

The Arc  
High Street  
Clowne  
S43 4JY

To: Chair & Members of the Executive

Friday 26th September 2025

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 6th October 2025 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.

Yours faithfully

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

Solicitor to the Council & Monitoring Officer

## **Equalities Statement**

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

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

### **Access for All statement**

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

## **EXECUTIVE AGENDA**

***Monday 6th October 2025 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 8 <sup>th</sup> September 2025	<b>4 - 11</b>
<b>5.</b>	<b>Welfare Adaptations Policy</b>	<b>12 - 30</b>
<b>6.</b>	<b>Local Retrofit Strategy</b>	<b>31 - 58</b>
<b>7.</b>	<b>Engagement Hub - 8 Cotton Street, Bolsover</b>	<b>59 - 63</b>
<b>8.</b>	<b>Mill Lane Bolsover, Pre-construction Funding Arrangements</b>	<b>64 - 67</b>

## EXECUTIVE

Minutes of a meeting of the Executive of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Monday 8<sup>th</sup> September 2024 at 1000 hours.

### **PRESENT:-**

Members:-

Councillor Jane Yates in the Chair

Councillors Donna Hales, Clive Moesby, John Ritchie and Phil Smith.

Officers:- Karen Hanson (Chief Executive), Jim Fieldsend (Monitoring Officer), Theresa Fletcher (Section 151 Officer), Steve Brunt (Strategic Director of Services), Sarah Kay (Interim Director Planning, Devolution & Corporate Policy), Victoria Dawson (Assistant Director Housing Management and Enforcement), Lesley Botham (Customer Service, Standards & Complaints Manager) (to Minute No. EX141-25/26), Cheryl Staples (Corporate Policy and Programme Officer) (to Minute No. EX139-25/26), Jessica Clayton (Programme and Major Projects Manager) (to Minute No. EX139-25/26), and Alison Bluff (Senior Governance Officer).

Also in attendance at the meeting, observing, were Councillors David Bennett and Duncan McGregor.

On behalf of everyone at the Council, the Chief Executive gave huge thanks and congratulations to Deborah Whallet, Housing & Enforcement Manager, who had today completed 45 years' service at the Authority. All of Deborah's work and positive impact on the Councils' tenants over these years was really appreciated.

### **EX134-25/26.**

### **APOLOGIES**

Apologies for absence were received on behalf of Councillors Mary Dooley, Rob Hiney-Saunders and Tom Munro.

### **EX135-25/26.**

### **URGENT ITEMS OF BUSINESS**

There were no urgent items of business.

### **EX136-25/26.**

### **DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **EX137-25/26.**

### **MINUTES – 28<sup>th</sup> JULY 2025**

Moved by Councillor John Ritchie and seconded by Councillor Phil Smith

**RESOLVED** that the Minutes of an Executive meeting held on 28<sup>th</sup> July 2025 be approved as a correct record.

## EXECUTIVE

EX138-25/26.

### COUNCIL PLAN TARGETS PERFORMANCE REPORT APRIL 2025 TO JUNE 2025 (Q1)

Executive considered a report, presented by the Portfolio Holder for Corporate Performance and Governance, which provided the 2025/26 Quarter 1 outturns for the Council Plan targets 2024-2028.

Out of the 33 targets, 25 (76%) were on track; one (3%) had been extended; three (9%) were not on track; three (9%) had been achieved, and one (3%) update had yet to be received.

Out of the 58 key performance indicators, 37 (64%) had a positive outturn; 10 (17%) had a negative outturn; seven (12%) indicators were withing target, and four (7%) were to be withdrawn or were no longer valid.

#### Dragonfly KPIs

Dragonfly, a company wholly owned by the Council, significantly contributed to the achievement of the Council's Plan. A summary of their performance against their key performance indicators was provided at Appendix 5 to the report.

The following was highlighted;

CUS.03 Work with stakeholders, regional and local partnerships to 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)

Rail Partnerships Project Update: It had been noted that both the Maid Marion and the Robin Hood Line required inclusion, and this would be looked at.

CUS.05 Explore running a residents' survey to gain resident feedback on place - based services and priorities for improvement by March 2025.

There had been issues with the distribution of the latest Council's In Touch magazine to residents in the District, which was being addressed; this had impacted on response rates for questionnaires which would hopefully be higher next time. As the Authority was now putting information out on Facebook, response rates should also increase.

#### HR01 Days sickness per full time employee

Sickness absence was the highest for the first time in three years in Quarter 1 and it would be looked at if more support could be given to staff.

#### ENV.05 - Carry out 155 targeted proactive littering dog fouling patrols per year

Staff shortages had affected this target.

#### ENV.06 - Reduce fly-tipping incidents per 1,000 people in Bolsover District over the plan period

Members would be pleased to note that this target was on track.

## EXECUTIVE

Our Housing by delivering social and private sector housing growth:

2 - Deliver 200 new homes through a new Bolsover Homes Programme using Dragonfly Development Ltd by March 2028

A final draft report was awaited from Dragonfly in relation to this target. In addition, pre construction works had started on Mill Lane, Bolsover.

The Portfolio Holder for Resources referred to the outturns for sickness absence and advised that the sickness absence policy was being followed for these cases.

The Leader noted that the long term sickness absence cases were pushing up the figures; she had requested HR carry out a piece of work to include local and national benchmarking for reassurance that the Council's figures were not adverse compared to other local authorities. The Council offered a lot of support to staff who were absent for sickness reasons including occupational health.

The Leader referred to *CSP 01 - % of Calls answered within 20 seconds* and noted the target had been reduced from 80% to 75% due to staff vacancies; she requested that this target be reinstated to 80% when the posts were filled. The Customer Service, Standards & Complaints Manager noted that this target would be reviewed on annual basis going forward.

The Strategic Director of Services referred to littering, dog fouling and fly tipping in the District, and advised that the Assistant Director of Streetscene, Community Safety and Enforcement, was preparing a report for a future meeting of Council to look at improvements around education and enforcement. With regard to the forthcoming food waste collection service, a report would be presented to Council in October.

The Corporate Policy and Programme Officer advised that target *CUS.05 Explore running a residents' survey to gain resident feedback on place - based services and priorities for improvement by March 2025*, would be extended to March 2028 as the target was ongoing.

The Leader noted that she was pleased that customers who had stated they were very dissatisfied or dissatisfied or had requested feedback; (*CSP 07 - % of External Satisfaction (Realtime)*), had been contacted to ascertain details to resolve their issue.

The Programme and Major Projects Manager added that she wanted to thank service areas for adapting to the new system of submitting performance information which was now done via Teams, and this had been a smooth transition.

Moved by Councillor Donna Hales and seconded by Councillor Phil Smith

**RESOLVED** that the quarterly outturns against the Council Plan 2024-2028 targets be noted.

### Reasons for Recommendation

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

### Alternative Options and Reasons for Rejection

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

## EXECUTIVE

*The Corporate Policy and Programme Officer and the Programme and Major Projects Manager left the meeting.*

**EX139-25/26.**

### **ANNUAL LETTER FROM THE LOCAL GOVERNMENT & SOCIAL CARE OMBUDSMAN 2024/25**

Executive considered a report, presented by Councillor Cathy Jeffery, Junior Portfolio Holder Partnerships, Health and Wellbeing. The report provided information regarding the Annual Letter from the Local Government & Social Care Ombudsman (LGSCO) 2024/25.

The Annual Letter from the Local Government and Social Care Ombudsman (LGSCO) contained an annual summary of statistics on the complaints made against the Council for the financial year ending 31<sup>st</sup> March 2025. Members were asked to note that data provided by the LGSCO may not align with the Council's data because the LGSCO numbers included people who had been signposted back to the Council but then may have chosen not to pursue their complaint.

During the period 1st April 2024 to 31<sup>st</sup> March 2025, the LGSCO had received nine enquiries and complaints. Of these, seven were closed after initial enquiries, and two were not for the LGSCO to investigate (Appendix 2).

Benchmarking information – (CIPFA) Nearest Neighbour: By way of background information, the LGSCO upheld 83% of complaints submitted to them in 2024/25 (up from 80% in 2023/24) with the average being 66% for similar authorities.

The Portfolio Holder for Resources noted the letter was an excellent letter and staff should be congratulated.

Moved by Councillor Clive Moesby and seconded by Councillor Donna Hales  
**RESOLVED** that the Annual Letter from the Local Government & Social Care Ombudsman 2024/25, be noted.

#### Reasons for Recommendation

To note the overall performance, receive the report and the Annual Letter from the Local Government & Social Care Ombudsman 2024/25.

#### Alternative Options and Reasons for Rejection

None.

**EX140-25/26.**

### **ANNUAL HOUSING OMBUDSMAN REPORT INCLUDING SELF ASSESSMENT 2024/25**

Executive considered a report presented by Councillor Cathy Jeffery, Junior Portfolio Holder for Partnerships, Health and Wellbeing. The report sought Members' approval of the Council's Annual Housing Ombudsman Report (Appendix 1) and Self-Assessment 2024/2025 (Appendix 2), which required submission by 30<sup>th</sup> September 2025.

## EXECUTIVE

The report provided information on the performance of the Council's complaint handling, in terms of the volume and timeliness of responses; it also identified themes and lessons learnt to drive improvements.

The Self-Assessment ensured the Council's Complaints and Standards department had reviewed and aligned its Policy and Procedures to meet the Housing Ombudsman Complaint Handling Code requirements for 2024/25. The report had been reviewed, noted and welcomed at the Customer Services Scrutiny Committee held on 19<sup>th</sup> August 2025.

The Assistant Director Housing Management and Enforcement noted this was the second year a report had been required to be submitted to the Housing Ombudsman. A tenant friendly version would also be produced.

Moved by Councillor Phil Smith and seconded by Councillor Clive Moesby  
**RESOLVED** that the Housing Ombudsman Report and Self-Assessment 2024/25, be approved.

### Reasons for Recommendation

To approve the content of the Annual Housing Ombudsman Complaints Report and Self-Assessment 2024/25 to ensure corporate compliance with the Housing Ombudsman Complaint Handling Code and the Councils CCC Policy.

### Alternative Options and Reasons for Rejection

The Annual Housing Ombudsman Complaints Report and Self-Assessment 2024/25 was a requirement of the Housing Ombudsman Complaint Handling Code.

*The Customer Service, Standards & Complaints Manager left the meeting.*

## EX141-25/26.

## BUDGET MONITORING REPORT Q1

Executive considered a report, presented by the Section 151 Officer. The report provided an update on the financial position of the Council following the first quarter's budget monitoring exercise for the General Fund, Housing Revenue Account (HRA), Capital Programme and Treasury Management activity.

### General Fund Revenue Account

The General Fund Revenue Account summary was shown in Appendix 1 to the report. The original budget for 2025/26 showed a contribution from the NNDR Growth Protection Reserve of £0.049m, a deficit in effect. The current budget now showed this to be a transfer to the reserve after adjustments had been made to the business rates figures for the actual 2025/26 NNDR1 return, and the estimated business rates surplus of £2.454m. After the Council tax increase and other small movements were included, the current budget overall was showing a surplus of £0.139m. As savings were identified and secured, they were moved into the relevant cost centres within the main General Fund Directorates. Appendix 2 detailed the net cost of each cost centre within the Directorates.



