 2024/25. We have estimated at a similar value, that this grant will be provided to us in some form again in 2025/26 as a proxy for the New Homes Bonus that we assumed would be lost. This grant will only be payable again if the other grants end.

#### **Revenue Support Grant**

- 3.22 As with New Homes Bonus, we have been led to believe that RSG is being phased out. However, the Spending Review 2022 allocated us two more years and implied funding for a further two. The Spending Review 2023 confirmed this and allocated us a further amount to take us up to 2027/28. Therefore, the current MTFP has amounts of £1.571m, £1.573m, £0.395m and £0.347m for 2024/25, 2025/26, 2026/27 and 2027/28, respectively.

### Baseline Funding Level

- 3.23 The baseline is the amount of money the Government has assessed that the Council needs to keep to fund its services, based on a needs formula. The Local Government Finance Settlement updates the baseline every year, usually in line with inflation. Bolsover is able to keep 50% of any business rates growth above the baseline set by the Government, with the remainder payable to the Government (but see Retained Business Rates section for pool implications). The table below summarises the estimated Baseline Funding Level for the MTFS period and shows the current assumptions change in 2026/27, which was the revised date for the introduction of the Business Rates Reset.

	Baseline Funding Level			Change %		
	Business Rates Baseline	Business Rates Tariff	Total	Business Rates Baseline	Business Rates Tariff	Total
	£	£	£			
2019/20	8,481,995	(5,602,995)	<b>2,879,000</b>			
2020/21	8,620,695	(5,694,286)	<b>2,926,409</b>	1.6%	1.6%	1.6%
2021/22	8,620,695	(5,694,286)	<b>2,926,409</b>	0.0%	0.0%	0.0%
2022/23	8,620,695	(5,694,286)	<b>2,926,409</b>	0.0%	0.0%	0.0%
2023/24	9,821,928	(6,786,006)	<b>3,035,922</b>	13.9%	19.2%	3.7%
2024/25	10,268,453	(7,083,461)	<b>3,184,992</b>	4.5%	4.4%	4.9%
2025/26	10,422,000	(7,189,000)	<b>3,233,000</b>	1.5%	1.5%	1.5%
2026/27	14,835,000	(11,555,000)	<b>3,280,000</b>	42.3%	60.7%	1.5%
2027/28	15,048,000	(11,721,000)	<b>3,327,000</b>	1.4%	1.4%	1.4%

### Retained Business Rates

- 3.24 Our Business Rates tax base represents the value of Business Rates income we estimate will be collected from businesses. Each Business Rates taxpayer account has a rateable valuation provided by the Valuation Office Agency, multiplied by a business rates multiplier which increases each year and is set by the Government.
- 3.25 In total Bolsover retains 40% of Business Rates collected during the year, after deductions for mandatory and discretionary reliefs, the cost of income collections, including losses, and for the cost of changes to rateable values as a result of appeals. The remaining amounts are paid on the basis of 50% to central government, 9% to Derbyshire County Council and 1% to Derbyshire Fire Authority.

- 3.26 Bolsover's Retained Business Rates income (the 40%) is then subject to a tariff, which is increased annually by the retail price index and is paid to central government. This tariff payment funds other authorities where their Business Rates are considered to be disproportionately low. The level of the tariff is unique to each local authority and is announced as part of the Spending Review.
- 3.27 Since 1<sup>st</sup> April 2015, the Derbyshire Business Rates pool has been in operation. This consists of all eight Derbyshire district or borough Councils, Derbyshire County, Derby City and Derbyshire Fire Authority. Instead of each district or borough Council paying 50% of their growth above the baseline over to Government, it is kept within the pool and distributed amongst all the members on an agreed basis.
- 3.28 There are a number of risks that could affect the level of Business Rate income collected, and as such, reduce the anticipated amount of Retained Business Rates. The most significant risks are as follows:
- Unpredictable increases in exemptions and reliefs due to different property usage.
  - Successful business rate appeals dating back to earlier years.
  - Slower than anticipated local economic growth.
  - Retail price index increases on the tariff, being higher than local economic growth.
  - Uncollectable debts as a result of worsening economic conditions.
- 3.29 One of the largest financial risks that the Council is facing is around how the Government will re-set the Business Rates Baseline for the Council. The growth being encouraged by the Council within the business sector means we have the highest level of growth in the Derbyshire Business Rates pool.
- 3.30 In 2023/24 we were £5m above our Business Rates Baseline so contributed £2.5m into the pool and were able to transfer £1m into our Business Rates Growth Protection Reserve as we planned in the MTFP.
- 3.31 The Business Rates income in the current MTFP has the worst-case scenario for 2025/26 to 2027/28 and includes no smoothing from the Government of significant losses because the detail is unknown. This will be updated as soon as any information is made available.

### **Council Tax**

- 3.32 Council Tax is charged by local authorities on residential properties. The Valuation Office Agency decides the correct band based on the value of property at 1 April 1991. Local authorities set the charge based on a Band D property each year.



3.33 Council Tax is the main source of funding for the provision of general fund services. It is determined locally but the Government indicate what upper limit they consider acceptable on a yearly basis. The legislative requirement to hold a referendum is triggered if this limit is exceeded. For 2024/25, District Councils were permitted to increase their share of the Council Tax by the greater of 3% or £5. These limits were unchanged from the previous year. It is currently unknown whether this will remain the same for 2025/26 or whether the £5 limit will be increased as some groups, including the District Council's Network, have lobbied for. Commentators are predicting no change in the limits for the first year of the new Government.

3.34 In calculating our recent funding settlements, the Government has assumed that we will increase Council Tax by the maximum level allowed.

3.35 For 2024/25 we increased our share of the bill for a Band D property by £5.89 per annum which was 2.99% and equated to 11p per week. This raised £136,117 in revenue income. This same increase has been assumed for all years of the MTFP for exemplifying the financial position only.

3.36 The breakdown of the 2024/25 Council Tax bill over all the preceptors is as follows:

<i>Derbyshire County Council</i>		£1,355.20
<i>Derbyshire County Council - Adult Social Care element</i>		£196.53
Derbyshire County Council Total	66.9%	£1,551.73
Bolsover District Council	8.7%	£202.89
Police + Crime Commissioner	12%	£279.60
Derbyshire Fire Authority	3.8%	£88.41
Town + Parish Councils (average)	8.5%	£198.21
The total charge for the average Band D bill 2024/25	<b>100%</b>	<b>£2,320.84</b>

### **Council Tax Base**

3.37 The Council Tax base for 2024/25 of 23,122.93 was determined by the Chief Financial Officer under delegated powers in December 2023. This represents the number of Band D equivalent properties that we collect Council Tax from. However, the total number of properties who pay Council Tax is reduced for properties where discounts for such as single occupier and/or Council Tax support are claimed.

- 3.38 The more Band D equivalent properties the Council has, the more income can be generated for the Council from Council Tax. Properties valued at Band A generate less income for the Council as the charge is 70% of the charge for a Band D property. The Council Tax base for Bolsover District Council is exceptionally low and this is a disadvantage for us. If another Council with a much higher Tax base increased their Council Tax by the same percentage as us, they would receive far more income than us. This needs to be remembered when Council Tax is becoming one of the main ways the Government is allowing us to generate income.
- 3.39 The 2024/25 Tax base was an increase on the 2023/24 calculation. The Tax base for 2025/26 is currently being determined.

### **Reserves and Balances**

- 3.40 The Local Government Act 2003 (Section 25) requires the Council's Section 151 Officer to report to Council on the Robustness of Budget Estimates and Adequacy of Reserves, for consideration immediately prior to setting the Budget and Council Tax. This is subject to external audit review to assess value for money and a going concern opinion.
- 3.41 The Section 151 Officer must consider the level of reserves needed to meet estimated future expenditure when calculating the budget requirement. The Council keeps a level of reserves to protect against the risk of any uncertainties or unforeseen expenditure. Much like using savings to offset monthly household bills the use of financial reserves cannot solve a budget problem outright but allows for smoothing of impacts or allows the Council time to ride any short-term situations before returning to normal. Therefore, reserves are used to:
- Manage the impact of funding reductions over a longer period.
  - Invest in projects that allow services to be delivered cheaper.
  - Take one-off hits for the council without the need to further reduce service budgets.
  - Provide capacity to absorb any non-achievement of planned budget reductions in each year.
  - Provide capacity to absorb non-achievement of potential income, planned to be included in the MTFP in each year.
  - To temporarily roll over unused portions of grants that can legally be used later.
  - To insure against major unexpected events.
  - To protect against general risk.

- To guard against emerging specific risks, such as business rate appeals, Council Tax support funding cuts and welfare reform.

3.42 Best practice guidance from the Chartered Institute of Public Finance and Accountancy (CIPFA), states that the General Fund balance may be between 5% and 100% of net expenditure. The Council's £2m minimum working balance represents 14% of total net expenditure.

3.43 In addition to the General Fund balance, the Council retains a number of earmarked reserves on the balance sheet. Some are required to be held for statutory reasons, some are needed to comply with proper accounting practice and others have been set up voluntarily to earmark resources for future spending plans or potential liabilities.

3.44 The Council has continued to develop its prudent financial management arrangements through the development of earmarked reserves to mitigate against potential future risks. As issues arise, the potential requirement for an earmarked reserve is considered. New earmarked reserves are formally considered as part of the detailed budget process to ensure that any new risks identified are mitigated, and throughout the annual budget monitoring process as risks arise or become clearer.

3.45 The detailed budget process includes an assessment of risk, the adequacy of General Fund Reserves and a review of earmarked reserves, to both create and change earmarked reserve levels and to also release reserves which are no longer required.

The table below shows the level of general fund usable reserves and balances as at 1 April 2024.

	<b>Balance at</b>
<b>General Fund</b>	<b>01-Apr-24</b>
	<b>£'000</b>
<b>Balances:</b>	
General Fund Balance	<b>(2,001)</b>

<b>General Fund</b>	<b>Balance at 01-Apr-24 £'000</b>
<b>Usable Reserves:</b>	
Area Based Grant	(48)
Covid-19 - Reserve	(14)
General	(1,821)
NDR Growth Protection	(12,517)
Insurance - GF	(429)
IT and Office Equipment	(1,611)
Legal Costs	(386)
Local Development Scheme	(177)
Planning Fees	(139)
Transformation Reserve	(3,056)
Vehicle Repair and Renewal - GF	(2,615)
3G Pitch, Carpet Renewal Reserve	(200)
<b>Total Reserves and Balances</b>	<b>(25,014)</b>

#### 4 **Budget Pressures**

- 4.1 The table below is from the 2023/24 Outturn report. It is the latest position for all years in the current MTFP before we start the revised budget and MTFP process. These figures will be updated and presented to Members in December and January.
- 4.2 The table shows that the Council is currently not forecasting any budget shortfall in any year due to us making transfers to/(from) the NNDR Growth Protection Reserve as planned in the MTFP. At 31<sup>st</sup> March 2024, the balance on the reserve was £12.517m. The planned movement on this reserve means at the end of the current MTFP there is forecast to be a balance of £4.160m remaining for future years.

