

# Bolton Council

**Report to:** Executive Cabinet Member for  
Environmental Services

**Date:** 15<sup>th</sup> June 2015

**Report of:** Director of Chief Executive's  
Department

**Report No:**

**Contact Officer:** Ian D Mulholland

**Tele No:** 33 (1037)

**Report Title:** **Monitoring of Executive Member Decisions**

**Confidential /  
Non Confidential:**

(**Non-Confidential**) This report does **not** contain information which warrants its consideration in the absence of the press or members of the public.

**Purpose:**

The report details the progress of recently taken Executive Member decisions.

The monitoring report will be a regular report to the Executive Member's meeting.

**Recommendations:**

The Executive Member is requested to note the report.

**Decision:**

For noting.

**Background Doc(s):**

**Signed:**

\_\_\_\_\_  
Leader / Executive Member

\_\_\_\_\_  
Monitoring Officer

**Date:**

\_\_\_\_\_

\_\_\_\_\_

Date of Meeting	Item and Decision	Action and Progress
02/07/12	<p><u>Claim for Public Rights of Way – Edditch Farm (R Woods)</u></p> <p>A Claim was made for a public right of way from Hengist Street to Leverhulme Park via Edditch Farm. The Cabinet Member declined to make an order based on the evidence submitted by the Claimant.</p> <p>The Claimant appealed to the Planning Inspectorate who allowed the appeal. The Planning inspectorate has directed Bolton Council to make an order modifying the Definitive Map and Statement. . The order was made and advertised on 17<sup>th</sup> January 2014. The period for objection ended on 19<sup>th</sup> February, several objections were received.</p>	<p>Following completion of the advertisement of the order. The matter will be referred back to the Planning Inspector.</p> <p>The Planning Inspectorate have decided that the matter be settled at a public inquiry to be held in September this year.</p>
01/07/13	<p><u>Revised Service Charge Agreements for Bolton Market (Donna Ball)</u></p> <p>The Executive Cabinet Member for Environmental Services AUTHORISED the Markets Services to underwrite a service charge increase in 2014/15 and 2015/16 as outlined in paragraph 7.3 and 7.4 of the report and APPROVED the revised methodology for the calculation of the service charge as outlined in paragraph 6.0 of the report.</p>	<p>This will be progressed as part of the on-going redevelopment scheme.</p>
02/12/13	<p><u>AGMA Convictions Policy Relating to Private Hire and Hackney Carriage Licensing (Elizabeth Pritchard)</u></p> <p>The Executive Cabinet Member for Environmental Services AGREED to the undertaking of a consultation exercise as detailed in the report and following this consider the adoption of the AGMA Convictions Policy and implementation of the proposals regarding the future hearing indecency cases.</p>	<p>Consultation ends February 2014. Comments will then be considered.</p> <p>Consultation complete comments and consideration to be reported to Exec Member April 14.</p> <p>Further development work across all AGMA LA's. Revised policy to be resubmitted for approval.</p>

Date of Meeting	Item and Decision	Action and Progress
06/01/14	<p data-bbox="376 342 1185 409"><u>Proposals for increased Period of Validation of Private Hire and Hackney Carriage Vehicle Licenses (Elizabeth Pritchard).</u></p> <p data-bbox="376 443 1185 577">The Executive Cabinet Member considered the proposals and APPROVED the report subject to the deletion of the word revoke in paragraph 2.7 of the report and the insertion therefore of the word suspend.</p>	<p data-bbox="1211 443 1511 611">Aiming to put procedures in place and implement new proposals from April 2014.</p> <p data-bbox="1211 629 1511 831">Implementation will need to be deferred until fees and charges agreed, aim to introduce 1<sup>st</sup> September 14.</p> <p data-bbox="1211 848 1511 983">Pilot to be conducted with one approved garage first, aiming for October 2014.</p>
03/03/14	<p data-bbox="376 1014 1185 1081"><u>Approval to Tender for the Supply of Tyres and Associated Services to Fleet Management (Andrew Wood)</u></p> <p data-bbox="376 1115 1185 1283">Following a recommendation from the Cabinet for Waste and Recycling the Executive Cabinet Member AGREED to grant approval for Vehicle Fleet Management to tender for the supply and fit of tyres and associated services provided and allow the Council to award the tender on a best value basis.</p>	<p data-bbox="1211 1115 1511 1384">Tender documents were reviewed on 29.10.14 and a Tyre Contractor has been nominated. (J.A Tyres LTD) Procurement &amp; Legal to award contract.</p>