## EXECUTIVE

### Government funding update – Fair Funding Review 2.0

On 20<sup>th</sup> June 2025, the government published a major consultation on the reform of local government funding. This was an 8-week consultation, running from 20<sup>th</sup> June to 15<sup>th</sup> August 2025. There would be a Policy Statement in the Autumn, which would set out the government's response to the consultation paper and outline its 'final policy positions.' The provisional local government finance settlement would be 'towards the end of the year.' The consultation was now referred to as the Fair Funding Review 2.0, emphasising the links between this consultation and the previous government's consultation in December 2018. The consultation stated that local authorities would receive a 3-year settlement covering 2026-27 to 2028-29.

### Pleasley Vale Insurance Reserve

In the revised budget report of December 2024, the Section 151 Officer reported that due to being unable to obtain flood insurance cover, and large increases in excess levels for insurance cover on the park when we sought to renew policies, a decision had been taken to self-insure Pleasley Vale.

### Housing Revenue Account (HRA)

The Housing Revenue Account summary for the first quarter of 2025/26 was set out in Appendix 3 to the report. The original budget for 2025/26 showed a balanced budget, the current budget showed this to still be the case. Appendix 4 detailed the net cost of each cost centre within the HRA and gave some detail for the larger variances. The information on the HRA services transferred into Dragonfly Management was also provided.

### Capital Programme

Capital Expenditure: The capital programme summary for the first quarter of 2025/26 was provided in Appendix 5 to the report.

Capital Resources: HRA - The Council had 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 was in line with the approved financing arrangements.

### Treasury Management

The treasury management function covered the borrowing and investment of Council money. This included both the management of the Council's day to day cash balances and the management of its long-term debt. All transactions were conducted in accordance with the Council's approved strategy and the CIPFA Code of Practice. Good treasury management played an important role in the sound financial management of the Council's resources.

Moved by Councillor Clive Moesby and seconded by Councillor

**RESOLVED** that 1) the monitoring position of the General Fund at the end of the first quarter as detailed in Appendix 1 to the report ( net favourable variance of £0.903m against the profiled budget) and the key issues highlighted within the report, be noted,

2) the position on the Housing Revenue Account (HRA), the Capital Programme and Treasury Management at the end of the first quarter (Appendices 2, 3, 4, 5 and 6, be noted.

## EXECUTIVE

### Reasons for Recommendation

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

The Medium-Term Financial Strategy (MTFS) for 2025/26 – 2028/29 was approved in October 2024. It was the Section 151 Officer's intention to update the strategy on an annual basis for the implications of each finance settlement, to carry forward the assumptions for the new year of the MTFP and present it to Members for approval.

However, the uncertainty currently surrounding government funding and the Fair Funding Review 2.0 consultation, meant the Section 151 Officer was not in a position to provide an update to the strategy at this time. Therefore, Members would be updated on the government funding implications for the Council and the MTFP, in the MTFP report in January 2026, and the MTFS would be updated as usual in September and October (2026).

### Alternative Options and Reasons for Rejection

The Budget Monitoring report for 2025/26 is primarily a factual report which details progress against previously approved budgets. Accordingly, there are no alternative options to consider.

## **EX142-25/26.**

### **MANAGEMENT OF CORPORATE DEBT – WRITE OFF OF OUTSTANDING AMOUNTS**

Executive considered a report, presented by the Portfolio Holder for Resources, which sought Members approval to the proposed write-off of debts in respect of Sundry Debtors as detailed in Appendix 1 to the report.

If a tenant / tax payer's circumstances changed it could become difficult for them to keep paying their rent or council tax. Informing the Council of a change in personal circumstances late meant more benefit may be paid than entitled to; this meant a person became benefit overpayment debtors.

Circumstances could change quickly for people, and debtors could fall into arrears. It was common for local authorities to have arrears balances due to the vulnerable nature of some of its debtors. Debt management was how the Council managed its arrears and debtors.

When an amount of arrears becomes uncollectable, it was described as a bad debt. 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.

The Council's Constitution allowed the Director of Finance and Section 151 Officer, after consultation with the relevant Portfolio Holder, to authorise the write-off of bad debts up to an approval limit of £2,500.

The report recommended write-off of a number of individual debts which were above the limit of £2,500. The table in the report provided a summary of each class of write-off.

## EXECUTIVE

This showed the amounts to be written off in 2025/26 as part of the report, and amounts written off in previous years, as a comparison.

Moved by Councillor Clive Moesby and seconded by Councillor John Ritchie

**RESOLVED** that the amounts included at paragraph 2.1 of the report (£22,662.68) and detailed in Appendix 1 to the report, be written off.

### Reasons for Recommendation

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

### Alternative Options and Reasons for Rejection

These are outlined in the main body of the report.

**EX143-25/26.**

**8 COTTON STREET, BOLSOVER**

This item was deferred to a future meeting.

The meeting concluded at 1030 hours.

## **BOLSOVER DISTRICT COUNCIL**

### **Meeting of the Executive on 6<sup>th</sup> October 2025**

#### **Welfare Adaptation Policy**

#### **Report of Councillor Smith Portfolio Holder with Responsibility for Housing**

<b>Classification</b>	This report is Public
<b>Contact Officer</b>	Deborah Whallett, Housing Services Manager

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

To consider and provide comment on the updated Welfare Adaption Policy.

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#### **REPORT DETAILS**

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

- 1.1 Bolsover District Council has 4940 housing properties. The Council is committed to providing suitable housing to meet the needs of its residents and housing adaptations can play an important role in allowing people to live independently in comfort and safety in their own home.
- 1.2 The Welfare Adaptation Policy ("the Policy") provides a framework for the provision of adaptations to the homes of tenants living in Council accommodation. This could be in their current home or rehousing to suitable accommodation that may already be adapted and would meet their housing need.
- 1.3 For the purpose of this Policy, an adaptation is alterations or addition to the property to make it safer and easier to move around the home and do everyday tasks.

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

- 2.1 The Council approved the Welfare Adaptation Policy in May 2022. This set out who can apply for a Welfare Adaptation and the procedure we follow when considering requests. To be eligible for an adaptation the tenant or a member of the tenant's household must be an occupant of a BDC property using this as their permanent or principal home.
- 2.2 The Policy also provides definitions of adaptations at paragraph 4.2. Minor adaptations are simple, cost-effective solutions to assist a person to live independently. Examples include grab rails, small external handrails and over bath

showers. These tend to be under £1000. In the last financial year, we have undertaken 42 minor adaptations.

- 2.3 Major adaptations are valued over £1000 and are generally structural changes to a property, for example, replacing a bath with a level access shower or wet room, hard standing/driveways and stair lifts. In the last financial year, we have undertaken 141 major adaptations.
- 2.4 The Policy is now due for renewal. As part of the review process, we held several sessions with the various officers involved in the Welfare Adaptation process, including a representative from Derbyshire County Council. In addition, we reviewed the Housing Ombudsman Good Practice Guidance issued in February 2025 regarding disabled adaptations in social housing.
- 2.5 We invited several tenants who had been through the Welfare Adaptation process to form a working group to discuss their experiences, make suggestions for improvement to the Policy and Process. The key theme was around improved communication during the process. As a result of which we have implemented an additional step within the process regarding the applicant being notified in writing about the application, outlined at paragraph 4.5. We have also stated the applicant will be notified of the reasons for refusal in writing and be provided details of who they are able to appeal the decision (paragraph 4.9).
- 2.6 We have amended the Policy to be clearer with regards to what works, we can and will undertake to ensure that we are managing expectations. The key changes within the policy are as follows;
- Eligibility – we have added that the occupant must be using the property as their permanent or principal home for 12 months or more.
  - Where a stair lift is required in a block of flats this will only be considered following a feasibility and fire risk assessment.
  - Feasibility assessments will be undertaken when looking at the provision of hard standing for wheelchairs users or where this could provide a more economical solution to provide a hard standing than providing additional paths/ramping from the roadside.
  - Ramping for self-purchased wheelchairs or mobility scooters may not be considered unless assessed as a necessary requirement by an Occupational Therapist or other suitably qualified medical professional.
  - Where a level access shower is required in properties at first floor or above, this can be considered following a feasibility and/or accommodation needs assessment.
  - Should alternative suitable accommodation become available prior to work commencing we can make this as an alternative offer to the adaption agreed.
  - We have removed reference to £500 rent arrears threshold, rather stating where there are any arrears, that we make contact with the applicant to ensure a payment plan is in place and being adhered to, prior to works being carried out.
- 2.7 Customer Services Scrutiny have reviewed and provided comments on the updated Policy which will be verbally reported to the Executive.

### 3. Reasons for Recommendation

- 3.1 It is considered good practice to have a policy which sets out the Council's approach to Welfare Adaptations. Having a robust policy protects the Council, both when it makes decisions to make adaptations and in those limited circumstances when we have no alternative but to refuse the request.

### 4 Alternative Options and Reasons for Rejection

- 4.1 The policy is considered necessary so that members of the public are aware of the adaptations we are able to undertake, the process we will follow and provides an appeals process. The changes made are based on Ombudsman recommendations and comments from our tenants.

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### RECOMMENDATION(S)

That Executive approve the updated Welfare Adaptation Policy.