	<b>2024/25 Budget £000</b>	<b>2025/26 Budget £000</b>	<b>2026/27 Budget £000</b>	<b>2027/28 Budget £000</b>
Net Cost of Services	13,907	14,266	14,747	15,342
Net debt charges + investment interest	(1,052)	(806)	(1,185)	(1,235)
Net t/f to/(from) reserves + balances	1,178	1,462	367	321
Net t/f to/(from) NNDR Growth Protection Reserve	188	(620)	(3,803)	(4,122)
Parish precept	3,968	3,968	3,968	3,968
Funding from council tax, business rates and government grants	(18,189)	(18,270)	(14,094)	(14,274)
<b>Use of GF balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

4.3 Once the details of the Spending Review are known the implications for Bolsover will be included in our updated MTFP and the figures for 2028/29 will be included in the plan for the first time.

4.4 Since 2011/12, Bolsover has delivered savings of over £5m. We have a good record of finding efficiencies and new ways of working but new budget savings are becoming increasingly more difficult to identify and deliver now we have reduced service budgets to minimum levels. For this reason, it is essential that the Council continues to identify areas where costs can be reduced, or income increased to close any budget gaps.

4.5 A number of areas have already been identified around additional income as follows:

- Potential Council Tax increases and growth in the tax base from new properties or bringing empty properties back into use.
- Income from a proposed crematorium.
- Income from providing funding for Dragonfly Development Ltd.
- Income from the operating profit earned by Dragonfly Development Ltd.

## **5 CIPFA Financial Management Code**

- 5.1 CIPFA has developed a Financial Management Code (FM Code) which is designed to support good practice in financial management and to assist local authorities in demonstrating their financial sustainability. The FM Code has been introduced because the exceptional financial circumstances faced by local authorities have revealed concerns about fundamental weaknesses in financial management, particularly in relation to a small number of high-profile failures across local government which threaten stakeholder's confidence in the sector as a whole.
- 5.2 Although the FM Code does not have legislative backing, it applies to all local authorities, and it must be demonstrated that the requirements of the FM Code are being met. Demonstrating this compliance with the Code is a collective responsibility of Elected Members, the Section 151 Officer, and the Corporate Leadership Team.

## **6 Dragonfly Group**

- 6.1 Dragonfly Development Ltd is a development company limited by shares. Dragonfly Management (Bolsover) Ltd is a management company which is a wholly owned subsidiary of Dragonfly Development Ltd, as a company limited by shares. These two entities form the Dragonfly Group, and they are both wholly owned by the Council. Governance arrangements are set out in the Group Shareholder Agreement. This agreement regulates the activities of both companies and ensures that the Council retains influence over strategic objectives and significant decisions of Dragonfly Development Ltd.
- 6.2 A full business case was commissioned from Sharpe Pritchard (Public Sector Lawyers) during 2022/23 and aligned to the requirements of the HM Treasury Five Case Model and the CIPFA Local Authority Owned Companies good practice guide. The business case produced, demonstrated that Dragonfly Development Ltd can be a viable proposition that will provide the Council with a positive income stream.
- 6.3 The business case showed that the Company makes a loss in the first 3 years of operation and makes a profit after tax for the first time in 2026/27. The business case also showed the losses made in the first 3 years of operation during development and before it starts generating returns, are recouped by 2034 under the assumptions used at the time. Assumptions would be such as interest rates/costs of materials/achievable income, to name but a few.

- 6.4 As with any business case it is important that actual costs remain close to the costs estimated in producing the business case to ensure the financial performance of Dragonfly is viable and a positive income stream is provided for the Council. At the time of writing this Strategy, the financial statements for 2023/24 for the two companies are being prepared by their external auditor. It is anticipated that the statements will show Dragonfly Development Ltd made a profit before tax in 2023/24. This will allow the repayment to the Council during 2024/25 of loans provided by the Council to the company, in previous years.
- 6.5 To protect the Council, as a minimum, monitoring of the business case and the performance of Dragonfly against it, will take place on at least a quarterly basis in respect of the transferred services. This will then be reported to Members as part of the budget monitoring process.

## **Bolsover District Council**

### **Meeting of the Executive on 9<sup>th</sup> September 2024**

#### **Combined Heat and Power Unit for The ARC**

#### **Report of the Portfolio Holder for Partnerships, Health and Wellbeing**

<b>Classification</b>	This report is Public.
<b>Contact Officer</b>	Wayne Carter Assistant Director – Leisure, Health, and Wellbeing

### **PURPOSE/SUMMARY OF REPORT**

To seek approval to award a contract for the installation of Combined Heat and Power (CHP) Units at The Arc.

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### **1 REPORT DETAILS**

- 1.1 In February 2024 Executive approved a report to accept a grant offer of £455,000 from the Swimming Pool Support Fund and additional costs of £200,000 from the Transformation Reserve towards the installation of CHP units for The Arc.
- 1.2 A procurement exercise has been completed to secure a contractor to supply and install the CHP units.
- 1.3 Pure World Energy have been the successful contractor through the procurement process.
- 1.4 The tender price is £499,795.50 and is inclusive of obtaining planning permissions, supply of all equipment and full install of the project.
- 1.5 Indicative cost savings to the Council on future electricity costs is substantial and in excess of £100,000 per annum.

### **2. Reasons for Recommendation**

- 2.1 Following the grant award from the swimming pool support fund and subsequent approval from Executive a procurement exercise was undertaken to find a suitable contractor for the installation of the CHP units.

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

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



## **RECOMMENDATION(S)**

That Executive approves the award of the contract for the installation of the Combined Heat and Power Units for The Arc to Pure World Energy Ltd.

Approved by Councillor Mary Dooley, Portfolio Holder for Partnerships, Health & Wellbeing

### **IMPLICATIONS.**

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

**Details:** Approval has already been obtained to fund the project from the external grant and the Transformation Reserve. There are no further financial implications arising from this report.

On behalf of the Section 151 Officer

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

**Details:** This has been through a compliant procurement process.

On behalf of the Solicitor to the Council

**Environment:**            Yes ☒            No ☐

**Details:** Reduction in the carbon footprint of The Arc

**Staffing:**            Yes ☐            No ☒

**Details:** N/A

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

<b>District Wards Significantly Affected</b>	
<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"/>	Details:

<b>Links to Council Ambition: Customers, Economy, Environment and Housing</b>
Reducing our carbon footprint whilst supporting and encouraging residents and businesses to do the same.

DOCUMENT INFORMATION	
Appendix No	Title

<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 9<sup>th</sup> September 2024**

#### **Mine Water Demonstrator and Heat Network Project**

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

<b>Classification</b>	This report is Open
<b>Report By</b>	Chris Fridlington Director: Devolution and Development

### **PURPOSE OF REPORT**

To provide members with an update on (i) the mine water demonstrator project at Creswell and (ii) a related feasibility study funded by the Heat Network Distribution Unit.

The report seeks approval for the novation of a contract originally entered into with D2N2 for the funding for the mine water energy project to a contract with the East Midlands Combined Authority for the same project to allow the demonstrator project to go ahead.

The report also seeks delegated authority to procure a contractor to construct and operate the demonstrator and small heat network in Creswell, serving the Creswell Heritage and Wellbeing Centre in the first instance.

In addition, this report seeks to notify Executive of the acceptance of the funding for the feasibility study from the Heat Network Distribution Unit.

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### **REPORT DETAILS**

#### **1. Background**

- 1.1 Bolsover District Council has secured funding for two projects: (i) construction of a heat network utilising mine water energy in Creswell and (ii) a feasibility study into the viability of heat distribution networks in Creswell and Whitwell utilising mine water energy where practicable.
- 1.2 The two projects are linked because one is a capital works programme that is designed to provide 'proof of concept' that utilising mine water energy to reduce consumption of fossil fuels and energy costs is viable in the first instance. This will be achieved through a demonstrator unit and a small heat network serving Creswell Heritage and Wellbeing Centre.

- 1.3 The second project is a revenue funded feasibility study that is intended to evaluate this capital works programme and the feasibility of using mine water energy to provide heat to a larger number of residential and commercial properties within the context of a wider study on the feasibility of constructing larger heat networks providing energy to new and existing developments in Whitwell and Creswell.

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

### Heat Network Distribution Project

- 2.1 Heat networks distribute heat or cooling from a central source or sources and deliver it to a variety of different customers such as public buildings, shops, offices, hospitals, universities, and homes. By supplying multiple buildings, they avoid the need for individual boilers or electric heaters in every building.
- 2.2 Heat networks are also uniquely able to use local sources of low carbon heat which would otherwise go to waste. This could be from factories, the ground or even from rivers. In this case, there is the potential to use mine water that is underground and is heated 'in situ' by the surrounding rocks.
- 2.3 In particular, there are 'open' shafts in Whitwell and Creswell close to proposed residential developments that have planning consent, which provide an opportunity to create a heat network 'powered' by mine water for the new homes.
- 2.4 In this context, and in view of the Council's own ambitions around climate action, a successful application was made to the Heat Work Distribution Unit (a government department, which is part of BEIS) for funding for a feasibility study. The decision to accept the funding and procurement of the feasibility study were made under the Chief Executive Officer's delegated powers following appropriate consultation with the portfolio holder and the statutory officers.
- 2.5 The funding has since been received by the Council and a feasibility study has been procured (subject to contract) and this study will be completed early next year (January 2025). On completion, the study will show whether it is feasible to use mine water to power heat networks for the proposed developments in Whitwell and Creswell and lead to further consideration as to whether mine water could be used to create a larger heat network serving existing properties in the local areas.
- 2.6 The study will also consider whether heat networks would be viable for either of the proposed developments and the two villages without utilisation of mine water energy. So, the work will not be abortive even if it is not feasible to use mine water in either location.