Date of Meeting	Item and Decision	Action and Progress
07/04/2014	<p><u>Framework of Approved Contractors for Social Needs Transport) (Kevan Roberts)</u></p> <p>Following a recommendation from the Cabinet Member for Neighbourhood and Community Services, the Executive Member APPROVED –</p> <ul style="list-style-type: none"> <li>(i) The extension of the terms of the framework agreement for a further two twelve month periods from 1st September, 2014; and</li> <li>(ii) Prior to the extension, allow providers on the framework the opportunity to refresh their vehicle information and pricing schedule, as indicated in the report.</li> </ul>	<p>Closing date for framework contractors to update vehicle information and prices is 4<sup>th</sup> June.</p>
07/04/2014	<p><u>Approval to Tender for Bin Cleaning, Repair and Refurbishment (Mark Hoban)</u></p> <p>Following a recommendation from the Cabinet Member for Waste, Recycling and Housing, the Executive Cabinet Member AGREED –</p> <ul style="list-style-type: none"> <li>(i) To tender for bin cleaning, repair and refurbishment services using the specification provided in Appendix 1; and</li> <li>(ii) Delegate authority to the Director of Environmental Services to award the successful tenderer on a best value basis.</li> </ul>	<p>Documents advertised on procurement chest.</p> <p>Next stage tender submissions and evaluation</p> <p>Tenders evaluated and contract awarded to Halton Containers. Due to start on 1 July subject to legal approval</p>
14/07/2014	<p><u>Behaviour Change Enforcement (Andy Bolan)</u></p> <p>Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member for Environmental Services NOTED the information presented in the report and APPROVED the process flow chart appended to the report.</p>	<p>Aiming to put procedures in place and implement new proposals from September 2014.</p> <p>The new Section 46 Notices are currently in production.</p>

<b>Date of Meeting</b>	<b><u>Item and Decision</u></b>	<b>Action and Progress</b>
18/08/2014	<p><u>Fuel Card Contract (Laura Swann)</u></p> <p>The Executive Cabinet Member APPROVED the purchase of fuel from Allstar, through the CCS framework for the next 3 years, with the option to extend for 1 year.</p>	<p>Contact awarded to Allstar. New cards distributed to staff Dec/Jan with new fuel card policy. Now completed.</p>
22/09/2014	<p><u>Approval for Procurement of Horticultural Machinery (John Sharrock)</u></p> <p>(a) Following a recommendation from the Cabinet Member for Community Services, the Executive Cabinet Member authorised the Director of Environmental Services to:</p> <ul style="list-style-type: none"> <li>(i) Procure horticultural machinery (via the Corporate Procurement Team) in accordance with the Council's Standing Orders relating to procurement; or</li> <li>(ii) Carry out a mini tender under and then place an order under an existing framework agreement (which has been made available to the Council) for horticultural machinery hire and maintenance;</li> <li>(iii) Appoint the successful tenderer to supply horticultural machinery in accordance with the tender documents; and</li> </ul> <p>(b) Following a recommendation from the Cabinet Member for Community Services, the Executive Cabinet Member authorised the Borough Solicitor to carry out all the necessary legal formalities.</p>	<p>Tender on the Chest. Tenders due back 7 Jan 2015.</p>

Date of Meeting	<u>Item and Decision</u>	Action and Progress
22/09/2014	<p data-bbox="376 376 1129 443"><u>Approval for Procurement of the Weeds Spraying Service (John Sharrock)</u></p> <p data-bbox="376 477 1142 544">Following a recommendation from the Cabinet Member for Community Services, the Executive Cabinet Member -</p> <ul style="list-style-type: none"> <li data-bbox="376 689 1166 824">(i) Authorised the Director of Environmental Services to procure a weed spraying service (via the Corporate Procurement Team) in accordance with the Council's Standing Orders relating to Contracts;</li> <li data-bbox="376 857 1118 958">(ii) Appoint the successful tenderer to deliver a weed spraying service in accordance with the tender documents; and</li> <li data-bbox="376 992 1094 1059">(iii) Authorised the Borough Solicitor to carry out all necessary legal formalities.</li> </ul>	<p data-bbox="1211 477 1461 544">Tender documents being prepared.</p> <p data-bbox="1211 566 1497 656">Tender due on Chest early December for return in January.</p>
22/09/2014	<p data-bbox="376 1093 1015 1160"><u>Approval for Procurement of Pavement Sweeper Replacements (John Sharrock)</u></p> <p data-bbox="376 1193 1142 1283">Following a recommendation from the Cabinet Member for Community Services, the Executive Cabinet Member AUTHORISED -</p> <ul style="list-style-type: none"> <li data-bbox="376 1328 1174 1821">(i) The Director of Environmental Services to determine the most effective procurement route in respect of the required pavement sweeper replacements and to either: <ul style="list-style-type: none"> <li data-bbox="472 1496 1161 1619">(a) Procure and appoint a contractor to deliver pavement sweeper hire and maintenance in accordance with the Standing Orders relating to Contracts; or</li> <li data-bbox="472 1664 1174 1821">(b) Join, carry out a mini tender under and then place an order under an existing framework agreement (which has been made available to the Council) for pavement sweeper hire and maintenance.</li> </ul> </li> <li data-bbox="376 1865 1137 1921">(ii) That the Borough Solicitor be asked to carry out all necessary legal formalities.</li> </ul>	<p data-bbox="1211 1193 1461 1261">Tender documents being prepared.</p>