Approved by Councillor Phil Smith, Portfolio Holder for Housing

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### IMPLICATIONS:

<b><u>Finance and Risk</u></b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>Details:</b>		
There are no additional financial implications arising from this report, funding for welfare adaptations is already included in the medium-term financial plan.		
On behalf of the Section 151 Officer		
<b><u>Legal (including Data Protection)</u></b>		
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Details:</b>		
There are no legal implications arising from the report or Policy.		
On behalf of the Solicitor to the Council		
<b><u>Staffing</u></b>		
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Details:</b>		
There are no staffing implications arising from the report.		
On behalf of the Head of Paid Service		

<b>Equality and Diversity Impact and Consultation</b>	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Details</b>          <div style="text-align: right;">On behalf of Information, Engagement and Performance Manager</div>	
<b>Environment</b> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>	
Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment. <b>Details:</b>          <div style="text-align: right;">On behalf of Climate Change Officer</div>	

**DECISION INFORMATION:**

<input checked="" type="checkbox"/> <b>Please indicate which threshold applies:</b>  <b>Is the decision a Key Decision?</b> A Key Decision is an Executive decision which has a significant impact on two or more wards in the District, or which results in income or expenditure to the Council above the following thresholds:  <b>Revenue</b> (a) Results in the Council making Revenue Savings of £75,000 or more or (b) Results in the Council incurring Revenue Expenditure of £75,000 or more.  <b>Capital</b> (a) Results in the Council making Capital Income of £150,000 or more or (b) Results in the Council incurring Capital Expenditure of £150,000 or more.	<div style="text-align: right;"> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> </div> <div style="text-align: right; margin-top: 20px;"> <b>(a)</b> <input type="checkbox"/> <b>(b)</b> <input type="checkbox"/> </div> <div style="text-align: right; margin-top: 20px;"> <b>(a)</b> <input type="checkbox"/> <b>(b)</b> <input type="checkbox"/> </div>
<b>Is the decision subject to Call-In?</b> <i>(Only Key Decisions are subject to Call-In)</i>  * Is the Call-in period to be waived in respect of the decision(s) proposed within this report ( <i>decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer and the relevant Scrutiny Chair</i> )	<div style="text-align: right;"> <b>Yes</b> <input type="checkbox"/> <b>*No</b> <input checked="" type="checkbox"/> </div> <div style="text-align: right; margin-top: 20px;"> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> </div>

<b>District Wards Significantly Affected:</b> (to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)  Please state below which wards are affected or tick <b>All</b> if all wards are affected:	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>  <b>All</b> <input type="checkbox"/>
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<b>Consultation:</b> (this is any consultation carried out prior to the report being presented for approval)  <b>Leader</b> <input type="checkbox"/> <b>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"/>	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>  <b>Presented to Housing Stock Management Group</b>
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<b>Links to Council Ambition: Customers, Economy, Environment, Housing</b>

**DOCUMENT INFORMATION:**

Appendix No	Title
A	Updated Welfare Adaptation Policy





# **Welfare Adaptations Policy**

## **Council Owned Properties**

May 2025~~22~~ - 2028~~25~~

## **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.

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- **Visiting** one of our [offices](#) at Clowne, Bolsover, Shirebrook and South Normanton

## CONTROL SHEET FOR WELFARE ADAPTATION POLICY

Policy Details	Comments / Confirmation (To be updated as the document progresses)
Policy title	Adaptations Policy
Current status – i.e. first draft, version 2 or final version	Final version
Policy author (post title only)	Housing <del>Policy</del> and <del>Intelligence Officer</del> <u>Services Manager</u>
Location of policy (whilst in development) – i.e. L-drive, shared drive	S drive
Relevant Cabinet Member (if applicable)	<del>Cllr. Phil Smith</del> <u>Sandra Peake</u> <u>Portfolio holder for Housing</u>
Equality Impact Assessment approval date	<u>January 2023</u>
Partnership involvement (if applicable)	N/A
Final policy approval route i.e. Joint Strategic Alliance Committee, Cabinet/Executive/Council	Executive
Date policy approved	<u>16<sup>th</sup> May 2022</u>
Date policy due for review (maximum three years)	<u>May 2025</u>
Date policy forwarded to Improvement (to include on Intranet and Internet if applicable to the public)	<u>January 2023</u>

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## 1. Introduction

The purpose of this policy is to adopt a consistent and common approach to the management of disabled adaptations delivered by the Council.

Housing adaptations can play an important role in allowing people to live independently, and in the comfort and safety in their own home.

Bolsover District Council's (BDC) Adaptations Policy sets out the policy and procedures framework for the provisions of adaptations in council accommodation. This could be in a tenant's current home or to enable the seeking of rehousing to suitable accommodation that may already be adapted and would better meet their housing need.

For the purpose of this policy, an adaptation is defined as an alterations or additions to a property to make it safer and easier to move around the home and undertake everyday tasks.

### 1.1 Aims

The aim of this policy is to assist, where reasonable and within financial and legislative constraints, tenants to access services that will help them or a member of their household to live as independently as possible. The Council will take a person-centred approach to identify suitable solutions and will work toward achieving this aim by:

- Working in partnership with Derbyshire County Council (DCC) Adult Care Services
- Being fair and accessible
- Encouraging independent living
- Recognising the vital importance of adaptations in supporting disabled people and people with significant health related issues to remain living independently in the community
- Ensuring that all adaptations are necessary, reasonable and practicable
- Prioritising adaptation needs to prevent hardship and to support vulnerable families and individuals
- Making best use of BDC's adapted housing stock by working with the Housing Needs Team
- Minimise waiting lists and waiting times
- Providing advice, assistance and support to explore all other support options
- Facilitating transfers to more appropriate accommodation where required
- Continuing to focus on providing a high quality adaptation service, delivering cost effectiveness and investment in adaptations within available budgets

## 2. Scope

The policy takes into account the growing recognition of housing authorities' role in supporting the health and social care system. We will work in conjunction with a

range of partners to deliver adaptations and assistance to BDC tenants, or members of their household, who have a disability or chronic illness to help them to continue to live independently.

Homeowners, leaseholders and private sector tenants are not included within the scope of this policy because they are eligible to apply for a Disabled Facilities Grant from the Council if they require financial assistance for disabled adaptations.

## **2.1 Legal Framework**

The policy will have due regard to local policies and procedures as well as national legislation, which include the;

- Chronically Sick and Disabled Persons Act 1970
- Housing Act 1985
- Regulatory Reform (Housing Assistance) (England and Wales) Order 2002
- Human Rights Act 1998
- UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018
- Disabled Persons Act 1986
- Housing Grants, Construction and Regeneration Act 1996
- Housing Act 1996
- Equality Act 2010
- Care Act 2014.
- Home Adaptations for Disabled People 2013
- BDC Housing Allocations Policy

## **3. Principles**

Bolsover District Council is committed to delivering an excellent service, ensuring that council tenants and their household, as far as possible, continue to live safely and independently whilst ensuring well-being and quality of life.

The policy will help to fulfil the Council's corporate priorities by;

- Promoting equality and diversity and supporting vulnerable and disadvantaged people
- Providing good quality council housing where people choose to live
- Improving health and well-being

## **4. Statement**

### **4.1 Equality Act 2010 Disability Definition**

Under the Equality Act 2010 the Council has a duty to make reasonable adjustments for people with disabilities to ensure they receive the same services, as far as this is possible, as someone who is not disabled.

A disability under this Act is defined as a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on the ability to do normal daily activities.

'Substantial' and 'Long-term' mean;

- 'substantial' is more than minor or trivial, i.e. it takes much longer than it usually would to complete a daily task like getting dressed
- 'long-term' means 12 months or more, i.e. a breathing condition that develops as a result of a lung infection

## 4.2 Definition of Adaptations

### Minor Adaptations

Minor Adaptations have a value of up to **£1000.00**. They are simple, cost effective solutions to assist a person to live independently. They can be installed swiftly, promote wellbeing and reduce the risk of accidents, consequently averting additional costs associated with hospital admissions, or residential care and support.

Minor adaptations, as an example, can include:

- grabrails
- additional stair rails
- installation of lever taps
- small external handrails
- half steps
- small low-level ramps
- over bath showers
- minor kitchen alterations

### Major Adaptations

Major Adaptations are valued over **£1000.00** and are generally structural changes to a property, for example:

- replacing a bath with a level access shower or wet room
- installing ramps
- hard-standing/drive ways
- property extensions
- adapting a room specifically to make it safer for a disabled person
- installing access facilities, such as a stair lift, through floor lift, door widening

## 4.3 Who Can Apply?

BDC tenants of any age can apply for an adaptation for themselves or for any member of their household.

Carers of a disabled person can apply on the tenant's behalf.

To be eligible for an adaptation, the tenant or a member of the tenant's household must be an occupant of a BDC property using this as their permanent or principle home [for 12 months or more or in exceptional medical circumstances.](#)

In the case of a split household where the disabled person is a child (less than 16 years or a child who is in full-time education under 19 years), adaptations will only be considered on one property. This would be the property where the parent the child is dependent on resides. When deciding on which parent the child is dependent on, the following will be taken into account, but is not limited to:

- Who the child resides with primarily
- Any Court Orders in place
- Who Child Benefit is paid to
- Written Agreements between parents
- The individual facts of the case.

Cases outside the above may be reviewed by BDC Welfare Team and will be considered sensitively prior to a decision being made.

If more than one member of the household is disabled and requires adaptations to meet their needs, each disabled person would be required to complete an application form and receive an assessment from Derbyshire County Council's (DCC's) Occupational Therapist.

To be eligible for an adaptation there must be a proven assessed need.

Homeowners, leaseholders and private sector tenants should apply for a [Disabled Facilities Grant](#) from the Council if they require financial assistance for disabled adaptations.

#### 4.4 How to Apply

In the first instance, tenants or a member of their household will be required to do a self-referral to Call Derbyshire, Adult Care, or Starting Point for Children and Young Adults up to 18 years old. In some cases organisations can refer on the disabled persons behalf, for example carers.

Contact [Call Derbyshire](#), telephone: **01629 533190** and request an assessment of needs.

Derbyshire County Council (DCC) Occupational Therapy service will assess the applicants requirements and needs in line with [DCC's policy and procedures.](#)

DCC will then make a formal recommendation to BDC to undertake the work.

**Hospital Referrals** - Patients in hospital who live in council housing can be assessed by the hospital occupational therapist prior to discharge, in these cases they will send their recommendation direct to BDC.



## 4.5 Welfare Adaptation Procedure

BDC can discharge its duties by any of the following means:

- Rehousing to alternative adapted accommodation
- Provision of adaptations that can be reasonably carried out
- Offer suitable re-housing

Once the assessment and adaptation needs have been identified a panel meeting will be held with a Service Manager from DCC and the Council's Welfare Team where the requests will be considered. The applicant will be notified in writing of the outcome of this meeting.

A further visit may be undertaken if ~~necessary~~necessary, with the Occupational Therapist and an officer of Bolsover District Council. , Housing Allocations Manager, Asset Management Inspector or Independent Living Manager . and Housing Needs/Tenancy Management Officer.

Throughout the process, the applicant will be kept updated.

## 4.6 Prioritising Adaptations and Timescales

All works will be carried out in chronological order from the date the referral is received unless the Occupational Therapist or the BDC Welfare Team determine the adaptation needs to be prioritised.

## 4.7 Maintenance and Tenant Obligations

The Council will meet the costs of all routine repairs and maintenance to any adaptation it funds through this policy. The Tenant must allow access for any servicing or repairs.

It is the responsibility of the Tenant to ensure that any adaptations are not misused or abused. Any repair costs as a result of misuse will be charged to the Tenant.

All adaptations are the property of BDC and must NOT be removed or resold by the tenant.

## 4.8 Feasibility and Pricing Assessment

The Council will consider a number of factors before approving an adaptation based on the Occupational Therapist's advice, for example:

- Are the adaptation works reasonable and practicable, for example, having regard to the age and character of the property
- Whether it is practical to undertake an adaptation due to design or layout of property
- If access to a property is not suitable to meet the applicants requirements, and the access cannot be reasonably or practically be adapted, then further adaptations to the property may be refused

- Where a stair lift or lift is required in a block of flats, ~~consider whether this is in a communal area or a private staircase. Stair lifts in communal areas will not be approved. Stairlifts on a private staircase – This will can only be approved~~ considered following a feasibility assessment and Fire Risk Assessment, ensuring the position of the Fire Door does not impede access in communal areas.
- Where a property is being considered for redevelopment
- Where works require planning permission or Building Regulation approval, which would not be granted.
- Condition of property – where such works would pose a significant health and safety risk to staff
- Where a housing application to move is in progress
- Whether the adaptation meets the long term needs of the disabled person/s
- The availability of the applicants existing support network and carers
- The cost of the adaptations necessary to the current property
- Any under-occupation/overcrowding of the present accommodation may be taken into consideration
- Property type and demand
- The likely availability of more appropriate alternative accommodation
- Where a Right to Buy application has been made
- Where the Council is seeking possession of a property because of a breach of tenancy conditions
- Provision of hard standing where the disabled person is a wheelchair user or where it affords a more economical solution than providing additional paths/ramping from the roadside.
- Ramping for self-purchased wheelchairs or mobility scooters may not be considered unless assessed as a necessary requirement by an Occupational Therapist or other suitably qualified medical professional.-
- -Where a level access shower is required in properties at first floor or above, this can be considered following a feasibility and/or accommodation needs assessment.