### Mine Water Demonstrator Project

- 2.7 The Council was originally awarded £900,000 from D2N2 following a successful application to the Green Growth Fund in 2022 for a small heat network utilising mine water energy from the open shaft in Creswell.
- 2.8 The proposal remains innovative insofar as it will utilise a closed loop system in a single shaft to draw out heat from the mine water and transfer that energy into a heat network. This will be first done through a small network taking heat transfer

fluid through underground pipework from the shaft to a heat exchanger to provide energy to the Heritage and Wellbeing Centre in the first instance.

- 2.9 If this approach is successful it will show how a closed loop system could significantly reduce costs and risks typically associated with mine water energy where drilling to access the underground water is involved or where there is a requirement to run highly saline and often contaminated mine water directly through pipe work and heat exchangers, for example.
- 2.10 In addition, a feasibility study carried out by the University of Derby building on a Coal Authority scoping report indicated the closed loop system proposed at Creswell could provide sufficient energy to provide heat through a heat network to 100 domestic properties. These findings will be tested and built on by the larger feasibility study funded by the Heat Network Distribution Unit.
- 2.11 However, whereas geothermal energy and therefore, the heat in underground mine water (and other water stored underground) is often considered to be 'inexhaustible', the Coal Authority raised concerns that the heat in the mine water, which is stored in a relatively static environment within a contained shaft would not 'recharge' quickly enough to maintain a consistent output of heat energy required for a viable heat network.
- 2.12 In addition, the Coal Authority were concerned about the potential impact of taking mine water energy from the shaft on the physical integrity of the shaft itself as well as the impact of the project on the wider and interconnected underground mine systems within that local area including a potential impact on the chemical composition of various contaminants that might be in the water and rising water levels through changes in the heat of the water.
- 2.13 Therefore, £200,000 was earmarked and approved by D2N2 for use on the demonstrator project that will allow a closed loop system to be constructed and monitored to pin down exactly how the system and a small network will work and whether the energy could be used to power a larger heat network.
- 2.14 The demonstrator will also provide evidence on what impacts - if any, utilising the heat in the mine water from the open shaft in Creswell will have on any Coal Authority assets including the shaft and associated mine systems.
- 2.15 In the meantime, D2N2 is now in the process of being dissolved because its functions and its staff have been taken into the East Midlands Combined County Authority (EMMCCA) and there is a requirement to novate the original contract with D2N2 to EMMCCA. Therefore, this report seeks an endorsement from the Executive to sign the new contract to retain the funding originally awarded by D2N2.
- 2.16 This report also seeks approval from the Executive to allow officers to proceed with the procurement of goods and services with a value in excess of £150,000 by way on an exemption to the Contract Procedure Rules set out in the Council's constitution.

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

- 3.1 Extensive coalfields exist across Great Britain, and it is estimated that 25% of homes and businesses in the UK are located above former coal mines and more so in Bolsover District, and larger parts of North Derbyshire and North Nottinghamshire.
- 3.2 Water within the mines is warmed by natural processes and can, if sustainably managed, provide a continuous supply of heat. Mine water temperatures are not affected by seasonal variations and, subject to the right support, mine water can provide renewable, secure, low carbon heating for buildings in coalfield areas.
- 3.3 With heating accounting for 40% of energy use in the UK, mine water heat connected to an appropriate heat distribution network could also play a large part in the District's efforts to tackle climate change and support its net zero future alongside providing cheaper energy to its residents.
- 3.4 Therefore, there are good reasons to endorse the application for - and acceptance of the funding for the feasibility study that will help determine whether mine water energy could be utilised in Whitwell and Creswell where there is relatively easy access to the underground mine water and determine the feasibility of heat networks more generally in both locations.
- 3.5 For similar reasons, it is considered appropriate to recommend endorsement of novation of the original contract made with D2N2 to ensure retention of the funding for the mine water demonstrator and the construction of a larger network if the demonstrator proves to be successful.
- 3.6 In particular, if the demonstrator is successful it will offer 'proof of concept' of a novel system that will significantly reduce the costs and risks associated with mine water energy and potentially unlock this resource, which would be of local, regional, and national significance primarily because of the size and scale of the resource and the difficulties experienced in utilising this resource.
- 3.7 This is also because a heat network using mine water and ground source heat pump technology will have substantially better co-efficiency of performance compared to air source heat pump technology and would be cheaper to operate in the longer term despite higher initial costs because of the higher input temperature (c.17° - 22°) from a mine water system compared to the ambient winter temperatures (<5°) utilised by an air source heat pump in the UK.
- 3.8 However, because the system is novel and because it involves the use of mine water there is demonstrably an insufficient market to tender for the supply of goods, services or works required to carry out the project that is funded by an external grant on a 'not for profit' basis.
- 3.9 In this case, ENER-G Renewable Solutions Ltd are the only company that officers have been able to identify through extensive market engagement that not only have the relevant skills, knowledge and experience to carry out the project, and the trust and support of the Coal Authority, but are also willing and able to do so within an acceptable time frame and cost envelope.

- 3.8 Therefore, it is also considered appropriate to recommend approval of an exemption to the Council's Contract Procurement Rules and to make a direct award of the contract for construction and operation of the demonstrator to ENER-G Renewable Solutions Ltd.
- 3.9 The relevant exemption is part 4.8.4 (e) of the Contract Procurement Rules which allows for a direct award of a contract where it relates to commissioning of projects funded by external grant where there is no or insufficient marketplace. The Procurement team have been consulted and they are satisfied that there are grounds to award a contract to ENER-G Renewable Solutions Ltd without undertaking a wider procurement exercise.
- 3.10 Finally, the fee proposal received by officers from ENER-G Renewable Solutions Ltd also includes full costings that are reasonable and competitive within this context but exceed £150,000. However the full value of the contract is yet to be determined. Therefore, it is recommended that the Executive delegate authority to the Chief Executive Officer to agree the contract price subject to this not exceeding £200,000.

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

- 4.1 The option to return the funding rather than novate the original D2N2 contract to EMMCCA was rejected because significant progress has now been made on the demonstrator project and the funding is required to carry the project out and build a larger heat network if the demonstrator is successful.
- 4.2 The option to discontinue the demonstrator project was rejected because of the significance of this scheme in relation to the Council's own aims and objectives, and its wider significance in terms of decarbonisation of housing stock and commercial property.
- 4.3 The option to go out to tender was rejected because only one company was identified through thorough market testing that could carry out the project to the satisfaction of the Coal Authority, meet the requirements of the funding body, and complete the works in an appropriate time frame and cost envelope.

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#### **RECOMMENDATION(S)**

1. Executive notes the acceptance of funding from the Heat Network Distribution Unit.
2. Executive agrees to the novation of the contract for the Mine Water Energy project from D2N2 to EMMCCA with the effect of accepting the £900,000 funding originally awarded by D2N2.
3. Executive approves the procurement of ENER-G Renewable Solution Ltd to construct and operate the demonstrator and small heat network in Creswell serving the Creswell Heritage and Wellbeing Centre in the first instance.

4. Executive delegates to the Chief Executive Officer the decision to agree the contract price with ENER-G Renewable Solutions Ltd subject to this not exceeding £200,000.

Approved by Councillor John Ritchie, Portfolio Holder for Growth

**IMPLICATIONS:**

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

**Details:** The expenditure will all be covered by external grant, there should be no cost to the Council from this project.

On behalf of the Section 151 Officer

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

**Details:** The contract is to be awarded using the exemption at part 4.8.4 of the 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:** The two projects will support our environmental and Net Zero objectives.

- The demonstrator project will provide a low-carbon heating solution to the Creswell Heritage and Wellbeing centre reducing its carbon emissions.
- The Heat Network Distribution Project will show the viability and economic case for Heat Networks utilising mine water. This could then provide a low carbon heating and hot water source for properties close to former mines.

In addition, the co-benefits include; development of green skills; health benefits from reduction in local pollution from burning of fossil fuels; energy security benefit with less reliance on fossil fuels.

**Staffing:**            Yes ☐            No ☒

**Details:** No staff issues arise from this report.

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

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

<b>Links to Council Ambition: Customers, Economy, and Environment.</b>
This project supports our environmental aims by (1) reducing carbon emissions and potentially producing a business case for rolling this solution out to more sites. (2) helps reduce local pollution by switching from fossil fuels to a low carbon alternative. It supports our economy ambitions via supporting green skills and, should the business case prove economic, has the potential to create new jobs.

DOCUMENT INFORMATION	
Appendix No	Title

<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 9<sup>th</sup> September 2024**

#### **Acceptance of funded support for Local Area Energy Planning**

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

<b>Classification</b>	This report is Public.
<b>Report By</b>	Chris Fridlington Economic Development Director

#### **PURPOSE/SUMMARY OF REPORT**

This report provides Members with an update on proposals for the creation of a regional Local Area Energy Plan.

A Local Area Energy Plan sets out the change required to transition an area's energy system to 'net zero' in a given timeframe. This is achieved by the analysis of data to evaluate the existing situation and future energy demand, then considering a range of technologies and scenarios which, when combined with stakeholder engagement, leads to the identification of a series of preferred options to create the most cost-effective sequenced plan that would systematically reduce the demand for fossil fuel and achieve decarbonisation of the area's transport, housing, and industry.

This report seeks acceptance of funded support from the East Midlands Combined County Authority (EMMCCA) to ensure the Council is fully included in the region's Local Area Energy Planning. This report also seeks approval of delegated authority to allow officers to enter into the associated memorandum of understanding with Nottingham County Council to allow the Council to access this support.

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#### **REPORT DETAILS**

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

- 1.1 Local Area Energy Planning has long been promoted by the Midlands Net Zero Hub along with many other regional and national organisations as the most appropriate tool to accelerate delivery of a local area's ambitions to reduce reliance on non-renewable energy sources and dependency on fossil fuels.
- 1.2 The scope of a typical Local Area Energy Plan will include evaluation of industrial, commercial, and domestic properties, assessment of future energy needs and amongst other things will identify:
  - electricity grid capacity;

- areas of low EPC values;
  - areas of fuel poverty;
  - areas eligible for retrofit funding; and
  - impact and options for electrifying corporate vehicle fleets.
- 1.3 The resulting process aims to achieve a transition to 'net zero' through decarbonisation, which is an important part of any Council's approach to climate action and response to a climate emergency.
- 1.4 In this context, the Midlands Net Zero Hub with the support of this Council and other local authorities across the region, have successfully negotiated an award of funding from the EMMCCA to carry out Local Area Energy Planning across the region.
- 1.5 To be able to benefit from this funding and ensure the Council is fully included in the region's Local Area Energy Plan, it is necessary to sign a memorandum of understanding (MOU) with Nottingham County Council acting for the Midlands Net Zero Hub and EMMCCA.
- 1.6 However, entering the Council into this MOU is not authorised by any of the delegated authorities granted to officers by the Council's Constitution. Therefore, this report seeks approval from the Executive to obtain the delegated authority to allow officers to sign the MOU.