<b>Date of Meeting</b>	<b><u>Item and Decision</u></b>	<b>Action and Progress</b>
22/09/2014	<p><u>The Food Service Plan (Julia Hall)</u></p> <p>The Executive Cabinet Member ENDORSED the food safety delivery programme, as set out in the report and recommended that full Council approves the Food Service Plan as part of the policy Framework.</p>	Food Team implementing the food service delivery programme.
20/10/2014	<p><u>Approval to Tender for School Meals Information and Monitoring System (Elaine Long)</u></p> <p>Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member granted the Assistant Director of Community Services APPROVAL to tender for the services detailed in the report and also delegate AUTHORITY to the Assistant Director of Community Services to award the contract to the successful bidder.</p>	From a subsequent report in February to request a variation to standing orders - this has now been approved and the order placed in March 2015. Installation from May 2015
20/10/2014	<p><u>The Security Guarding Contract (Paul Bolton)</u></p> <p>Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member for Environmental Services granted APPROVAL for the Assistant Director of Waste, Fleet and Community Services to tender the Security Guarding Contract and also delegate AUTHORITY to the Director of Environmental Services to award the contract to the successful tenderer to commence in May 2015.</p>	Security and Response are now working with Council Procurement service to tender the Security Guarding contract. Tenders (ITT) to be available by Dec/Jan and new contract in place by May 2015.
20/10/2014	<p><u>Approval to Tender for the Ad Hoc Delivery of Refuse and Recycling (Laura Swann)</u></p> <p>The Executive Cabinet Member granted APPROVAL for the Assistant Director of Community Services to tender for the ad hoc delivery of refuse and recycling bins and delegate authority to the Assistant Director of Community Services to award the contract to the successful companies.</p>	Tender has been awarded to Assist Managed Services and new contract in place.

<b>Date of Meeting</b>	<b><u>Item and Decision</u></b>	<b>Action and Progress</b>
20/10/2014	<p data-bbox="371 387 1190 465"><u>Approval to Tender for Various Vehicle Fleet Management Supplies (Laura Swann)</u></p> <p data-bbox="371 477 1190 577">Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member Agreed to –</p> <ul style="list-style-type: none"> <li data-bbox="371 611 1190 712">(i) Grant approval for the Assistant Director of Community Services to tender for the supplies and services detailed in the report;</li> <li data-bbox="371 745 1190 846">(ii) Delegate authority to the Assistant Director of Community Services to award the contracts listed in this report to the successful companies; and</li> <li data-bbox="371 880 1190 947">(iii) Approve the waiving of Standing Orders detailed in the report.</li> </ul>	<p data-bbox="1206 488 1517 589">An action plan is in place to tender the work.</p> <p data-bbox="1206 611 1517 745">The Lubricant contract and short term hire contract are now in place and being used.</p> <p data-bbox="1206 768 1517 891">Tender for the hire of welfare buses completed and awarded.</p>
26/01/2015	<p data-bbox="371 992 1190 1070"><u>Unauthorised Memorial and Tribute Removal Policy (Kevan Roberts)</u></p> <p data-bbox="371 1081 1190 1193">The Executive Cabinet Member APPROVED the implementation of a policy for the removal of unauthorised memorials and tributes in cemeteries, as set out in the report.</p>	<p data-bbox="1206 1104 1517 1238">Incorporated into cemetery rules and regulations issued with burial plot deeds</p>