The list is not ~~exhaustive~~exhaustive, and each case will be assessed on its own merit.

Occasions may arise where work is pending and a change in circumstances requires a further assessment. Should this occur, if the work pending has not been started, then it will not commence until DCC has submitted a further assessment. The new work may then be added to the pending work to be completed as one job.

The council will ensure that the tenants will be communicated with throughout the process.

Should alternative suitable accommodation become available prior to work commencing, Bolsover District Council reserve the right to make this as an alternative offer to the original adaptations agreed.

#### **4.9 Circumstances where an adaptation will be refused**

There may be circumstances where it is not considered reasonable for an adaptation to be approved.

If it is considered by the Council that a tenant or a member of their household's needs would be best met through a move to a more suitable property, a priority transfer within the Council's stock, in accordance with the Allocations Policy, will be sought.

The Welfare Team will provide housing need details to the Housing Options officers to support the move.

Examples of cases where it may be considered unreasonable or impracticable for major adaptation works to be undertaken and more appropriate accommodation may be sought including the following;

- In a family dwelling where under or over occupation exists
- Where there is a requirement to provide an additional bedroom or living room and suitable alternative accommodation is available
- ~~Where a level access shower is required in properties at first floor or above, where there is no lift~~
- Where access ramps would adversely affect the amenity of the area
- Where the works would significantly affect the Council's ability to let the property in the future and there is suitable alternative accommodation
- To provide access ramps or major adaptations for applicants with a terminal condition when safe and temporary, but effective, solutions can be undertaken quickly
- To communal / joint access paths and steps
- The practicalities of carrying out adaptations to properties with narrow doors and stairways and passages which might make wheelchair use in and around the dwelling difficult
- Where there are competing needs of different members of the family which cannot be met in that particular home
- Where the Council intends to dispose of the property or where the property becomes part of a redevelopment proposal
- Where there is suitable alternative adapted, part adapted accommodation or where it is considered likely that a suitable property will become available within 12 months of the request being made
- Where a tenant leaves a property (through their own choice or through eviction) that has previously been adapted for their needs within 3 years of any adaptation having been completed
- If a request is received for a property where possession proceedings have commenced
- Where a request for a hardstanding is to solely to enable Electric Vehicle charging.

The list is not exhaustive and each case will be assessed on its own merit: If the welfare adaptation is refused, you will be notified of the reasons for refusal in writing with details of how you are able to appeal this decision.

#### **4.10 Rent Arrears**

Where a request for adaptations is received and there are rent arrears contact of over £500, contact will be made with the tenant to ensure a payment plan is in place and being adhered to prior to any works being carried out.

#### **4.11 Mobility Scooters**

BDC will not ordinarily provide provision for resident's mobility scooters. Each application would be considered on its own merits, taking into account recommendations from the Occupational Therapist, as well as having regards to Building Control and Planning Regulations.

Tenants will be responsible for altering access paths/gates and supplying hard standings, sheds, electrical supply and any other associated works connected to accommodating their scooter, after receiving permission from BDC and where applicable Building Control and Planning.

Mobility scooters must not be positioned in communal areas or stored near habitable properties, to ensure prevention of risk of fire.

#### **4.12 Removal and Recycling of Adaptations**

Where a void property already has an adaptation in-situ a full assessment will be undertaken to identify the age and condition of the adaptation and whether it would be suitable for the adaptation to remain.

No adaptations funded by the Council should be removed by the tenant or anyone acting on their behalf without the agreement of the Council.

Where it is identified that:

- the adaptation is not economical it will be removed as part of the voids process
- the adaptation is in good condition the property type will be assessed for long-term suitability and where appropriate, adaptations will be kept in-situ to ensure best use of the property
- there is no need for the adaptation which has been installed, consideration will be given to removing the adaptation and restoring the property to the current lettable standard for the property type

Where adaptations have been carried out to a property designated for elderly or disabled people, these will not normally be reversed. For example, where a bath has been replaced with a level access shower.

Where General Needs accommodation has been adapted, the Council may seek to find a suitable applicant, through the usual Allocations Policy and procedures, who will benefit from such adaptations.

#### **4.13 Right to Buy Applications**

Where a Right to Buy application is submitted, adaptation applications will be cancelled.

Any removable adaptations i.e. stairlifts already in situ, will be offered to the Tenant as part of the Right to Buy purchase at a cost which will include depreciation. If the Tenant declines, the equipment will be removed prior to the completion of sale.

Where a significant adaptation(s) is carried out, the tenant will be informed as part of the process that the adaptation may result in the property being classed as exempt from Right to Buy in the future.

#### **4.14 Funding**

The Council sets a budget on an annual basis to carry out adaptations for the financial year, therefore adaptation works are subject to the availability of funding.

In the event that resources become limited in the future or demand increases significantly, the Council will allocate funding for adaptations based on their priority.

Derbyshire County Council provides a range of aids and equipment to assist people with a disability to maintain their independence. These are delivered directly to their home, therefore the Council will not fund non-fixed equipment, for example:

- Powered bath-hoists
- Commode chairs
- Specialist toilet seats
- Specialist furniture
- Induction loops

Adaptations are normally funded to the value of £30,000. If the works required exceed this amount, the case will be referred to the Housing Stock Management Group to determine if the adaptation is a viable option or alternative accommodation to suit the applicants need would be more practical.

There is currently no requirement for a financial assessment (means test) for any applicant requesting adaptations. This requirement, however, is still in place for private sector adaptations by means of the Disabled Facilities Grants (DFG).

#### **4.15 Refusals**

If an adaptation has been refused under the Welfare Adaptations Policy, applicants are eligible to apply to Bolsover District Councils Environmental Health Team, for eligibility assessment of a Mandatory Disabled Facilities Grant. Any applicant wishing to apply for a Disabled Facilities GrantDFG can contact the Council's Environmental Health Department on 01246 242424 for further advice on the application process.

#### **4.15.16 Appeals**

If an applicant wishes to appeal against any decision taken relating to their requested adaptation they should set out the reasons for the appeal in writing, either by letter or email, addressed to the Head of Housing ManagementAssistant Director of Housing or Housing Service Manager. and Enforcement and the Head of Property Services & Housing Repairs

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Contact details; Bolsover District Council, The Arc, High Street, Clowne. S43 4JY.  
Email: [enquiries@bolsover.gov.uk](mailto:enquiries@bolsover.gov.uk)

~~A joint decision will be made and the applicant will be notified in writing with an explanation for the decision.~~The applicant will be notified of the decision in writing within 20 working days.

If the appeal is rejected the decision will include the options available, for example, moving to an accessible or adapted property.

Should an applicant remain dissatisfied, they can access the Council's Corporate Complaints procedure at: [www.bolsover.gov.uk](http://www.bolsover.gov.uk)

#### **4.164.17 Monitoring**

The BDC Welfare Team will feed back the outcome of the adaptation request to Derbyshire County Council to enable them to update their cases.

Internally adaptations will be monitored through the Housing Stock Management Group. An annual report will be submitted to the group detailing performance.

## **5. Responsibility for Implementation**

The Policy will be implemented by the Council's Welfare Team working in partnership with other Council departments and external organisations, for example, but the list is not exhaustive:

- Council's Housing Needs Team
- Derbyshire County Council
- Care providers
- Social Care
- Hospital Occupational Therapists
- Contractors
- Tenancy Management Team
- Asset Management team
- Property Services and Repairs team

## **BOLSOVER DISTRICT COUNCIL**

**Meeting of the Executive on 6th October 2025**

### **ENDORSEMENT OF THE EAST MIDLANDS COMBINED COUNTIES RETROFIT STRATEGY**

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

<b>Classification</b>	This report is Public
<b>Contact Officer</b>	Richard Winter, Climate Change Officer Jo Wilson, Housing Strategy and Development Officer

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

To update Members on the East Midlands Combined Counties Retrofit Strategy led by Bolsover District Council, Nottinghamshire County Council and the Microgeneration Certification Scheme (MCS) Foundation and to seek agreement to endorse this strategy.

#### **REPORT DETAILS**

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

- 1.1 In 2024 Bolsover District Council and Nottinghamshire County Council jointly bid to the MCS Foundation to pilot the development of a Retrofit Strategy for Derbyshire and Nottinghamshire. The bid was successful and at meeting of the Executive on 9th September 2024, it was agreed to accept the supported funding.
- 1.2 During 2025 Bolsover District Council, Nottinghamshire County Council and the MCS Foundation have led the co-development of a retrofit strategy for Derbyshire and Nottinghamshire. This strategy has reached its final draft, and the coordinating team is requesting endorsement from organisations across the region as part of the adoption of the strategy by the East Midlands Combined County Authority (EMCCA).
- 1.3 Retrofit refers to any improvement work on an existing building to improve its energy efficiency. It can include installing new smart meters, new heating systems, solar panel or external / internal wall insulation. Retrofitting homes makes them easier to heat, more comfortable and cheaper to live in massively improving people's lives.

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

- 2.1 Update on Bolsover District Council role in development of East Midlands Councils Retrofit Strategy Development

Officers from Bolsover District Council have led the development of a Retrofit Strategy alongside staff from Nottinghamshire County Council and the MCS Foundation. This has involved being the primary local leads and coordinating three regional workshops attended by over 100 representatives of 58 different organisations all involved in retrofit. These organisations included:

- Local Authorities
- Higher & Further Education providers.
- Housing Providers (LA, Private Rented and Housing Associations)
- Health Bodies
- National Government Bodies
- Private Companies
- Fuel Poverty Advocates
- Energy Charities and Campaign Groups
- Voluntary Sector representatives.
- Financial Support Groups

From these workshops, and smaller working groups a co-developed strategy was developed. The MCS Foundation, Bolsover District Council and Nottinghamshire County Council have then worked through the strategy to refine it further.

In addition, Bolsover and Nottinghamshire representatives have led the current steering group and are working with EMCCA the regional authority to adopt the strategy.

## 2.2 East Midlands Combined Counties Retrofit Strategy

The new East Midlands Combined Counties (EMCC) retrofit strategy has been co-developed by partners from across the retrofit spectrum from every location in the region. This co-development has resulted in a wide-ranging strategy that covers all areas of retrofit and overcomes some of the issues that occur when Local Authorities work independently. The resulting vision for the strategy is:

“A just future in which we’re all living in healthy, energy-efficient homes within sustainable communities.”