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

### **Memorandum of Understanding**

- 2.1 The objective of the MOU is to ensure all parties work with each other on Local Area Energy Planning in a way that allows for genuine co-operation and that all parties ensure sufficient and appropriately qualified employees and other necessary resources are available and authorised to fulfil the responsibilities set out in the MOU.
- 2.2 Although the consultants that have been commissioned to carry out this work will use nationally available data to develop the Local Area Energy Plan (LAEP), the main ask of the Council in the MOU is to provide local information including:
- Site allocations and plans for growth in the Local Plan, Business Growth Strategy, and the Council's ambition documents;
  - Information on the Council's own assets including its housing stock, offices, and commercial properties;
  - travel information;
  - business intelligence on local manufacturers and other businesses with high energy demand; and
  - local objectives and initiatives on fuel poverty and retrofit.
- 2.3 In addition, EMMCCA has divided the region into eight small groups of connected local authorities and each area will receive its own LAEP. Bolsover District is grouped with Chesterfield Borough and North East Derbyshire District and the MOU requires this Council to work collaboratively with these local authorities.

- 2.4 There are no objections to these proposals because the information requirements placed on the Council are proportionate and would help ensure the Local Area Energy Plan meets the identified needs of the Council and the proposed grouping is logical.

#### Procurement and Contractual Arrangements

- 2.5 Via procurement undertaken by the Midlands Net Zero Hub, EMMCCA have appointed Mott Macdonald and Integrated Environmental Systems (IES) to create the Local Area Energy Plans for each local authority within the region.
- 2.6 The contract is managed by Nottingham City Council on behalf of EMMCCA and this requires the City Council to enter into separate contractual arrangements with each of the individual local authorities in the region.
- 2.7 Funding for the contract has been provided by EMMCCA and there is no direct cost to Bolsover District Council. The MOU also sets out the contractual arrangements and relationship between this Council and Nottingham City Council.
- 2.8 The MOU is attached to this report as Appendix 1 and on review, it is considered that the document does not contain any unfair or unreasonable terms and there are no substantial risks to the Council arising from signing the MOU.

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

- 3.1 The creation of a Local Energy Area Plan for Bolsover will use data, local information, and stakeholder engagement to create a strategic framework that will support the Council maximise inward investment in energy infrastructure, renewable energy, and energy systems.
- 3.2 The Local Energy Area Plan will also provide a framework to support the Council to create the conditions for clean and inclusive growth, reduce energy costs for business and residents, and improve the environment.
- 3.3 The cost to the Council of entering the MOU is primarily officer time used in providing information to, and engaging with, the consultants to identify local need and local priorities. The MOU does not otherwise place any unreasonable burdens on the Council or contain any unfair or unreasonable terms.
- 3.4 Consequently, it is recommended that the Executive endorse the acceptance of the supported funding for a Local Area Energy Plan for Bolsover District and approve delegated authority to officers to sign the associated MOU on behalf of the Council

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

- 4.1 Bolsover District Council could not participate in this research but there will be reputational damage in not supporting this EMMCCA led project. The LAEP will support our development plans and the transition to Net Zero, not entering into the MOU risks BDC undertaking projects and spending inefficiently.

To undertake a LAEP, or a similar plan, including appointing consultants would cost the authority approximately £150K, in addition to the costs of officer time and the procurement process.

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## **RECOMMENDATION(S)**

1. Executive accept the supported funding for a Local Area Energy Plan for Bolsover District and approve delegated authority to the Chief Executive Officer to sign the associated MOU on behalf of the Council.

Approved by Councillor Anne Clarke, Portfolio Holder for Environment

### **IMPLICATIONS:**

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

**Details:** There are no financial implications for the Council arising from this report.

On behalf of the Section 151 Officer

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

**Details:** There are no legal implications arising from this report.

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

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

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

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

DOCUMENT INFORMATION	
Appendix No	Title
1	Covering Letter & Memorandum of Understanding

<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>

Dear Karen

The procurement process for the consultancy contract for Local Area Energy Planning (LAEP) for Derbyshire and Nottinghamshire has now completed. The successful bidder is a consortium of Integrated Environmental Solutions (IES) and Mott Macdonald

Please find attached a Memorandum of Understanding setting out the relationship between Bolsover District Council and Nottingham City Council, who are the contracted party to the LAEP consultancy contract, on behalf of all participating local authorities.

Please could you arrange for this to be completed and returned to me, signed by you or the relevant senior officer.

Funding for this contract has been provided by the East Midlands Combined County Authority so there is no direct cost to Bolsover District Council.

Please contact me have any questions.

Yours sincerely

Jason Tyler

Net Zero Innovation & Delivery Manager, Midlands Net Zero Hub

Email: [Jason.tyler@nottinghamcity.gov.uk](mailto:Jason.tyler@nottinghamcity.gov.uk)

Tel: 07971 032484



**Dated** **2024**

- (1) Nottingham City Council**
- (2) Bolsover District Council**

## **Memorandum of Understanding**



This Memorandum of Understanding (MoU) is dated [ ] 2024

**Between**

- (1) **NOTTINGHAM CITY COUNCIL** of Loxley House, Station Street, Nottingham NG2 3NG (**NCC**); and
- (2) **BOLSOVER DISTRICT COUNCIL** of The Arc, High Street, Clowne, Derbyshire S434JY (the **Partner**).

together the “**Parties**” and each a “**Party**”.

**BACKGROUND**

- (A) Following a competitive tender process, NCC have appointed **Integrated Environmental Solutions Ltd (Consultant)** to deliver the Consultancy Services for the benefit of NCC and the Partner.
- (B) This MoU sets out the relationship of the Parties in relation to the Consultancy Agreement, the LAEP Process and the obligations of the Parties under this MoU.
- (C) It is the Parties’ intention that NCC has no obligation to place orders with the Consultant under this MoU, the Consultancy Agreement or at all.
- (D) By the terms of this MoU, the Parties acknowledge that NCC will undertake the Activities set out in this MoU and that the East Midlands Combined County Authority will pay the Consultancy Funds to NCC on behalf of the Partner to enable them to carry out the Activities.
- (E) This MoU establishes the responsibilities of the Parties and the general principles for their cooperation in the LAEP Process.
- (F) This MoU is not intended to be legally binding and no legal obligations or legal rights shall arise between the Parties from the provisions of the MoU. However, the Parties enter into the MoU intending to honour their obligations.

**1 Interpretation**

- 1.1 Unless the context otherwise requires, references to this MoU shall be construed as a reference to this MoU as varied or amended in accordance with its terms. Reference to a person includes a legal entity, words importing a gender include all genders and words importing the singular include the plural and vice versa.

**Activities**

means agreed activities set out in **Error! Reference source not found.** and “Activity” shall be construed accordingly dependent on NCC;

**Confidential Information**

means any information which has been designated as confidential by either Party in writing or that ought to be considered as confidential (howsoever it is conveyed or on whatever media it is stored) including information the disclosure of which would, or would be likely to, prejudice the commercial interests of any person or trade secrets and all personal data and

sensitive personal data within the meaning of applicable legislation. Confidential Information shall not include information which:

- (a) was public knowledge at the time of disclosure (otherwise than by breach of a duty of confidence by either Party);
- (b) was in the possession of the receiving Party, without restriction as to its disclosure, before receiving it from the disclosing Party;
- (c) is received from a third party (who lawfully acquired it) without restriction as to its disclosure; or
- (d) is independently developed without access to the Confidential Information;

**Consultancy Agreement** means the consultancy agreement entered into on [ **DATE** ] with the Consultant for the provision of the Consultancy Services;

**Consultancy Funds** means the funds transferred to NCC by the East Midlands Combined County Authority for the purpose of paying the Consultant;

**Consultancy Services** the services provided by the Consultant in a consultancy capacity for NCC as more particularly described in the Consultancy Agreement;

**Consultant** means Integrated Environmental Solutions Ltd.;

**Data Protection Legislation** all applicable data protection and privacy legislation in force from time to time in the UK including the UK GDPR, the Data Protection Act 2018 (DPA 2018) (and regulations made thereunder) and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended, replaced or updated from time to time and the applicable guidance and codes of practice issued by the Information Commissioner or other relevant regulatory authority.

**Fast Followers** means the Co-County Carbon Co-ordination Project. A partnership project to co-ordinate local authority net-zero related activity in the East Midlands Combined County Authority area. This project is funded by UK Research and Innovation via Innovate UK; The participating Local Authorities are: Derbyshire County Council, Nottinghamshire County Council, Derby City Council, Nottingham City Council, Broxtowe Borough Council, Gedling Borough Council and Rushcliffe Borough Council. An

officer from each participating Local Authority sits on the Project Board.

<b>Intellectual Property Rights</b>	means patents, utility models, inventions, trade marks, service marks, logos, design rights (whether registrable or otherwise), applications for any of the foregoing, copyright, database rights, domain names, plant variety rights, know-how, trade or business names, moral rights and other similar rights or obligations whether registrable or not in any country (including but not limited to the United Kingdom) and the right to sue for passing off;
<b>LAEP Delivery Plan</b>	means the LAEP Delivery Plan set out in Appendix 2;
<b>LAEP Process</b>	means the local area energy plan as more specifically described in the LAEP Delivery Plan;
<b>Personal Data</b>	have the meaning given in the UK GDPR;
<b>Processing</b>	have the meaning given in the UK GDPR; and
<b>UK GDPR</b>	has the meaning given to it in section 3(10) (as supplemented by section 205(4)) of the Data Protection Act 2018.

## **2 Parties' responsibilities:**

- 2.1 NCC will manage the Consultancy Contract on behalf of the Partner and to pay the Consultancy Fee to the Consultant pursuant to the terms of the Consultancy Agreement.
- 2.2 The Partner will engage with NCC and the Consultant in accordance with the terms of this MOU.

