

## **HOUSING, NEIGHBOURHOODS AND REGULATION**

A record of decisions made by the Executive Member with responsibility for Housing, Neighbourhoods and Regeneration on:-

**TUESDAY 23<sup>RD</sup> NOVEMBER, 2010**

following consideration of the matters detailed below in the presence of:-

Councillor Peel	Executive Member for Housing, Neighbourhoods and Regulation
Councillor Woodward	Major Opposition Spokesperson
Councillor D. Wilkinson	Minor Opposition Spokesperson
Mr. K. Davies	Director of Development and Regeneration
Mr. A. Eastwood	Director of Chief Executive's Department
Mr. J. Smethurst	Chief Housing Officer
Ms. M. Stoney	Assistant Director Legal Services
Ms. V. Mather	Head of Service Performance and Improvement
Mr. E. Mellor	Financial Services Manager, Bolton at Home
Mr. B. Wilson	Asset Manager
Ms. L. Duckworth	Group Manager Food Control/H+S
Mrs. L. Butcher	Group Accountant
Mrs. V. Ridge	Principal Democratic Services Officer

## **29. MONITORING OF EXECUTIVE MEMBER DECISIONS**

The Director of Chief Executive's Department submitted a report which contained monitoring information related to decisions taken at the Executive Member's previous meetings.

**The Executive Member NOTED the progress on decisions previously taken, as detailed in the Appendix to these minutes.**

## **30. STRATEGIC OPTIONS**

A joint report of the Directors of Development and Regeneration and Corporate Resources was submitted which set out the department's response to corporate financial guidance for the period 2011/2012 to 2013/2014.

The Executive Member was advised that the guidance required the Development and Regeneration Department to identify savings totalling 10% of its base budget, plus fund essential demand led growth for 2011/2012. Furthermore, the department should plan for savings at the following levels:-

2012/13 10%

2013/14 5%

The report outlined the options identified to meet the corporate redirection target and demand led growth. The options had been identified as those which could be achieved without having an impact upon services provided and were detailed as follows:-

## Development and Regeneration

Division		Description of Option	FTE Change	£'000
<b>Service Efficiency Options</b>				
Development and Regeneration	D1	Planning Division Value for Money Review	*(24.8) 0	400
	D2	Management of Cash Limited Resources	0	89
			*(24.8) 0	<b>489</b>
Housing Services	H1	Joint Procurement Pilot	0	30
	H2	Management of Cash Limited Resources	0	89
			0	<b>119</b>
<b>Total Savings and Efficiencies</b>			<b>*(24.8) 0</b>	<b>608</b>

## Bolton at Home

Division		Description of Option	FTE Change	£'000
<b>Service Efficiency Options</b>				
Bolton at Home	B1	Reduce the subsidy to Bolton @ Home (Elderly Persons Review)	0	162
			0	<b>162</b>
<b>Total Savings and Efficiencies</b>			0	<b>162</b>

The Executive Member was also advised that the department received a number of grants which helped to fund some of the activities delivered by the department and work was currently being undertaken to assess the implications of the loss of those grants and an update would be provided in due course.

In conclusion, the entire £770,000 redirection target required had been identified as efficiency options and it would be possible to implement these options without an impact upon front line service delivery.

**The Executive Member AGREED that the proposals as detailed in the report be submitted for consideration by the Executive as part of the Corporate Business Planning Process.**

### **31. DEVELOPMENT AND REGENERATION FINANCIAL AND PERFORMANCE OUTTURN – QUARTER TWO**

The Director of Development and Regeneration submitted a report which provided the Executive Member with information relating to the financial position and the performance for Development and Regeneration, including Housing Services, as at Quarter 2, 2010/2011.

The Executive Member was advised that revenue expenditure for both Development and Regeneration and Housing Services was projected to exceed the budget by £490,000, however, this included a contribution to reserves of £459,000. With regard to capital expenditure, the capital programme for the Department amounted to £16,861,000 and the actual capital spend totalled £3,928,000.

The report also indicated that the Department's projected deficit reserve position at 31<sup>st</sup> March, 2011 was £298,520. In terms of efficiency targets, the budgeted efficiency savings for the Department were £403,000 and the current projection was to fully achieve the options.

**The Executive Member NOTED the report and SUPPORTED the improvement actions to improve performance throughout 2010/2011.**

### **32. BOLTON AT HOME GOVERNANCE ARRANGEMENTS**

The Director of Development and Regeneration submitted a report which provided details of Bolton at Home's proposed new governance arrangements.