The mission that sits at the centre of the strategy is that:

“We will improve our homes faster, prioritising confidence, quality, affordability and collaboration, and grow skills and jobs in our region.”

The strategy is not just about retrofitting properties it addresses issues such as fuel poverty, delivering local economic growth and social benefits. In addition, it has benefitted from input from health bodies, so it looks at the wider health benefits to the area from improved housing.

Within the strategy is improved advice services to the public, workforce development and coordinated use of funding to deliver better outcomes for everyone.



## 2.3 EMCC Retrofit Strategy Strategic Goals

Within the strategy are several goals, and each goal has a series of sub-goals and actions to deliver these. These goals align with our corporate objectives and those of EMCCA:

- Increase awareness and confidence in all aspects of retrofit for all households and the retrofit industry,
- Deliver a cross-sector, long term regional (EMCC) collaborative partnership maintaining momentum for retrofit,
- Accelerate development of scalable solutions and sustainable, long-term financial resources for retrofit delivery for all,
- Ensure we have local/regional capacity and capabilities for Retrofit
- Ensure that retrofit enhances quality of life, and delivers healthier, future proofed homes and reduced fuel poverty

The actions within the strategy encourage partners to work together to develop a more efficient approach to retrofit for the region and help overcome the problems faced by individual authorities working alone.

A draft version of the strategy is attached. As the strategy is being adopted by EMCCA the branding in the document will change but the strategy will remain the same.

The reason that endorsement is requested is this is a strategy that has been put together by officers from Local Authorities across Derbyshire and Nottinghamshire, and endorsement shows that Bolsover District Council support this strategy and its strategic direction for the region.

## 3. Reasons for Recommendation

### 3.1 Endorsing the strategy shows support

- to the officers from across the Council who have worked to develop this regional strategy, and
- for working with our regional councils, colleges & universities, local health services and businesses / organisations to improve approaches to retrofit.

## 4. Alternative Options and Reasons for Rejection

4.1 Bolsover District Council could reject the endorsement of the strategy, but this would result in reputational damage for the authority at a time where local councils are being encouraged to work together.

4.2 The retrofit strategy will be the basis for regional working and funding bids, a lack of endorsement will weaken any funding bids regionally that will then affect our ability to support retrofit locally.

## **RECOMMENDATION(S)**

To endorse the East Midlands Combined Counties Retrofit Strategy (draft Endorsement letter attached).

Approved by Councillor Rob Hiney-Sunders, Portfolio Holder for Environment

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## **IMPLICATIONS:**

<b><u>Finance and Risk</u></b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Details:</b> This strategy does not commit financial input from Bolsover District Council.  On behalf of the Section 151 Officer		
<b><u>Legal (including Data Protection)</u></b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Details:</b> This strategy does not commit Bolsover District Council to any actions, other than supporting the strategy.  On behalf of the Solicitor to the Council		
<b><u>Staffing</u></b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<b>Details:</b> Bolsover District Council have been a key part of the strategy, and it is proposed that when EMCCA adopt the strategy Bolsover staff will continue to provide input into its management.  On behalf of the Head of Paid Service		
<b><u>Equality and Diversity, and Consultation</u></b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<b>Details:</b> The strategy seeks to improve all properties categorised as lower standard for energy efficiency. As energy bills for such properties tend to be higher, those households in/at risk of fuel poverty will naturally benefit. A number of the government funded schemes also specifically target low-income households in a bid to support those less able to pay for required property improvements.		
<b><u>Environment</u></b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment. <b>Details:</b> Through working regionally this strategy will drive improvements in domestic properties across all tenures, this will help drive down our territorial emissions and enhance our reputation. The strategy also aims to improve our green economy and skills base potentially enhancing the environment further.		

## **DECISION INFORMATION:**

<input checked="" type="checkbox"/> <b>Please indicate which threshold applies:</b>	
<b>Is the decision a Key Decision?</b> A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Revenue (a)</b> Results in the Council making Revenue Savings of £75,000 or more or <b>(b)</b> Results in the Council incurring Revenue Expenditure of £75,000 or more.	(a) <input type="checkbox"/> (b) <input type="checkbox"/>
<b>Capital (a)</b> Results in the Council making Capital Income of £150,000 or more or <b>(b)</b> Results in the Council incurring Capital Expenditure of £150,000 or more.	(a) <input type="checkbox"/> (b) <input type="checkbox"/>
<b>District Wards Significantly Affected:</b> <i>(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)</i> Please state below which wards are affected or tick <b>All</b> if all wards are affected:	All <input type="checkbox"/>

<b>Is the decision subject to Call-In?</b> <i>(Only Key Decisions are subject to Call-In)</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If No, is the call-in period to be waived in respect of the decision(s) proposed within this report? <i>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Consultation carried out:</b> <i>(this is any consultation carried out prior to the report being presented for approval)</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Leader</b> <input checked="" type="checkbox"/> <b>Deputy Leader</b> <input checked="" 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"/>	

<b>Links to Council Ambition: Customers, Economy, Environment, Housing</b>
The EMCC Retrofit Strategy will help deliver key parts of the Bolsover District Council Vision. Below are the priorities in our Vision that directly align with the goals, vision and mission of the EMCC Strategy.  <u>Customers</u> Continuing to work with partners from all sectors, ensuring priorities are aligned to benefit the residents of Bolsover District.

## Links to Council Ambition: Customers, Economy, Environment, Housing

### Economy

Maximising our influence and opportunities within the East Midlands Combined County Authority to collectively ensure our citizens have the opportunity to develop key skills and access opportunities to work well and help create a strong and sustainable local economy.

Actively working with partners to support enterprise, innovation, jobs, and skills.

### Environment

Maximising our influence and opportunities within the East Midlands Combined County Authority to collectively lead the way in moving from fossil to fusion and play our part in achieving our national ambition to achieve net zero by 2050.

Working with stakeholders, regional and local partnerships to deliver shared strategies and priorities that support the local environment.

### Housing

Maintaining and improving property and housing management standards and ensuring that standards and living conditions in the district contribute towards better health outcomes for all.

Maximising our influence and opportunities within the East Midlands Combined County Authority to create affordable, good quality housing options and to retrofit existing homes to be more environmentally sustainable.

## DOCUMENT INFORMATION:

Appendix No	Title
1	Draft EMCC Retrofit Strategy
2	Endorsement Letter - East Midlands Retrofit Strategy

### Background Papers

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

N/A

DECEMBER 2024



# East Midlands Combined Counties Retrofit Strategy

## 2025-2028



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# 1. Forewords

East Midlands Combined County Authority's (EMCCA) very first capital funding commitment to be delivered in full was £9.92m that was spent on domestic energy efficiency and low carbon generation retrofit activities within our region.

All of the 17 local authorities in the East Midlands were involved, and together we delivered a place-based project that was focused on making homes in the region more efficient, healthier, and cheaper to heat and power. All of the project's goals were overachieved, including 574 homes reaching an energy efficiency rating of at least EPC C and 837 measures being installed.

**Working together with partners and local authorities, our mission is to make the East Midlands the best place to live, to work, and to learn.**

Uncertainty about energy bills and cold homes have been unnecessary issues for residents in the East Midlands for too long. Improving people's homes to make them warmer in winter while reducing energy bills helps to deliver this mission.

Fuel poverty currently contributes to around 155 excess winter deaths across EMCCA annually. Retrofitting people's homes will help reduce this alongside reducing health inequalities and reducing absences from school and work.

It is estimated that every £1 invested in housing brings £2 of benefit through costs avoided to public services including care, health, and crime costs.<sup>1</sup>

Local authorities in the EMCCA region have a strong track record of retrofit delivery and EMCCA is ready to support the region to build on this and ensure the region continues to demonstrate leadership in delivering domestic energy efficiency projects and programmes.

While there is a good track record of delivering domestic retrofit programmes in our region, there are many barriers to support people to retrofit their homes. Our ambition is to enable the delivery of retrofit projects at scale, working with partners to ensure the delivery of at least 12,000 retrofitted homes over the next ten years.

The East Midlands Combined Counties Local Retrofit Strategy is a catalyst for action, not just on home energy efficiency, but for building a more resilient, prosperous, and inclusive region.

This Local Retrofit Strategy sets out a place-based roadmap that EMCCA will deliver alongside partners in the region. Our approach will work across six pillars: community, skills and training, homes, low carbon technology, financial resourcing, and governance.

But targets and strategies are not enough to deliver lasting change. We are beginning work with partners to accelerate progress on retrofitting homes in the East Midlands now. The East Midlands Combined County Authority is ready to lead a collaborative approach to energy efficiency projects that deliver real benefits for communities, the local economy, and the environment.

**Michael Gallagher, Director of Climate Resilience and Green Growth**

<sup>1</sup> The Health Foundation, 2018





## 2. Executive Summary

The East Midlands Combined Counties (EMCC) Local Retrofit Strategy sets out a systems-led, place-based roadmap to accelerate home retrofit. This will support the reduction of fuel poverty, improve the quality of local housing, and increase environmental sustainability across the EMCC region. Developed through the Local Area Retrofit Accelerator (LARA) Pilot, this strategy unites a range of local stakeholders around a shared understanding of the need to reduce fuel poverty, delivering local economic and social benefits, and cutting emissions from heating and cooling homes. The EMCC is one of four 'localities' that participated in the LARA Pilot, convened by the MCS Foundation.

Tackling home retrofit at scale demands more than isolated projects, it requires systemic change. Our approach takes a whole-system view across six pillars: community, skills and training, homes, low carbon technology, financial resourcing and governance. It recognises that stakeholders need to collaborate and coordinate to create lasting, scalable impact. It is grounded in the unique characteristics and challenges of the East Midlands as a region, leveraging the expertise and energy of local partners while aligning with national net zero ambitions.

Between February and July 2025, over 58 organisations collaborated through a structured co-design process involving workshops, working groups, and stakeholder interviews. This included representation from local authorities, community groups, supply chain, social landlords, training providers, financial sector, and national partners.

Together, they developed a shared vision and mission, agreed principles, determined strengths, weaknesses, opportunities, and threats to accelerating retrofit in the region, and developed a suite of coordinated goals and actions.

Early delivery of priority actions will be an important first step to kick start the delivery of the strategy. This will include improving public advice services, developing the workforce, and coordinating the use of existing funding streams (for example, the government's Warm Homes scheme).

The EMCC Retrofit Strategy is a catalyst for action, not just on home energy efficiency, but for building a more resilient, prosperous, and inclusive region. With coordinated leadership, collaborative delivery, and ongoing support from partners, our region can become a model for retrofit at scale, delivering real-world benefits for households, the local economy, and the environment.

### Our collective vision:

"A just future in which we're all living in healthy, energy-efficient homes within sustainable communities."

### Our mission:

"We will improve our homes faster, prioritising confidence, quality, affordability and collaboration, and grow skills and jobs in our region."