## **3 Objectives and principles of collaboration and the parties' responsibilities**

- 3.1 The Parties agree that the following are the objectives of the MoU (the **Objectives**):
  - 3.1.1 to ensure the effectiveness of the Consultancy Agreement in delivering the Consultancy Services;
  - 3.1.2 to improve the provision, and development, of the Consultancy Services delivered through the Consultancy Agreement;
  - 3.1.3 to operate in a way that allows for genuine co-operation, sharing of best practice and improvement of the Consultancy Services delivered under the Consultancy Agreement to produce the best outcome of the LAEP Process; and

- 3.1.4 to share information and experience between the Parties required in connection with the Consultancy Agreement.
- 3.2 The Parties will adopt the following principles (**Principles**) at all times in respect of this MoU to deliver the Objectives to:
  - 3.2.1 be accountable to each other for performance of their respective roles and responsibilities as set out in this MoU;
  - 3.2.2 act in a timely manner in relation to the LAEP Process;
  - 3.2.3 ensure sufficient and appropriately qualified employees and other necessary resources are available and (in the case of employees) authorised to fulfil the responsibilities set out in this MoU; and
  - 3.2.4 have open and honest conversations regarding the effectiveness of the Consultancy Agreement and LAEP Process.
- 3.3 Each Party agrees to:
  - 3.3.1 be just and true to the other Party and act in good faith;
  - 3.3.2 report as soon as practicable to the other Party any matters of which it becomes aware which may affect the effective working of the Consultancy Agreement or the LAEP Process;
  - 3.3.3 always respect the need to maintain the obligations of confidentiality and the need to avoid conflicts of interest, facilitate best practice and the sharing of information and knowledge.
- 3.4 NCC agrees it will maximise the benefits of the Consultancy Agreement until termination of this MoU.
- 3.5 The Partner agrees that it will:
  - 3.5.1 give all reasonable assistance to NCC to allow the best possible service to be delivered under the Consultancy Agreement;
  - 3.5.2 give all reasonable assistance to NCC to ensure that NCC can comply with NCC's obligations under the Consultancy Agreement;
  - 3.5.3 in a timely manner, to provide all data and information requested by NCC required for the Consultant to carry out its obligations under the Consultancy Agreement and the LAEP Process; and
  - 3.5.4 to actively participate in the LAEP process and to undertake all required actions required under the LAEP Delivery Plan.

#### **4 Liaison between the parties**

- 4.1 Formal contact between the Parties will be through (the **Representatives** and each a **Representative**):

**NCC:** Net Zero Innovation and Deliver Manager

**PARTNER:** [REDACTED].

- 4.2 Any Party may change their Representative at any time by notifying the other in writing.
- 4.3 The Representatives and the project board for Fast Followers will make up the board (the **Board**).
- 4.4 The NCC Representative will be the Chair of the Board.
- 4.5 The Board shall:
  - 4.5.1 meet at least monthly;
  - 4.5.2 be responsible for the strategic decisions, oversight and monitoring of the relationship of the Parties under this MoU;
  - 4.5.3 be responsible for any matter relating to this MoU;
  - 4.5.4 approve any amendments or variations of the Activities;
  - 4.5.5 resolve any conflict reported to them by NCC and any direct complaint made by any Party; and
  - 4.5.6 document key decisions in writing.
- 4.6 Representatives and the project board from Fast Followers in attendance will have only one vote each on any matter, if agreement cannot be reached on any matter, the Chair of the Board will hold the casting vote.
- 4.7 Board meetings will be held virtually unless agreed otherwise.
- 4.8 The NCC Representative shall ensure that members of the Board are sent papers for meetings (including but not limited to an agenda and details of any specific resolutions to be put to the meeting) not less than two Business Days before the date of such meeting.
- 4.9 The Parties may agree in writing at any time to change the composition of the Board.
- 4.10 The Board will invite senior officials from each Party and NCC to a six monthly review of the performance of the Consultancy Agreement in relation to the requirements and activities of the Parties.

## **5 Intellectual Property**

This MoU does not transfer any interest in any Intellectual Property Rights in the information or any other material shared between the Parties. All Intellectual Property Rights developed or created by a Party shall be owned by that Party.

## **6 Charges and liabilities**

- 6.1 Each Party shall bear its own costs and expenses incurred in complying with its obligations under this MoU.
- 6.2 All Parties shall remain liable for any losses or liabilities incurred due to their own or their employees' actions and no Party intends that any other Party shall be liable for any loss it suffers as a result of this MoU.

## **7 Confidential information**

- 7.1 Each Party understands and acknowledges that it may receive or become aware of Confidential Information of the other Party (which may include information where the other Party owes a duty of confidence to a third party) whether in the course of performance of the Activities or otherwise.
- 7.2 Except to the extent set out in this clause 7 or where disclosure is expressly permitted elsewhere in this MoU, each Party shall treat the other Party's Confidential Information as confidential and safeguard it accordingly (which shall include complying with any protective markings on documents and instructions supplied by the other Party). In particular, neither Party will do anything that may place the other Party in breach of a duty of confidence owed to a third party. A Party receiving Confidential information shall not disclose Confidential Information to any non-Crown bodies without the prior consent of the other Party.

## **8 Protection of personal data**

- 8.1 The Parties will enter into a data sharing agreement whenever Personal Data is shared as part of the Activities.
- 8.2 Each Party warrants that it shall comply with its obligations under the Data Protection Legislation in respect of Personal Data it shares with, or has received from, the other Party pursuant to this MoU.
- 8.3 Each Party must ensure that Personal Data collated or exchanged under this MoU is not transferred outside the UK without the prior agreement of the other Party.

## **9 Term and termination**

- 9.1 This MoU shall commence on the date of this MoU and (subject to earlier termination on the terms of this MoU) shall continue for the duration of the Consultancy Agreement.
- 9.2 Either Party may serve notice to terminate this MoU by giving not less than three months' written notice to the other Party.

- 9.3 Each Party agrees that it will provide all reasonable assistance to one another both to allow the termination of this MoU.
- 9.4 Should this MoU be terminated, the Parties will co-operate during any handover arising from the expiry or termination of this MoU. Such co-operation shall extend to allowing full access to, and providing copies of, all documents, reports, summaries and any other information necessary, within legal constraints, to the other Party or such other third party (or parties) authorised to take over all or part of the Activities in order to achieve an effective transition without disruption to routine operational requirements.

## **10 Conflict Resolution**

- 10.1 Any dispute between the Parties arising out of or in connection with this MoU shall in the first instance be resolved amicably between the Parties through the Board. If no resolution is reached, the Parties will refer the dispute to the Head of Midlands Net Zero Hub/Director.
- 10.2 Should the Parties not be able to resolve the dispute in accordance with clause 10.1, the Parties will refer the dispute to the Centre for Effective Dispute Resolution (CEDR) with each Party bearing its own costs.
- 10.3 The following senior personnel (at Director level) are responsible for managing disputes for their own Party including giving instructions in relation to clause 10.2:
- 10.3.1 For NCC: Director of Environment and Sustainability
- 10.3.2 For the Partner: [insert]

## **11 Enforceability**

The Parties agree that the provisions of this MoU and its Appendices are not legally binding and enforceable.

## **12 Miscellaneous**

- 12.1 This MoU does not confer any rights on any third party. Nothing in this MoU shall be interpreted as limiting, superseding, or otherwise affecting any Party's normal operations in carrying out its statutory, regulatory or other duties. This MoU does not limit or restrict either Party from participating in similar activities or arrangements with other entities.
- 12.2 The Parties reserve the right to vary the requirements of the MoU should this become necessary at any time, following discussion between the Parties and any such variation will be confirmed in writing.

## **SIGNATORIES**

The duly authorised representatives of the Parties affix their signatures below.

Signed for and on behalf of **NOTTINGHAM CITY COUNCIL**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_



Signed for and on behalf of **BOLSOVER DISTRICT COUNCIL**

Signature: \_\_\_\_\_

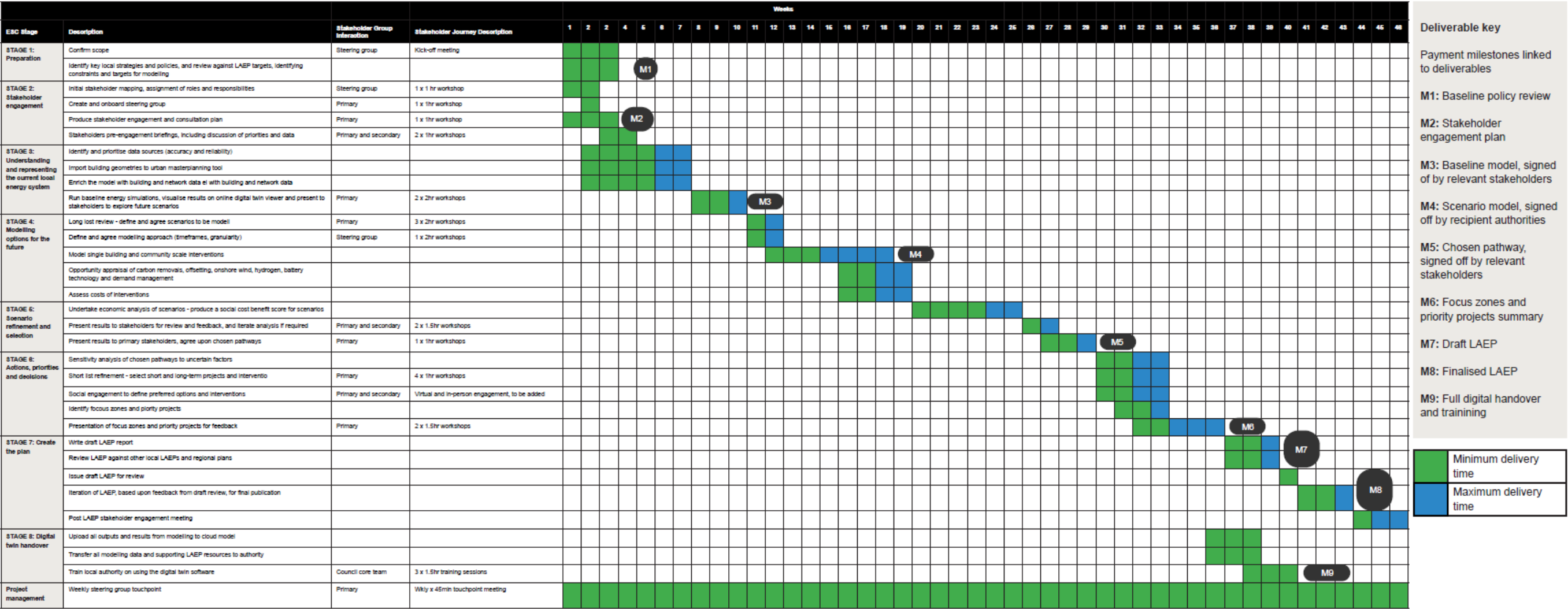
Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix 1 LAEP Delivery Plan

Individual LAEP Project Gantt Chart



## **Bolsover District Council**

### **Meeting of the Executive on 9th September 2024**

#### **Update on Phase 1 and Phase 2 of the Retrofit Skills Project and the Local Area Retrofit Accelerator**

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

<b>Classification</b>	This report is Public
<b>Report By</b>	Chris Fridlington Director: Devolution & Development

### **PURPOSE OF REPORT**

The purpose of this report is to update members on Phase 1 and Phase 2 of a Retrofit Skills pilot funded by the Department of Energy Security and Net Zero (DESNZ) through the Midlands Net Zero Hub and the Local Area Retrofit Accelerator funded by the MCS Foundation.