<b>Date of Meeting</b>	<b><u>Item and Decision</u></b>	<b>Action and Progress</b>
23/02/2015	<p data-bbox="379 376 1182 477"><u>Proposals For Implementing a Policy in Relation to Category C and Category D Vehicles to be Licensed as Hackney Carriage and Private Hire Vehicles (Elizabeth Pritchard)</u></p> <p data-bbox="379 495 1182 562">The Executive Cabinet member for Environmental Services AGREED that from 1<sup>st</sup> June, 2015 –</p> <ul style="list-style-type: none"> <li data-bbox="379 577 1182 1048">(i) In relation to Category C vehicles: <ul style="list-style-type: none"> <li data-bbox="467 629 1182 696">a. No New Category C vehicles to be allowed to be licensed as private hire or hackney carriage vehicles;</li> <li data-bbox="467 712 1182 779">b. Any existing Category C licensed vehicles to be allowed on renewal;</li> <li data-bbox="467 795 1182 896">c. Any existing Category C licensed vehicles where the vehicle license lapses will be allowed to be relicensed; and</li> <li data-bbox="467 911 1182 1048">d. Existing licensed vehicles which become Category C during the period of the current licence will not be permitted and a revocation of the licence be considered; and</li> </ul> </li> <li data-bbox="379 1064 1182 1317">(ii) In relation to Category D vehicles; <ul style="list-style-type: none"> <li data-bbox="467 1115 1182 1317">a. It would be required that every Category D vehicle to have a signed and dated certificate stating the vehicle has passed an independent examination of the repairs to confirm its roadworthiness to the satisfaction of the Licensing Authority by a suitable qualified vehicle examiner as defined by the Authority.</li> </ul> </li> </ul>	

<b>Date of Meeting</b>	<b><u>Item and Decision</u></b>	<b>Action and Progress</b>
23/02/2015	<p data-bbox="379 376 1093 443"><u>Purchase of an Electronic Management System for the School Meals Service (Elaine Long)</u></p> <p data-bbox="379 611 1141 712">Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member AGREED to -</p> <ul style="list-style-type: none"> <li data-bbox="379 745 1182 913">(i) Utilise CSO 5 of the Council's Standing Orders relating to contracts and waive CSO4 and all other relevant CSO's relating to tendering in respect of the required Electronic Management System for the School Meals Service;</li> <li data-bbox="379 925 1157 1093">(ii) Authorise the Assistant Director Waste, Fleet and Community Services to negotiate and enter into a contact with Cypad Limited for the provision of an electronic management system for the School Meals Service; and</li> <li data-bbox="379 1126 1082 1193">(iii) Authorise the Borough Solicitor to carry out the necessary legal formalities.</li> </ul>	<p data-bbox="1214 376 1508 577">Final security checks are now underway with Legal and ICT with a view to ordering the system from Cypad by April 2015.</p>
23/03/2015	<p data-bbox="379 1301 1082 1361"><u>Lydbrook Close, Coleford Grove, Gas Street, Bolton – Proposed Traffic Orders, Objections (Harry Booth)</u></p> <p data-bbox="379 1395 1182 1529">Following a recommendation from the Cabinet Member for Highways and Transport the Executive Cabinet Member deferred a decision on the matter pending clarification on the scheme details and funding issues.</p>	<p data-bbox="1214 1395 1492 1496">Report and plans re-submitted to Meeting on the 27 April.</p>