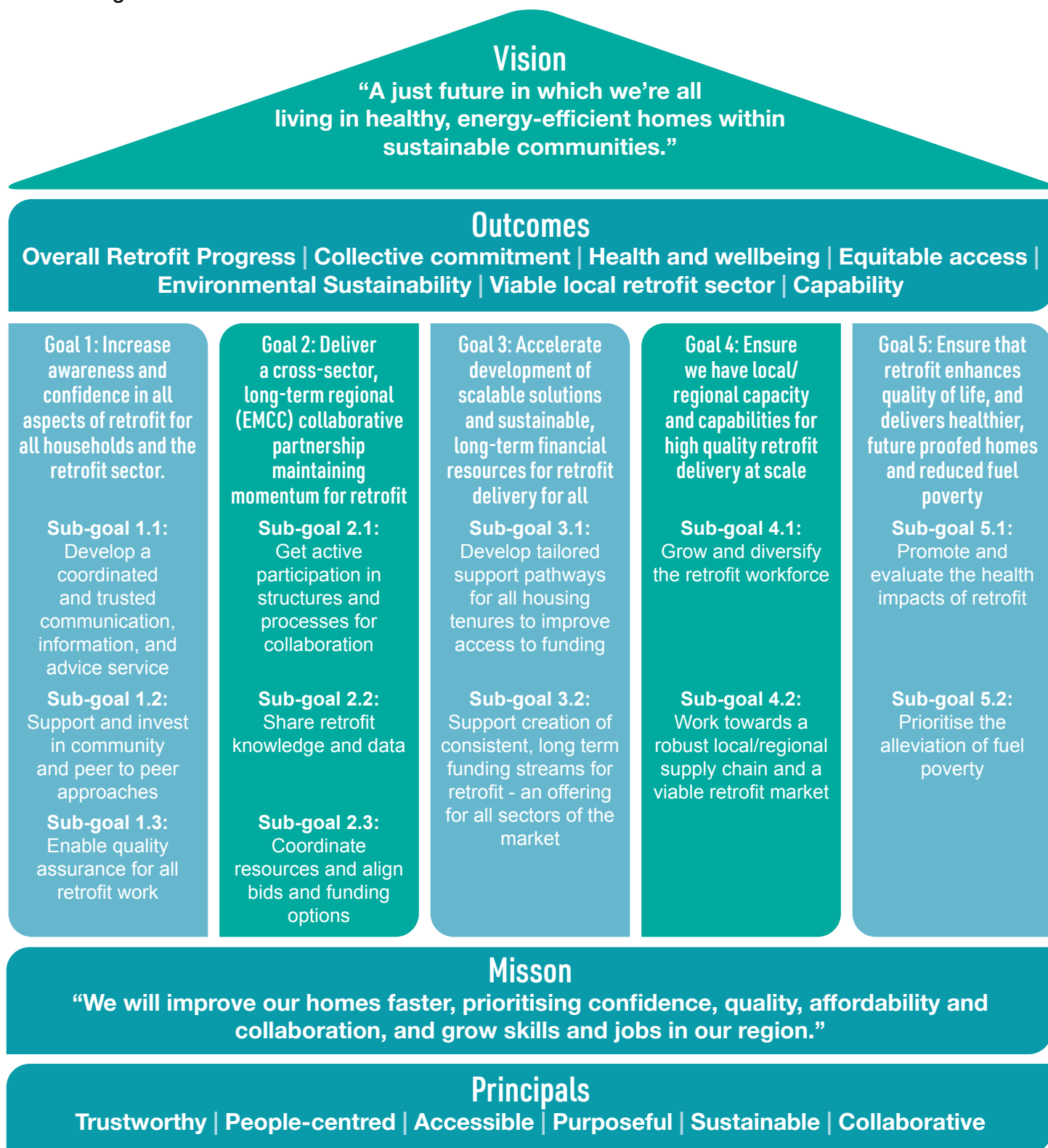
The approach is underpinned by six shared principles:

- Trustworthy
- People-centred
- Accessible
- Purposeful
- Sustainable
- Collaborative

# 3. The Strategy House

The 'Strategy House' visually captures the core outputs of the co-design process. It also reflects the systems approach needed to accelerate retrofit, as the house is only as strong as the sum of its parts.

- **The foundations** – our mission and principles provide stability and direction to anchor and guide our collective action.
- **The pillars** represent the goals and sub-goals.
- **The roof** contains the vision and outcomes, which provides a clear sense of purpose, uniting and covering all our efforts beneath it.



# 4. Introduction

The EMCC Local Retrofit Strategy (the strategy) primarily sets out how the region can make progress in improving the efficiency of heating and cooling of domestic buildings and alleviating fuel poverty. But it is more than that. It's a plan to increase good health outcomes from living in decent homes, support growth within the sector, and to create skilled and well-paid jobs. It's about making decisions that balance economic, social, and environmental considerations. It has an eye on the future and ensures we are prepared for the climate to come. This aligns with the East Midlands Combined County Authority (EMCCA) Corporate Plan by supporting the following themes highlighted in the plan:

- Regional strategy, investment and devolution
- Business growth and innovation
- Skills and employment
- Net zero transition and climate resilience
- Housing and regeneration

This strategy was developed as part of the Local Area Retrofit Accelerator pilot (the pilot). This initiative aimed to take a systems approach to tackling retrofit. A systems approach thinks about problems and solutions by considering the entire system, rather than individual parts. It's a holistic and interdisciplinary method that emphasises how different elements interact.

The pilot takes a place-based approach using a collaborative process to address the needs of a community by working together to improve the quality of life. It involves understanding a place's social context and physical setting. In this context the place was Derbyshire and Nottinghamshire and stakeholders from across the retrofit system were invited to co-design the strategy.

The co-design delivery involved three key stages:

- Shared Understanding:**  
Mapping the local retrofit system, stakeholders, policies, and data to establish a clear baseline
- Vision and Planning:**  
Facilitating stakeholders to agree a shared vision, action plans, and draft the strategy which sets out to improve the local retrofit system
- Review and Endorsement:**  
Senior stakeholders review and formally endorse the strategy, launching it publicly to mobilise collective action



## 5. Vision and Mission



### Our vision

**"A just future in which we're all living in healthy, energy-efficient homes within sustainable communities."**



### Our mission

**"We will improve our homes faster, prioritising confidence, quality, affordability, and collaboration, and grow skills and jobs in our region."**



# 6. Strengths, Weaknesses, Opportunities, Threats (SWOT)

This SWOT was developed over several phases. The project team conducted qualitative and quantitative research published in the Locality Assessment with data gathered through desk-based research and stakeholder interviews.

The Locality Assessment informed the workshops and set a baseline understanding of the EMCC region's local retrofit system. The Locality Assessment report details specific geographic and demographic information about the area and provides insight into activity taking place there. Each element of the SWOT has fed into the goals and actions developed by the project team to ensure there is a strategic fit.

## Strengths

- Rich experience of local retrofit delivery
- Local training centres
- Local partnerships and advice centres
- Best practice examples to build
- Local Area Energy Planning under way
- Retrofit Employers Forum
- Green skills programme

## Opportunities

- Coordinated action through East Midlands Combined County Authority (EMCCA)
- Coordination of future skills development
- Pilot of mine water heat scheme in ex-coalmine
- Energiesprong, FurbNow, and other models can be replicated
- Public health support in retrofit
- Midland Net Zero Hub signposting
- Digital space opportunity building on the Green Rewards app
- Archetype guides

## Weaknesses

- No list of recommend suppliers
- Grants and support not available to all
- Grants don't take account of differential costs for rural areas
- Lack of coordination between housing associations
- The community sector varies across the region
- A lot of the contractors working locally are based outside the region
- Need for better ways to measure the benefits of retrofit

## Threats

- High levels of deprivation
- Lack of incentive for SMEs to invest in training staff
- Lack of trust and disinformation
- Complex retrofit projects are not cost-effective for installers
- Short-term government grant schemes



# 7. Principles

These key principles for a better retrofit system were identified by the region

**TRUSTWORTHY** – demonstrating competence and quality

**PEOPLE-CENTRED** – focus on the customer and giving them agency

**ACCESSIBLE** – providing clarity and making retrofit easy and inclusive

**PURPOSEFUL** – pragmatic idealism, action-orientated, and brave

**SUSTAINABLE** – a long-term, future-proofed approach

**COLLABORATIVE** – alignment, with everyone included and involved

These shared principles will help inform and guide retrofit activity undertaken by organisations who endorse the strategy. The governance agreements between signatories to the strategy will formally ensure their importance. The principles have influenced the goals and actions and are critical in achieving the vision.



# 8. Outcomes

These outcomes of the strategy will be delivered by achievement of the goals. Progress towards delivering the outcomes will be monitored and the project team propose the following metrics:

## Overall progress KPIs:

- Percentage increase in number of homes per year retrofitted well
- Average EPC increased rating across the EMCC region
- Improved indices of fuel poverty
- Increase of people employed in retrofit careers
- Increase of accredited installers (e.g. MCS)
- Increase of collaborations and partnership in the retrofit system
- Increase of community energy organisations
- Increase of MCS accredited low carbon technology installations per year
- Increased level of investment in retrofit

## Collective commitment

- Growing commitment to working together as a region

## Health and wellbeing

- Reduction in number of people suffering poor health due to damp and/or mould via GP referrals
- Improvements to health and wellbeing, quality of life

## Equitable access

- Reduction in fuel poverty and increase in accessibility of funding/finance

## Environmental sustainability

- Reduction in carbon emissions from domestic properties

## Viable local retrofit sector

- Local retrofit supply chain works and delivers quality retrofit

## Capability

- Strong local skills base

Some KPIs may rely on proxy measures where direct measurement is challenging – for example, assessing the impact of ‘knowledge sharing’.



# 9. Goals and Actions

The following goals and sub-goals have been determined by the region.

Each goal has an example of linked actions, further actions, and additional information including alignment to SWOT analysis that can be found in the accompanying action plan.



## Goal 1

Increase awareness and confidence in all aspects of retrofit for all households and the retrofit.



## Goal 2

Deliver a cross-sector, long term regional (EMCC) collaborative partnership maintaining momentum for retrofit.



## Goal 3

Accelerate development of scalable solutions and sustainable, long-term financial resources for retrofit delivery for all.



## Goal 4

Ensure we have local/regional capacity and capabilities for high quality retrofit delivery at scale.



## Goal 5

Ensure that retrofit enhances quality of life, delivers healthier, future-proofed homes, and reduces fuel poverty.







## Goal 1

Increase awareness and confidence in all aspects of retrofit for all households and the retrofit.

This goal aims to increase retrofit activity and the number of installed measures locally, enabling residents to live in healthy, energy-efficient homes. To achieve this, the focus will be on offering trusted advice, nurturing peer-to-peer communications, and improving quality assurance by highlighting positive stories.

### Sub-goal 1.1: Develop a coordinated and trusted communication, information, and advice service

- Develop a comprehensive retrofit map featuring regional actors and networks to support providers and provide effective signposting to the best advice.
- Develop a trusted brand for regional advice and guidance providers to improve trust for public and suppliers
- Create a Retrofit Support Service website for advice and to triage service via website, email, phone, and events.