This work builds on previous work identifying the need to provide more opportunities for people living and working in the District to gain skills to ensure our local workforce is not left behind in the transition to net zero and is better able to obtain higher skilled, higher paid jobs.

The report proposes (i) acceptance of funding from DESNZ; (ii) approval of revenue spend over £75,000; (iii) approval for five separate exemptions from the Contract Procedure Rules; and (iv) acceptance of supported funding from the MCS Foundation for the Local Authority Retrofit Accelerator.

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### **REPORT DETAILS**

#### **1. Background**

- 1.1 In 2021, Nottingham Trent University (NTU) were commissioned by the Council to complete a study into the employment and skills opportunities associated with the then UK Government's stated commitment to achieving 'net zero' by 2050.
- 1.2 This study identified that there is more work required to achieve net zero – for example, by decarbonisation of housing stock through retrofitting (including replacing gas boilers with heat pumps) than there are people with the relevant 'green skills' to carry out this work.
- 1.3 This skills gap is an issue across the country but the NTU study found that Bolsover District was at particular risk of being 'left behind' but suggested a number of ways the Council could support the local workforce and more young

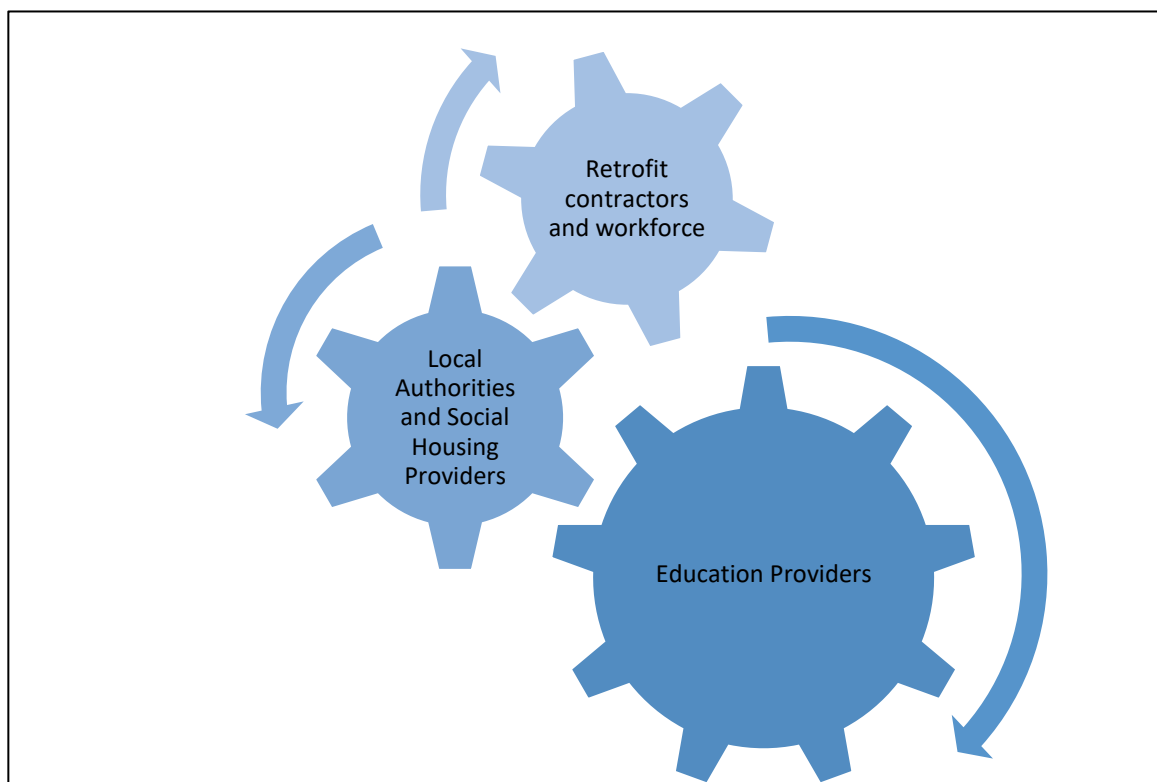
people to access training and apprenticeships to gain the qualifications and accreditations needed to be better able to take higher paid, higher skilled 'green jobs'.

- 1.4 In 2023, Rider Levett Bucknall (RLB) were commissioned to carry out a further study building on the finding and recommendations made by NTU and this study was paid for by funding from the UK Shared Prosperity Fund. One of the key purposes of the study was to explore the feasibility of a skills hub for the District to improve educational attainment and 'up skill' the existing workforce.
- 1.5 RLB engaged with a wide range of stakeholders from in and around the local area including the local colleges, students, local employers and various partner organisations ranging from D2N2 and the East Midlands Chambers to DEBP and BCVS to complete this study.
- 1.6 Amongst other things, this study found that a 'skills hub' would benefit the District not least through making relevant courses much more accessible but also by providing a 'one stop' shop for information about 'going green' and 'green skills' in the District for householders and businesses, students and education suppliers, and employers and employees wanting to reskill.
- 1.7 However, the RLB report also recommended on focussing on one of the many strands of green skills and green jobs and this coincided with the launch of Phase 1 of the Retrofit Skills Pilot.
- 1.8 In short, 'retrofit skills' are the skills, accreditations and qualifications needed to move from fossil fuels to low carbon fuels for powering our homes and businesses. It includes a vast range of skills from fitting cavity wall insulation, to installing heat pumps and solar panels. For context, Historic England estimate that the UK will need 23,000 employees per year to retrofit the 19 million poorest performing houses.
- 1.9 Therefore, the Retrofit Skills Pilot aligned with the recommendations made in the previous studies and could result in significant benefits for the local economy and the local workforce because it offered funding from the Department of Energy Security and Net Zero (DESNZ) to complete a roadmap for action to develop retrofit skills provision in the District.
- 1.10 The work on Phase 1 of the Pilot was completed in the early part of 2024 on behalf of the Midlands Net Zero Hub through this Council as lead partner of a consortium including Nottinghamshire and Derbyshire County Councils, NTU and the University of Derby, Vision West Nottinghamshire and Chesterfield Colleges, Dragonfly Development and RLB.
- 1.11 Subsequently, this work was combined with work undertaken by Birmingham City Council and East Lindsay District Council to create a roadmap for the entire area covered by the Midlands Net Zero Hub that having now been agreed by DESNZ forms the basis for Phase 2 of the Retrofit Skills Pilot, which has been disaggregated back into actions to be taken separately by each of the three authorities.

- 1.12 The next section of this report provides further details of Phase 2 of the Pilot from a Bolsover perspective and how the Council working in partnership with others will trial a number of pilot activities in the local area, which if they were to be successful, will not only accelerate delivery of skills training across the District but could also be scaled and replicated across the footprint of the East Midlands Combined County Authority (EMMCCA).

## 2. Details of Proposal

### Phase 2 of the Retrofit Skills Pilot



- 2.1 Building on the finding on the previous NTU and RLB reports, Phase 1 of the Retrofit Skills Pilot identified that three key groups involved in retrofit, namely employers, educators and local authorities, were often working independently of each other resulting in a 'boom and bust' industry that benefitted no sector.
- 2.2 Therefore, the activities included in Phase 2 of the Retrofit Skills Pilot are organised around these sectors using a 'whole systems approach' seeking to address the issues raised in the previous studies and Phase 1 of the Pilot.

### Education Sector

- 2.3 Naturally, the education sector has an important - if not critical role to play in addressing the skills gap within the 'green skills' sector and in this District, it is especially important to engage with this sector to up skill the existing workforce and ensure more of our young people leave education with the qualifications that will allow them to get higher skilled, higher paid jobs and provide them with better career opportunities.

- 2.4 The Council's ambition is to improve opportunities for training and education in 'green skills' from Level 2 (CSE) through to Level 8 (PhD). Therefore, Phase 2 of the Pilot includes activities involving the District's schools, and our local colleges and universities.
- 2.5 The Universities of Derby and NTU, and Chesterfield, Rotherham and North Nottinghamshire, and Vision West Nottinghamshire Colleges will receive grant funding to pay for training rigs and/or staff training provided by local suppliers (NAPIT and Eastgate).
- 2.6 The grants will be administered by the Council on behalf of Midlands Net Zero Hub with funding from DESNZ and the education suppliers will procure the equipment and/or training direct from the suppliers.
- 2.7 The purpose of these activities is to ensure that our local further and higher education facilities have the right equipment and skills to deliver appropriate and relevant retrofit skills training.
- 2.8 In addition, NTU will identify and map out all the 'green skills' courses and their different suppliers currently being delivered in the region and convene an education forum to foster a collaborative approach to co-ordinating provision to address any existing gaps and provide a more coherent and accessible offer to students, employers and employees.
- 2.9 This work will be funded by DEZNZ and procured by the Council on behalf of the Midlands Net Zero Hub via a direct award as an exemption to the Council's Contract Procedure Award under Article 4.8.4 (1) (e) of the Constitution.
- 2.10 This exemption applies in this case because the contract relates to commissioning of projects funded by external grant where there is no (or insufficient) marketplace to tender for the supply of goods, services or works required.

### **Careers Advice**

- 2.11 An additional issue raised in the two studies and even more prominently raised in Phase 1 of the Pilot was the lack of awareness of 'green skills' and the opportunities for higher paid jobs and good careers in the 'green sector' amongst young people.
- 2.12 Therefore, a further activity in the education sector was the creation of marketing materials to explain to young people in secondary school what green jobs and green skills are and training for careers advisors to raise the profile of career opportunities in the green sector to promote and encourage take up of relevant courses in higher and further education to boost the number of people leaving education for work with the right skills needed by employers or for self-employment.
- 2.13 This work is being supported by DEBP (Direct Education Business Partnership CIO) who will be procured by the Council on behalf of the Midlands Net Zero Hub with funding from DESNZ via a direct award of the contract made as an

exemption to the Council's Contract Procedure Award under Article 4.8.4 (1) (e) of the Constitution.