<b>Date of Meeting</b>	<b><u>Item and Decision</u></b>	<b>Action and Progress</b>
23/03/2015	<p data-bbox="379 398 1182 465"><u>Petition requesting additional signage and waiting restrictions around Moss Bank Park, Smithills (Joe Fox)</u></p> <p data-bbox="379 495 1182 595">Following a recommendation from the Cabinet Member for Highways and Transport the Executive Cabinet Member APPROVED –</p> <ul style="list-style-type: none"> <li data-bbox="379 611 1182 712">(i) The introduction of waiting restrictions in the area is supported in principle subject to funding being made available;</li> <li data-bbox="379 741 1182 842">(ii) The installation of improved signage to the overflow car park is supported in principle subject to funding being made available;</li> <li data-bbox="379 857 1182 936">(iii) The introduction of a, Residents only Parking, on an informal basis is not supported and;</li> <li data-bbox="379 974 1182 1075">(iv) That the Director of Environmental Services be asked to look into the general parking arrangements at Moss Bank Park.</li> </ul>	<p data-bbox="1214 495 1509 696">No funding has yet been identified which would allow restrictions and additional signage to be investigated.</p> <p data-bbox="1214 741 1509 943">Parking arrangements in Moss Bank Park to be investigated by Head of Neighbourhood Services</p>
23/03/2015	<p data-bbox="379 1182 1182 1283"><u>Plodder Lane/Glynne Street (Bradford Road – Albert Road) Traffic Management Scheme – Response to Consultation (Emma Slevin)</u></p> <p data-bbox="379 1312 1182 1480">Following a recommendation from the Cabinet Member for Highways and Transport the Executive Cabinet Member having considered the comments, APPROVED the implementation of a revised scheme as shown on Drawing No 934089/01 – (Rev A).</p>	<p data-bbox="1214 1312 1509 1514">Traffic management scheme and resurfacing works started 5 May, Works are due to be completed 7 June</p>
23/03/2015	<p data-bbox="379 1552 1182 1619"><u>Outcomes of Tenders for the supply of fresh and frozen Halal meat, meat products and poultry ( Elaine Long)</u></p> <p data-bbox="379 1648 1182 1850">Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member AGREED, based on the ability to provide a sustained service as from the previous contract experience and the specific needs of HMC Halal provision, to award the contract the J.W. Young (Butchers) Ltd, as set out in the report.</p>	

<b>Date of Meeting</b>	<b><u>Item and Decision</u></b>	<b>Action and Progress</b>
23/03/2015	<p data-bbox="373 376 1189 443"><u>Fitting United Utilities automated meter readers to waste collection vehicles (Laura Swann)</u></p> <p data-bbox="373 477 1189 611">The Executive Cabinet Member APPROVED the recommendation to allow United Utilities to install Telematic Meter Readers into a number of the Council's Waste and Recycling collection vehicles as set out in the report.</p>	<p data-bbox="1208 477 1514 712">Contract now in place. Telematic meter readers fitted to majority of fleet and will be fitted to new recycling vehicles as they come in.</p> <p data-bbox="1208 730 1514 864">Arrangments made to fit meter reading devices to remaining vehicles on 6 June</p>
27/04/2015	<p data-bbox="373 898 1189 965"><u>Victoria Road, Oakwood Drive – Proposed Waiting Restrictions, Objections (Harry Booth)</u></p> <p data-bbox="373 999 1189 1155">Following a recommendation from the Cabinet Member for Highways and Transportation the Executive Cabinet Member APPROVED that the proposed Order as amended be confirmed and that the Borough Solicitor be authorised to make the Traffic Regulation Order.</p>	<p data-bbox="1208 999 1514 1155">The TRO and signs and lines are being drawn up and ordered. Residents to be notified.</p>
27/04/2015	<p data-bbox="373 1200 1189 1301"><u>Armada Road, Langside Drive, Birchfield Grove, Winton Grove, Crossford Drive – Proposed Waiting Restrictions, Objections (Harry Booth)</u></p> <p data-bbox="373 1335 1189 1491">Following a recommendation from the Cabinet Member for Highways and Transportation the Executive Cabinet Member APPROVED that the proposed Order as amended be confirmed and that the Borough Solicitor be authorised to make the Traffic Regulation Order.</p>	<p data-bbox="1208 1335 1514 1491">The TRO and signs and lines are being drawn up and ordered. Residents to be notified.</p>

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27/04/2015	<p data-bbox="379 398 1085 465"><u>Lydbrook Close, Coleford Grove, Gas Street, Bolton – Proposed Traffic Orders, Objections (Harry Booth)</u></p> <p data-bbox="379 495 1182 667">Following a recommendation from the Cabinet Member for Highways and Transportation the Executive Cabinet Member APPROVED that, notwithstanding the objections received the proposed waiting restrictions be confirmed and that the Borough Solicitor be authorised to make the Order.</p>	<p data-bbox="1214 495 1501 667">The TRO and signs and lines are being drawn up and ordered. Residents to be notified.</p>
27/04/2015	<p data-bbox="379 701 1114 801"><u>Procurement of Kitchen Extraction Systems Cleaning Services as required for School Meals Service and Civic Catering (Elaine Long )</u></p> <p data-bbox="379 831 1142 931">Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member AGREED to:-</p> <ul style="list-style-type: none"> <li data-bbox="379 965 1182 1066">(a) Grant approval for the Assistant Director of Community Services to tender for Fan Cleaning in School Kitchens.</li> <li data-bbox="379 1077 1134 1178">(b) Delegate authority to the Director of Environmental Services to award the contract to the successful tenderer.</li> </ul>	