### Sub-goal 1.2: Support and invest in community and peer-to-peer approaches

- Create a community engagement retrofit role or add to existing role to empower community organisations to support retrofit.
- Develop a network of community champions and organisations and provide retrofit training.
- Create a network of 'open homes' to demonstrate different technologies and support community groups to run events.

### Sub-goal 1.3: Enable quality assurance for all retrofit work

- Create retrofit supply chain role(s) or add to existing position(s)
- Develop an agreed approach for grant commissioners to ensure good governance and quality of retrofit install
- Review ECO LA Flex practices and agree coordinated, minimum-service-level approach





## Goal 2

Deliver a cross-sector, long term regional (EMCC) collaborative partnership maintaining momentum for retrofit.

This goal builds on the collaboration developed by key retrofit stakeholders across the region. Working together to deliver more for less with better outcomes. To achieve this there will be improved structures and processes for regional retrofit activity and greater collaboration across sectors, particularly around data sharing and funding opportunities.

### Sub-goal 2.1: Get active participation in structures and processes for collaboration

- Create a role to coordinate stakeholder activity or allocate to existing position
- Facilitate a cross-sector action group to drive partnership activity between local authorities and social landlords – convened by EMCCA-based strategic lead
- Set up a cross-sector action group for skill development for employers and training providers convened by EMCCA-based strategic lead

### Sub-goal 2.2: Share retrofit knowledge and data

- Create retrofit data and research role or allocate to existing position
- Facilitate data sharing and collaboration between organisations involved in retrofit to build understanding and map regional capabilities
- Collate and publish timely retrofit information and data and balance demand

### Sub-goal 2.3: Coordinate resources and align bids and funding options

- Improve collaboration for grant scheme delivery between local authorities and social landlords
- Realise opportunities for collaboration and local supplier procurement from Warm Homes funding





## Goal 3

Accelerate development of scalable solutions and sustainable, long-term financial resources for retrofit delivery for all.

This goal highlights the need for economic stimulus to achieve a growth, including both private investment and institutional funding. A more technical and coordinated approach to regional retrofit will focus on the need for long-term financial products alongside developing specialist support services while ensuring the best use of grant schemes and the development of appropriate financial offers.

### Sub-goal 3.1: Develop tailored support pathways for all housing tenures to improve access to funding

- Create a grant scheme support and coordination role or allocate to existing position
- Research retrofit facilitation provider/ specialist support service options
- Consult stakeholders to develop and implement a retrofit facilitation model

### Sub-goal 3.2: Support creation of consistent, long term funding streams for retrofit – an offering for all sectors of the market

- Create a retrofit finance coordination role or allocate to existing position
- Assess and compare local authority funding options, grants, loan schemes, carbon offsetting
- Consult with stakeholders on findings and determine preferred finance option(s) to develop and test







## Goal 4

Ensure we have local/regional capacity and capabilities for high quality retrofit delivery at scale.

This goal helps to balance the demand-orientated actions of goals 1 and 3 while developing capacity within the local supply chain to support an increase in demand and diversification within the sector. This will ensure carbon reductions are delivered and give consumers confidence in their needs and aspirations being fulfilled.

### Sub-goal 4.1: Grow and diversify the retrofit workforce

- Create a retrofit installer forum to provide upskilling, recruitment, and retention support
- Create a retrofit trainer forum to develop and agree a plan for retrofit training in the region
- Secure funding to develop and deliver services to support new entrants and cross-training into retrofit careers

### Sub-goal 4.2: Work towards a robust local/regional supply chain and a viable retrofit market

- Develop and deliver procurement strategy with focus on SMEs in local supply chain, to include advice on accessing finance
- Develop and deliver SME-friendly social impact standard for retrofit projects/ procurement
- Boost communications within the supply chain to promote opportunities, support with challenges, celebrate best practice, and foster peer support





## Goal 5

Ensure that retrofit enhances quality of life, delivers healthier, future-proofed homes, and reduces fuel poverty.

This goal reflects the vision and aspiration to deliver a range of benefits for all. Through improved housing retrofit we aim to deliver better life outcomes, including improved health and a reduction in fuel poverty. This will be underpinned by further research, the delivery of new, coordinated services and processes, and a collaborative approach to accelerate grant funding.

### Sub-goal 5.1: Promote and evaluate the health impacts of retrofit

- Set up a public health retrofit forum with social and integrated care representatives to improve collaboration and increase health outcomes through retrofit
- Evaluate the health benefits of different retrofit approaches to guide future health-based investment and co-develop guides for best practice
- Improved collaboration between health and housing sectors to develop pilot projects to improve health outcomes

### Sub-goal 5.2: Prioritise the alleviation of fuel poverty

- Create a retrofit fuel poverty role or allocate to existing role position
- Create a fuel poverty forum and conduct stakeholder assessment of those involved in fuel poverty work within region
- Deliver place-based, fuel poverty alleviation retrofit project(s), assess outcomes to ensure fuel poverty alleviation is prioritised, and develop improvement plans where needed



# 10. Endorsement

The strategy has been endorsed by the following organisations:

Organisation Logos to go here once endorsed

# 11. Definitions

The strategy has the following defined terms:

- **ACTIONS:** Things done by people and organisations in the East Midlands Combined Counties in support of goals, by individuals or groups.
- **GOALS:** Something the East Midlands Combined Counties hopes to achieve which is formed of multiple actions and achieved by multiple parties.
- **MISSION:** How the work needed to achieve the vision will be taken forward.
- **OUTCOMES:** The result of something, or the consequence of it, is the outcome.
- **STRATEGY:** A plan for the East Midlands Combined Counties made up of multiple goals and associated actions that work towards a wider mission and vision.
- **SYSTEMS-BASED APPROACH:** A systems approach thinks about problems and solutions by considering the entire system, rather than individual parts. It's a holistic and interdisciplinary method that emphasises how different elements interact.
- **VISION:** One sentence that describes the future-facing, longer-term ambition of the strategy and offers inspiration and motivation.



# 12. Information sources

Links to relevant organisational strategies and supporting reports to go here



Your Ref:  
Our Ref:  
Please Ask For: Richard Winter  
Direct Line: 01246 242358  
E-mail: [Richard.winter@bolsover.gov.uk](mailto:Richard.winter@bolsover.gov.uk)  
Date: 6 October 2025

The Arc  
High Street  
Clowne  
Derbyshire  
S43 4JY

East Midlands Combined County Authority  
Council House  
Corporation Street  
Derby  
DE1 2FS

Dear XXXX

**Re: Letter of Endorsement for the East Midlands Combined Counties Local Retrofit Strategy.**

As Portfolio Member for Bolsover District Council, I am writing to endorse our support for the East Midlands Combined County (EMCC) Local Retrofit Strategy (LRS). I have reviewed the LRS and potential impact and I am impressed by its vision and missions.

The development of this Strategy has been strongly supported by all EMCC local authorities, local stakeholders, and the Local Energy Partnership.

The EMCC Local Retrofit Strategy sets out a coordinated approach and a place-based roadmap to accelerate home retrofit, reduce fuel poverty and increase environmental sustainability across the EMCC region.

Developed through the Local Area Retrofit Accelerator (LARA) Pilot, the Strategy brings together a broad coalition of local stakeholders, united by a shared commitment to delivering retrofit and unlocking wider local economic and social benefits through collective action.

This Strategy aligns with and supports our existing policies and commitments such as Maximising our influence and opportunities within the East Midlands Combined County Authority to create affordable, good quality housing options and to retrofit existing homes to be more environmentally sustainable.

We will benefit not only environmentally with improved efficiency of properties, but it will help alleviate some of the fuel poverty issues we face in Bolsover where almost 17.1% are classed being in fuel poverty. We are committed to supporting this project through our continued management support, alongside colleagues from Nottinghamshire County Council, Midlands Net Zero Hub, the MCS Foundation and EMCCA

Bolsover District Council has already worked on developing and promoting Retrofit skills through our MNZH funded pilot projects, and we are working alongside EMCCA colleagues to develop a regional Green Skills Hub in our District. We have also been leading a regional Retrofit Employers Forum for Derbyshire and Nottinghamshire

We believe the EMCC Local Retrofit Strategy, combined with the delivery partners' expertise of local retrofit, presents a unique opportunity to collaborate and develop relevant projects that will drive the growth of retrofit projects across Nottinghamshire and Derbyshire.

Bolsover District Council intends to support overall delivery of the strategy by building on the regional Retrofit Skills projects that we have led on and by our continued management support of the project.

We're excited about the opportunities this Strategy creates and look forward to working with together to turn ambitions into real, lasting impact for our communities

Your sincerely,

Cllr Robert Hiney-Saunders  
**Portfolio Holder for the Environment**

## **BOLSOVER DISTRICT COUNCIL**

### **Meeting of the Executive on 6<sup>th</sup> October 2025**

### **Engagement Hub, 8 Cotton Street, Bolsover**

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

<b>Classification</b>	This report is Public.
<b>Contact Officer</b>	Lorri Darby Developments and Contracts Officer

## **PURPOSE/SUMMARY OF REPORT**

To seek Members' approval to utilise 8 Cotton Street, Bolsover as a regeneration programme engagement hub for a minimum period of 2 years.

## **REPORT DETAILS**

### **1. Background**

- 1.1 The Council-owned property at 8 Cotton Street, Bolsover became vacant on 21 June 2025, following the retirement of a long-standing tenant who had operated the premises as a café.
- 1.2 The building comprises a ground-floor commercial unit of approximately 336 sq. ft (31.22 sq. m), with a void first-floor area. It includes a street-facing customer space, rear kitchen, separate WC accessed via the back of the property, and a prominent shopfront secured by an electric roller shutter.
- 1.3 During handover, the outgoing tenant disclosed unreported damp issues affecting the front elevation and rear flat roof. The tenant had informally managed these issues through surface treatments and cosmetic decoration.
- 1.4 Once the property was vacated, a high-level inspection was carried out by the Council's Quantity Surveyor, who identified a number of remedial issues requiring attention. This included previously unreported damp, roofing repairs, fire safety and compliance.
- 1.5 In response, and in line with the Council's commitment to maintaining safe, lettable assets, three independent contractors were invited to assess the property and provide a costed scope of works. Estimated cost of works is £22,000, excluding any additional electrical works that may arise following the Electrical Installation Condition Report (EICR). This has been reviewed by the Council's Quantity Surveyor and an internal Project Manager and is considered reasonable against current market rates. Costs will be met by the place programme within the £15million funding awarded to the Council.

- 1.6 In April 2025, a market rental assessment carried out by our marketing agent, Omeeto, indicated a guide rent of £6,500 per annum (£19.35 per sq. ft), conditional upon the property being refurbished to a lettable standard.