- 2.14 This exemption applies in this case because the contract relates to commissioning of projects funded by external grant where there is no (or insufficient) marketplace to tender for the supply of goods, services or works required.

### **Employers**

- 2.15 In Phases 1 and 2 of the Retrofit Skills Pilot, the term 'employers' is used to describe all the businesses involved in retrofit or those that could become more involved in some capacity with some support including suppliers, contractors, small and medium enterprises, self-employed tradesmen and women, micro-businesses and larger companies and supporting representative or trade bodies or organisations such as the CITB or CIOB and the East Midlands Chambers.
- 2.16 The East Midlands Chambers have also been heavily involved in the green skills study undertaken by RLB, convening two employer forums, and then supporting NTU in delivering two 'all hands' forums in Phase 1 of the Pilot earlier this year.
- 2.17 In Phase 2 of the Pilot, the Chambers will be procured by the Council on behalf of the Midlands Net Zero Hub with funding from DESNZ to scope and launch what will become a regional Retrofit Skills Employer Network. The aim is to hold quarterly forums in different venues where funding has been received from the Pilot over the next two years.
- 2.18 The purpose of these activities is to work with employers to identify barriers to growing and developing businesses in this sector, which includes barriers to skill training, closing the skills gap, and consistency of work volumes coming to the market, and ensuring our local businesses and the supply chain are best placed to take the opportunities that will come with any future investment in decarbonisation and retrofit in the District.
- 2.19 In addition, this work is intended to ensure local businesses are also able to supply to and work on current and future projects that require green skills such as building homes to 'future homes' standard, the installation of solar and electric charging points, the construction of heat networks, amongst other things, where at present this type of work often goes to contractors from outside of the local area.
- 2.20 The Chambers will be procured by the Council to carry out this work on behalf of the Midlands Net Zero Hub with funding from DESNZ via a direct award of the contract made as an exemption to the Council's Contract Procedure Award under Article 4.8.4 (1) (e) of the Constitution.
- 2.21 This exemption applies in this case because the contract relates to commissioning of projects funded by external grant where there is no (or insufficient) marketplace to tender for the supply of goods, services or works required.

## **Local Authorities**

- 2.22 Local authorities along with registered social housing providers also have a key role to play in developing the market for retrofit, and supporting employers and education suppliers to grow the local economy and boost skills and employment in this sector as well as grow their own businesses and/or develop their own role in this sector.
- 2.23 In summary, retrofit at a scale that makes it viable and feasible for many private contractors is mostly commissioned by local authorities, and their associated arms-length management organisations or independent registered social housing providers. These organisations are also normally eligible for Government funding for retrofitting their existing stock when it become available.
- 2.24 Consequently, the way these organisations develop their pipelines of work, plan their retrofit projects, manage their funding applications and procure the subsequent contracts will make a significant difference to the local supply chain and the local economy.
- 2.25 Therefore, bringing together local authorities to work together to improve their processes, remove barriers and support collaboration and coordination across the system is an important piece of work that will be co-ordinated by the Local Authority Energy Partnership and RLB in the first instance, and it is recognised that the Local Authority Energy Partnership have given their time and resource to the project at no cost.
- 2.26 In addition to this work, Elmhurst Energy will be procured to deliver training for several staff working for Dragonfly Management (Bolsover) Ltd starting with Domestic Energy Advisor accreditation and moving on to PAS2035 accreditation (retrofit assessor and co-ordinator). Elmhurst Energy are the UK's largest independent provider of energy assessment, retrofit and property professional training, software and accreditation.
- 2.27 The purpose of this work is to assist the Council (through Dragonfly Management Bolsover Limited) to become a 'better client' by better understanding the end-to-end process of retrofitting existing stock from an 'outsider's perspective' and if this is successful, this approach will be able to be replicated in other Councils to reduce the prospects of failure to procure, improve return of social value, improve contract management and performance, and better help businesses thrive in this sector across the District and the wider region.
- 2.28 This training will also help Dragonfly Management support placement students from local colleges and universities including T-Level students from Chesterfield and Vision West Nottinghamshire Colleges. Again, if this proves to be successful, it can be replicated to support both employers and education suppliers address the existing skills gaps and enhance the students' learning and experience of work.
- 2.29 This training will be procured by the Council on behalf of the Midlands Net Zero Hub with funding from DESNZ via a direct award of the contract made as an exemption to the Council's Contract Procedure Award under Article 4.8.4 (1) (d) of the Constitution.



- 2.30 This exemption is being relied on because the contract is for the execution of work or the supply of goods or services to be required so urgently as to preclude the invitation of tenders i.e. it is a condition of DESNZ (the funding body) that this training is completed by 30 September 2024 to be eligible for the funding for Phase 2 of the Pilot.

### Project Management

- 2.31 The project activities noted in the above sections of this report are summarised in the table (overleaf) and are currently being project managed 'at risk' by RLB.

Sector	Partners	Actions
<b>Education</b>	University of Derby, Nottingham Trent University, Rotherham and North Notts Group (Worksop College), Chesterfield College, Vison West Nottinghamshire College (Mansfield and Sutton in Ashfield)	Training For Staff Purchase of Training Rigs (Solar PV & Heat Pumps) Development of an EMCCA Retrofit Educators Forum
<b>Careers Advice</b>	DEBP Direct Education Business Partnership	Development of careers material and sessions for teachers, college staff. Support to EMCCA careers advisors
<b>Employers</b>	East Midlands Chamber	Development of an Employers Forum to bring together Employers and Local Authorities
<b>Local Authorities</b>	Local Authority Energy Partnership (Derbyshire County Council).	Workshops for Local Authority officers to support Retrofit employers and educators

- 2.32 As noted in earlier sections of the report, RLB were procured by the Council to complete a 'green skills' study for the District and were actively involved in Phase 1 of the Pilot as a partner organisation.
- 2.33 Subsequently, RLB have worked with officers to negotiate the details of Phase 2 of the Pilot with Midlands Net Zero Hub and DESNZ and this work has resulted in an award of up to £242,000 of funding from DESNZ to pay for the range of activities set out in this report and RLB's own work including project management, report writing and working with DEBP creating consumables such as marketing materials for the careers advisors.
- 2.34 From the funding awarded to the Council, RLB will receive up to £69,464.50 in fees subject to sign off from the Midlands Net Zero Hub and the Council that all activities agreed with DESNZ have been completed satisfactorily. In addition to this, additional funding will be provided to pay for the work RLB are carrying out for the Midlands Energy Zero Hub on the parts of Phase 2 of the Pilot that are being undertaken by Birmingham City Council and East Lindsey District Council in their respective local areas.

- 2.35 This means that the total 'contract value' for the work RLB are carrying out on Phase 2 of the Pilot amounts to £130,087.50.
- 2.36 Therefore, this report seeks approval to enter into this contract because of its value and for an exemption to the Contract Procedure Rules to formally procure RLB's services on behalf of the Midlands Net Zero Hub with funding from DESNZ via a direct award.
- 2.37 The relevant exemption is under Article 4.8.4 (1) (c) of the Constitution because the work to be executed or the goods or services to be supplied constitute an extension to an existing contract with particular regard to the work RLB carried out on Phase 1 of the Pilot and in the interim negotiations and it would not be in the interests of the service or the Council to tender the contract also taking into account the contract is for the execution of work or the supply of goods or services to be required so urgently as to preclude the invitation of tenders.

### **Local Area Retrofit Accelerator**

- 2.38 As the Council was leading on Phase 1 of the Retrofit Skills Pilot and that project was nearing completion, a further opportunity arose to apply for support from the MCS Foundation to create a regional retrofit roadmap. This support would include a series of paid for workshops that would help to facilitate and enable retrofitting existing housing stock at pace and at volume.
- 2.39 This project has been branded as the Local Area Retrofit Accelerator (LARA) and it would build on the retrofit skills work completed in Phases 1 and 2 of the Pilot and extend that work by looking at other barriers to retrofit including the stop / start nature of funding, for example.
- 2.40 In partnership with Nottinghamshire County Council, the Council submitted a successful application that was supported by every single local authority within EMMCCA's administrative boundary, partners from the original Phase 1 and subsequent Phase 2 Pilots, and a range of other external stakeholders. Therefore, this project will also be another regional project that the Council will be leading on and another opportunity to build stronger and deeper relationships with key partner organisations and local businesses.
- 2.41 The workshops will commence in January 2025 and one of the purposes of this work is to create a regional plan that can be presented to the combined authority to help guide and influence future funding and investment decisions. Taking into account the involvement of all four constituent Councils, and all the region's Districts and Boroughs it is also hoped that this plan will be adopted by the Mayor.
- 2.42 Nonetheless, the LARA project will help to extend the momentum of the activities undertaken in Phases 1 and 2 of the Retrofit Skills Pilot, it will continue to raise the profile of the Council across the region, and it will put the Council in a good place to bring in further investment into the District and promote and encourage the growth of good jobs within a thriving local economy in this sector.

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

- 3.1 In conclusion, the Council's work on retrofit skills has therefore been and will increasingly be of local and regional significance. This work can only continue as proposed and at pace with the support of external funding.
- 3.2 The work is of significance because of the challenges every Council faces retrofitting its own housing stock and the need to decarbonise our existing housing stock to achieve net zero. These projects aim to deliver actionable solutions that address these challenges.
- 3.3 In addition, the work is of significance because the quicker we can improve the energy efficiency of our housing stock through accelerating delivery of retrofit solutions, the quicker more of our most vulnerable residents will live in a house that is more likely to be free of damp, less draughty and cheaper to keep warm.
- 3.4 The work is also of significance because of the potential impact of substantial inward investment for retrofit for the local economy and local supply chain. This investment could be guided by the Local Area Energy Planning, subject of a separate report and due for adoption by the combined authority next year.
- 3.5 Decarbonisation of existing housing stock is already a priority for the new Government and the combined authority and the District needs to be investment ready to take advantage of any funding that becomes available from the Government or the Mayor in any event.
- 3.6 Retrofit skills are also the same skills that the local workforce and local businesses will need to get involved with projects like construction of heat networks goes ahead in the District if the mine water demonstrator project (also subject of a separate report) is successful, for example, in the construction of other large renewable energy projects or in the construction of new homes that will need to be to the 'future homes' standard.
- 3.7 Therefore, the projects in this report are closely aligned with the Council's own ambitions to drive the local economy, maximise opportunities arising from the combined authority and create the right conditions to make the District and the people who live and work here more prosperous.
- 3.8 The projects in this report are also closely linked to making the business case for a skills hub that has been included in the list of regeneration projects. In particular, this work is aimed at ensuring it would be a viable proposition if it were to go ahead and as importantly, work towards the Council's ambitions to improve educational attainment in the District and create more opportunities for more of our residents to find employment and gain careers in better jobs, with higher skills and higher wages.
- 3.9 Finally, the projects have been progressed to the point they are now ready to go, which means there is a very limited risk of failure to deliver on the requirements of the funding bodies but there is a residual corporate risk of reputational damage if the Council decided to withdraw at this late stage after showing purposeful leadership in this area and driving these initiatives forward across the region over several years.

- 3.10 Consequently, it is considered that there are very good reasons for the Executive to accept the recommendations made in this report especially when taking into account that aside from the original investment in the NTU report and officer time, this is all being achieved with no direct cost to the Council.

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

- 4.1 The option to refuse the funding offers was rejected because significant progress has been made on retrofit skills and the funding is required to continue this work.
- 4.2 The option to discontinue the retrofit skills projects was rejected because of the significance of this work in relation to the Council's own aims and objectives, and its wider significance in terms of decarbonisation of housing stock and commercial property, the impact on the local economy, and the boost to employment and skills opportunities within the District.
- 4.3 The option to go out to tender where exemptions have been sought was rejected because of the urgency of the requirements for the relevant goods or services, or there has been a continuation of existing contracted works and where a direct award is to be made, the contractor is able to meet the requirements of the funding body, and can complete the works in an appropriate time frame and cost envelope.

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#### **RECOMMENDATION(S)**

1. Executive accepts the funding DESNZ
2. Executive approves the procurement of :
  - Nottingham Trent University to provide the services as set out in paragraph 2.8 of this report
  - Direct Education Business Partnership CIO to provide the services as set out in paragraph 2.12 of this report
  - East Midlands Chambers to provide the services as set out in paragraph 2.17 of this report
  - Elmhurst Energy Systems Limited to provide the services set out in paragraph 2.26 of this report; and
  - RLB to project manage Phase 2 of the Retrofit Skills Pilot.
3. Executive accept the supported funding for the Local Area Retrofit Accelerator

Approved by Councillor Cllr Ritchie Portfolio Holder for Growth

#### **IMPLICATIONS:**

##### **Finance and Risk:**

Yes ☒

No ☐

##### **Details:**

Expenditure arising from this report will all be funded by income received from external sources.

On behalf of the Section 151 Officer

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

**Details:**

All of the contracts referred to in this report are to be awarded using the exemption at part 4.8.4 of the 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:** The project will develop Retrofit locally and therefore support businesses delivering our Net Zero objectives. It will also raise knowledge of environmental issues amongst businesses and students/pupils helping reduce the areas carbon emissions.

**Staffing:**      Yes ☐      No ☒

**Details:**

There are no staffing implications

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>	Yes
<b>Is the decision subject to Call-In?</b> <i>(Only Key Decisions are subject to Call-In)</i>	Yes

<b>District Wards Significantly Affected</b> All	(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"/>	Details:

<b>Links to Council Ambition: Customers, Economy and Environment.</b>
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<p>This project supports students/pupils from Bolsover working towards Retrofit Skills. It will also increase the level of skills within business making staff more employable. Supports the environmental knowledge of BDC businesses and residents. Supports Dragonfly to deliver retrofit projects reducing the areas carbon emissions.</p>
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<b>DOCUMENT INFORMATION</b>
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Appendix No	Title

<b>Background Papers</b>
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<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>
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## **Bolsover District Council**

### **Meeting of the Executive on 9<sup>th</sup> September 2024**

### **Grant of an easement across Loxley Lane, Whitwell**

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

<b>Classification</b>	This report is Public.
<b>Report By</b>	Jim Fieldsend, Director of Corporate and Legal Services and Monitoring Officer

### **PURPOSE/SUMMARY OF REPORT**

To seek approval to grant an easement for access rights across Loxley Lane, Whitwell.

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### **REPORT DETAILS**

#### **1. Background**

- 1.1 The Council owns the access road, known as Loxley Lane, which leads off Station Road, Whitwell to the Whitwell Station car park. The car park is leased by the Council from Network Rail.
- 1.2 The land shown hatched blue on the plan has obtained planning permission for 19 houses. The developer requires access to its site via Loxley Lane for 18 of the 19 houses. The other house can be accessed from Southfield Lane.
- 1.3 The developer has been in negotiation with the Council to acquire an easement granting rights of access. An agreement in principle has been agreed between the Council's Senior Valuer and the developer for the payment of a premium of £150,000 to acquire rights of access.
- 1.4 The developer has also agreed to contribute to future maintenance of the access road by paying £100 per annum per property. Based on 18 properties using the access this would amount to £1,800 per annum. This will be fixed for five years and then adjusted in line with Consumer Price Index every five years. Both the Senior Valuer and the Senior Engineer are satisfied that this level of contribution will be sufficient to cover the development's proportionate share of future maintenance costs.

## 2. **Reasons for Recommendation**

- 2.1 To secure Executive's agreement to grant an easement to the owner of the development. This matter has been considered by Asset Management Group who are comfortable with the proposal.

## 3 **Alternative Options**

- 3.1 Not to grant an easement. The Council would not receive a capital receipt and there would be no vehicular access to the properties being built on the development

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## **RECOMMENDATIONS**

That the Council grant an easement for a right of way across Loxley Lane, Whitwell on terms agreed by the Senior Valuer.

Approved by Councillor John Ritchie, Portfolio Holder for Growth

### **IMPLICATIONS:**

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

**Details:**

A capital receipt of £150,000 would be payable to the Council for granting the rights of access and an annual revenue receipt would be payable to the Council to cover the cost of maintaining the access road.

On behalf of the Section 151 Officer

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

**Details:**

Formal easement will need to be entered into between the Council and the owner of the development site.

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:** N/A

**Staffing:**            Yes ☐            No ☒

**Details:** N/A

On behalf of the Head of Paid Service



## DECISION INFORMATION

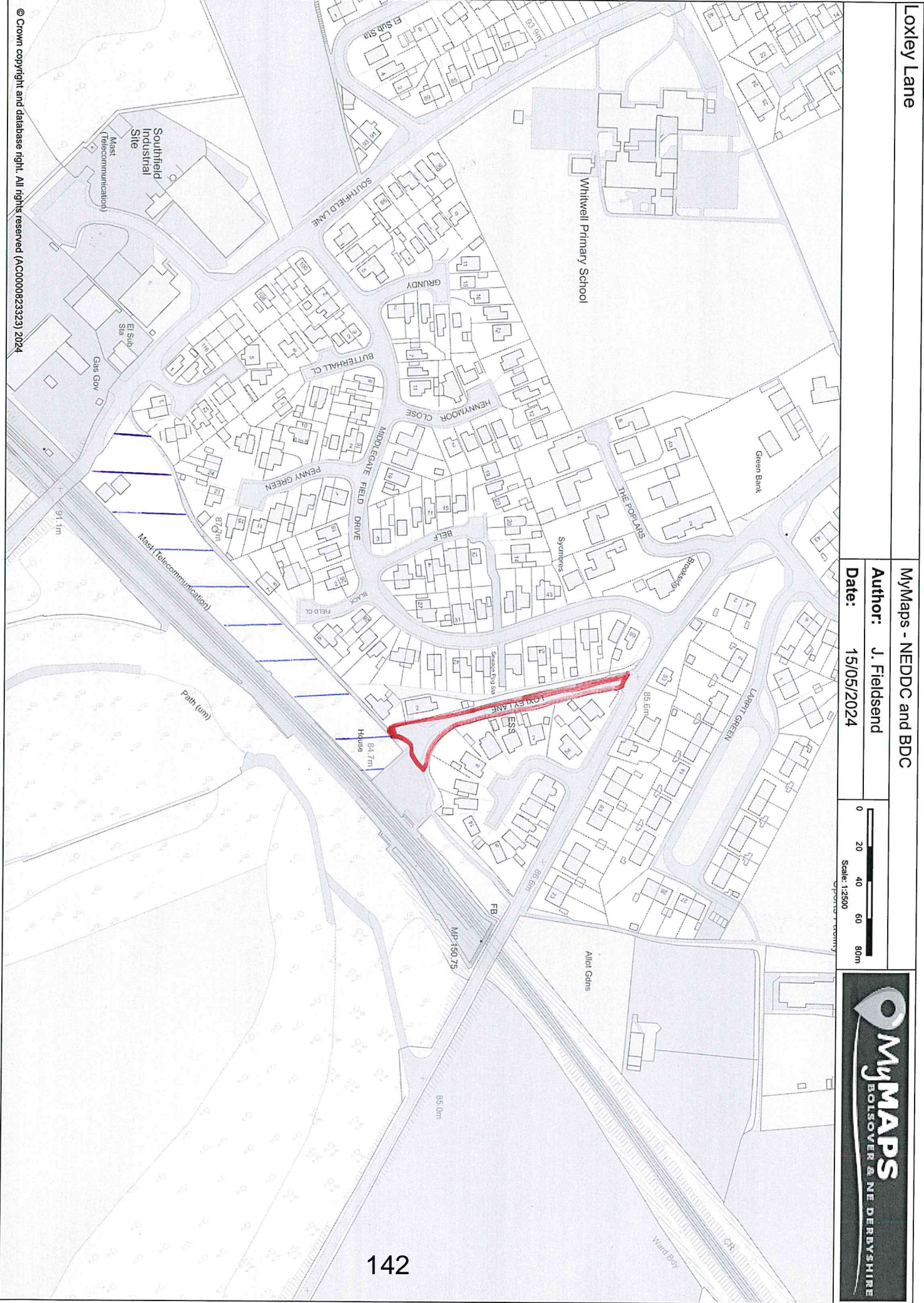
<b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:  <b>Revenue - £75,000</b> <input type="checkbox"/> <b>Capital - £150,000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

<b>District Wards Significantly Affected</b>	
<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 checked="" type="checkbox"/>	Details: Local Growth Scrutiny Committee, 11 <sup>th</sup> December 2023

<b>Links to Council Ambition: Customers, Economy and Environment.</b>
<ul style="list-style-type: none"> <li>• Making the best use of our assets.</li> <li>• Ensuring financial sustainability and increasing revenue streams.</li> </ul>

DOCUMENT INFORMATION	
Appendix No	Title
Appendix 1	Plan of the site

<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>



Loxley Lane

MyMaps - NEDDC and BDC

Author: J. Fieldsend

Date: 15/05/2024