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

- 2.1 Given the property's location near five major regeneration initiatives (the former Co-op site, former White Swan, 36/36a Market Place, the Public Realm Programme, and the Shop Front Improvements Scheme) a strategic proposal has been developed to repurpose 8 Cotton Street as a regeneration engagement hub and 'show property' for the shopfront improvement scheme.
- 2.2 The proposal would see the Council use the property as an engagement hub for a two-year period, foregoing rental income (estimated at £13,000). The building would serve as a visible, accessible base for officers leading on the regeneration programme to engage directly with the public, enhancing transparency, positive engagement, and community trust.
- 2.3 All necessary works, including internal upgrades and external façade improvements, as outlined in the contractor's submitted scope of works, will be fully funded through the regeneration programme. This investment will bring the property up to a high standard, suitable for public-facing use and future commercial letting.
- 2.4 Once refurbished, the building will act as a live demonstration of the Shop Front Improvements Scheme, showcasing design standards and encouraging wider participation from local businesses and property owners.
- 2.5 This approach has been presented to and is supported by both the Strategic Commissioning Board and the Asset Management Group.
- 2.6 The former use of 8 Cotton Street as a café (Class E(b)) and its proposed use as an engagement hub (Class E(c)(iii)) both fall within Planning Use Class E (Commercial, Business and Service). As such, no change of use planning application is required.

## **3. Reasons for Recommendation**

- 3.1 Repurposing 8 Cotton Street as a regeneration engagement hub offers a unique opportunity to visibly demonstrate the Council's commitment to improving Bolsover's town centre.
- 3.2 The upgraded façade will serve not only as a visual enhancement but as a live example of what is possible through the Shop Front Improvements Scheme. This will inspire other property owners and businesses to participate, creating a ripple effect of improvement across the town centre.
- 3.3 Using this Council-owned asset to support the regeneration programme shows a practical and value-focused approach that benefits the community.
- 3.4 By the end of the engagement period, the building will be upgraded and ready for open market letting. Marketing activity can also begin ahead of the engagement conclusion, helping to generate interest and ensure a smooth transition to future occupancy.

- 3.5 Using the property as a regeneration hub allows the public to feel heard and involved. It creates a space where people can engage with the programme, share views, and see progress first-hand, helping build trust, pride, and a sense of shared ownership in the town's future.

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

- 4.1 **Do Nothing:** Taking no action would avoid immediate costs but would leave the property in its current condition, making it unsuitable for public-facing use or commercial letting. This would also fail to support the Council's regeneration objectives.
- 4.2 **Commercial Letting:** Once let, this would generate rental income, however, it would limit the Council's ability to use the site for strategic engagement and demonstration. It would also require immediate investment in repairs and upgrades.
- 4.3 **Disposal:** Selling the property would provide a one-off capital receipt, however, it would eliminate the Council's opportunity to use the site for as a regeneration hub, or for future commercial letting.

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

That Executive agree to 8 Cotton Street, Bolsover, being used as a regeneration engagement hub and 'show property' for a minimum two-year period.

Approved by Councillor Tom Munro, Portfolio Holder for Growth

#### **IMPLICATIONS:**

<b><u>Finance and Risk</u></b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>Details:</b> As detailed throughout the report.		
On behalf of the Section 151 Officer		
<b><u>Legal (including Data Protection)</u></b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>Details:</b> Contractors will be procured in accordance with the Council's Contract Procedure Rules and Procurement Act 2023.		
On behalf of the Solicitor to the Council		
<b><u>Staffing</u></b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>Details:</b>		
On behalf of the Head of Paid Service		

**Equality and Diversity, and Consultation**Yes ☐No ☒

Details:

**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:

**DECISION INFORMATION:**☒ **Please indicate which threshold applies:****Is the decision a Key Decision?**

A Key Decision is an Executive decision which has a significant impact on two or more wards in the District, or which results in income or expenditure to the Council above the following thresholds:

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

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

**District Wards Significantly Affected:**

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

Please state below which wards are affected or tick **All** if all wards are affected:

Yes ☐No ☒(a) ☐(b) ☒(a) ☐(b) ☒All ☐**Is the decision subject to Call-In?**

*(Only Key Decisions are subject to Call-In)*

If No, is the call-in period to be waived in respect of the decision(s) proposed within this report? ***(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)***

**Consultation carried out:**

*(this is any consultation carried out prior to the report being presented for approval)*

Leader ☐ Deputy Leader ☐ Executive ☐ SLT ☐Relevant Service Manager ☐ Members ☐ Public ☐Other ☐Yes ☐No ☒Yes ☐No ☐Yes ☐No ☒

<b>Links to Council Ambition: Customers, Economy, Environment, Housing</b>
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Achieving best value and making the best use of our assets.
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**DOCUMENT INFORMATION:**

Appendix No	Title

<b>Background Papers</b>
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<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive, you must provide copies of the background papers).</i>
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DECEMBER 2024

## **BOLSOVER DISTRICT COUNCIL**

### **MEETING OF THE EXECUTIVE ON 6<sup>TH</sup> OCTOBER 2025**

#### **MILL LANE BOLSOVER, PRE-CONSTRUCTION FUNDING ARRANGEMENTS**

#### **REPORT OF THE PORTFOLIO HOLDER FOR HOUSING**

<b>Classification</b>	This report is Public.
<b>Contact Officer</b>	Steve Brunt, Strategic Director of Services

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

To seek approval to reduce the level of dividend to be returned to the Council arising from Dragonfly Development Ltd profit, achieved during the 2023\24 financial year, so as to fund pre-construction works at Mill Lane, Bolsover.

### **REPORT DETAILS**

#### **1. Background**

- 1.1 Dragonfly Development Ltd (DDL) during the 2023\24 financial year, realised a profit after tax of £808,803. After repaying loans owed to the Council as previously agreed by the Dragonfly Board of £421,292.06, a balance remains of £387,510.94. This could normally be returned to the Council as a dividend as 100% shareholder of the Dragonfly group of companies.
- 1.2 DDL is one of the Council's strategic vehicles in delivery of its Bolsover Homes pipeline ambitions by way of increasing its affordable social housing stock by 200 units within the Council's current strategic plan, (The Future) 2024 to 2028.
- 1.3 The Council, in consultation with Dragonfly, has reviewed its schedule of potential development sites concluding that smaller sites limiting development potential to 3 units, are not viable. Therefore, other sites have been considered which were not included in the original Bolsover Homes pipeline.
- 1.4 One such site is Mill Lane Bolsover, which it is considered, offers potential to develop approximately 38 units. However, pre-construction work (i.e. design\investigatory) is necessary to confirm viability.

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

- 2.1 It is proposed that the development of Mill Lane Bolsover should be included within the Bolsover Homes pipeline, thus delivering approximately 38 further 38 homes towards the 200 target. However, before this can be further considered for inclusion in the Bolsover Homes funding pipeline and submitted to Members for approval, viability of the scheme needs to be undertaken.



- 2.2 Dragonfly Development costing of pre-construction services is **£275,362.13** excluding VAT, summarised as follows:
- RIBA Stage 2 Pre-Construction Services: £20,728.83
  - RIBA Stage 3 Pre-Construction Services: £40,161.33
  - RIBA Stage 4 & 5 Pre-Construction Services: £214,471.97
- 2.3 It is proposed that Dragonfly (DDL) fund pre-construction works for development at Mill Lane Bolsover, from their 2023\24 profit, which would result in any dividend returned to the Council being lowered.
- 2.4 The Council's Shareholder Agreement provides facility for the Council to agree the distribution of profit (i.e. dividend) it receives from the Dragonfly companies. This report seeks Executive\Council approval to reduce the level of dividend received from Dragonfly's 2023\24 profit after tax.

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

- 3.1 To undertake pre-construction works for development at Mill Lane Bolsover, to assess viability of a scheme for inclusion in the Bolsover Homes pipeline, which would be subject to a further report to Council.

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

- 4.1 Members could choose not to consider Mill Lane Bolsover for inclusion in the Bolsover Homes envelope; however, this would mean that much needed housing would not be developed, undermining the potential to meet the Council's current strategic plan target, to increase the number of affordable social housing units by 200 during (The Future) 2024 to 2028 period.

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### **RECOMMENDATION(S)**

1. Executive\Council approves the reduction in the dividend receivable from Dragonfly Development for the 2023\24 financial year by £275,362.13, to allow pre-construction works at Mill Lane Bolsover, to be undertaken and paid for by the company.
2. A further report is submitted to Executive and Council to include Mill Lane, Bolsover within the Bolsover Homes funding pipeline, following viability of the scheme being established.

Approved by Councillor Phil Smith, Portfolio Holder for Housing

### **IMPLICATIONS:**

<b><u>Finance and Risk</u></b>	<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Details:</b>		
Allowing Dragonfly Development to reduce the amount of dividend payable to the Council, will mean they are able to fund the necessary pre-construction works on Mill Lane Bolsover from their profit instead.		

Subject to viability, Mill Lane Bolsover would be included within the £36.2million Bolsover Homes funding stream, for which the financial implications are already included within the HRA business plan.

On behalf of the Section 151 Officer

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

**Details:**

The Council's Shareholder Agreement provides facility for the Council to agree the distribution of profit (i.e., dividend) it receives from Dragonfly Development.

On behalf of the Solicitor to the Council

**Staffing**      Yes ☐      No ☒

**Details:**

None arising from this report.

On behalf of the Head of Paid Service

**Equality and Diversity Impact and Consultation**      Yes ☐      No ☒

**Details:**

None arising from this report.

On behalf of the Information, Engagement and Performance Manager

**Environment**      Yes ☒      No ☐

**Details:**

Design and development of schemes will meet necessary environmental requirements, such as building energy efficiency standards and Biodiversity Net Gain.

**DECISION INFORMATION:**

☒ ***Please indicate which threshold applies:***

**Is the decision a Key Decision?**

A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds:

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

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

Yes ☒      No ☐

(a) ☐      (b) ☒

(a) ☐      (b) ☐

<p><b>District Wards Significantly Affected:</b>  <i>(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)</i>  Please state below which wards are affected or tick <b>All</b> if all wards are affected:</p> <p><b>Is the decision subject to Call-In?</b>  <i>(Only Key Decisions are subject to Call-In)</i></p> <p>If No, is the call-in period to be waived in respect of the decision(s) proposed within this report? <i>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</i></p> <p><b>Consultation carried out:</b>  <i>(this is any consultation carried out prior to the report being presented for approval)</i></p> <p> Leader <input type="checkbox"/> Deputy Leader <input type="checkbox"/> Executive <input checked="" type="checkbox"/> SLT <input type="checkbox"/>  Relevant Service Manager <input type="checkbox"/> Members <input checked="" type="checkbox"/> Public <input type="checkbox"/>  Other <input checked="" type="checkbox"/> </p>	<p><b>All</b> <input type="checkbox"/></p> <p><b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/></p> <p><b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/></p> <p><b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/></p>
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<p><b>Links to Council Ambition: Customers, Economy, Environment, Housing</b></p> <p>Enabling Housing Growth: increasing the supply, quality, and range of housing to meet the needs of the growing population and support economic growth</p>
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**DOCUMENT INFORMATION:**

Appendix	Title
N\A	N\A

<p><b>Background Papers</b></p> <p><b>(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).</b></p> <p>N\A</p>
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DECEMBER 2024