The Executive Member was reminded that Bolton at Home last undertook a review of its governance structure in 2005 which was implemented in September, 2005, however, over the last

year they had now reviewed their arrangements and had produced a number of proposals in relation to it's governance structures and delegations.

The report stated that the review had been led by the Bolton at Home Governance Steering Group and various consultation meetings had been held during the review to seek the views and input of the various stakeholders in respect of both the existing governance arrangements and the development of any new arrangements.

It was explained that it was intended to retain the same broad structure for the Board, however, the proposals set out plans to streamline the existing sub groups and the proposed sub broad structures included the following:-

- (a) Audit Committee (made up of 5 board members);
- (b) Standards Committee (independent from the rest of the governance structure);
- (c) Customer Committee (12 members, tenant majority);
- (d) Miscellaneous 'task and finish' groups;
- (e) Board 'Champions' – board members who would take the lead on a range of issues, in an advisory capacity; and
- (f) Increased delegation to Executive Officers.

In conclusion, it was stated that whilst the changes were significant in terms of structures, there was little change in terms of the board's powers and the majority of the board's sub structures would be required to report back to the main board for approvals.

A copy of the full new governance proposals for Bolton at Home were appended to the report.

**The Executive Member APPROVED the changes to Bolton at Home's governance arrangements as detailed in the report.**

### **33. 2<sup>ND</sup> QUARTER 2010/2011 – PLANNED PROGRAMME BUDGET MONITOR**

The Director of Development and Regeneration submitted a report the purpose of which was to:-

- Request approval of the revised 2010/2011 Planned Programme budget distribution approved by the Executive Member on 30<sup>th</sup> March, 2010;
- Advise of expenditure made against the budget up to the end of September, 2010; and
- Project expenditure to the end of the financial year.

The Executive Member was advised that the total available resources was £17,100,000 and further resources of £165,000 from the Sustaining Communities Grant took the total funds available to £17,265,000. The value of work at the end of Quarter 2 was £8,851,000. It was stated that at the end of Quarter 2 managers were projecting an annual total expenditure of £18,043,000 which represented a forecasted over programming of £778,000 from the approved budget which allowed for a contingency for slippage in the programme or an increase in resources. However, it was explained that since the report had been produced, a further £200,000 of capital receipts had been received which therefore took the level of over programming to £578,000.

In terms of the current decent homes position, it was advised that with reduced resources homes would start to fall back into non-decency with the projected number of non-decent homes as at 31<sup>st</sup> March, 2011 being estimated at 1,040. However, at Quarter 2 the number of homes classed as non decent was 1,453 which was better than the 1,494 forecasted.

**The Executive Member NOTED the report.**

### **34. HRA REPAIRS AND MAINTENANCE BUDGET MONITORING REPORT – QUARTER 2, 2010/2011**

The Director of Development and Regeneration submitted a report which advised the Executive Member of the actual expenditure as at the end of September, 2010 against the 2010/2011 Repairs and Maintenance budget and also forecasted the projected outturn for the year.

The report stated that the forecasted total annual expenditure was currently projected at £14,370,000 which represented an over spend of £262,000 to the approved budget of £14,108,000 following the transfer of £3,400,000 of capital expenditure.

**The Executive Member NOTED the report.**

### **35. HOUSING REVENUE ACCOUNT FINANCIAL MONITORING QUARTER 2, 2010/2011**

The Director of Development and Regeneration submitted a report which provided an update on the forecast for the Bolton Council Housing Revenue Account as at the end of Quarter 2 of 2010/2011.

The Executive Member was advised that the resources available for the capital programme had increased to £17.465 million and it was forecasted to overspend by £578,000. Details of the over programming were detailed in the planned programme outturn report and approval was sought to commit additional resources to the capital programme which totalled £1.562 million.

With regard to revenue, the variations in quarter 2 totalled £562,000 compared to quarter 1 and would bring the forecasted balances at year end to £6.3 million. It was stated that if the recommendations were approved, over programming would reduce to £16,000 and year end balances would be £5.76 million.

**The Executive Member NOTED the report and APPROVED**

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- (i) An increased revenue contribution to the capital programme of £562,000; and**
- (ii) Additional borrowing to finance the capital programme of £1 million.**

### **36. THE INTRODUCTION OF THE NATIONAL FOOD HYGIENE RATING SCHEME**

The Director of Chief Executive's Department submitted a report which provided details in relation to the introduction of the National Food Hygiene Rating Scheme.

The Executive Member was reminded that earlier this year, the Council agreed to adopt the new national food hygiene rating scheme, in partnership with the Food Standards Agency.

Consequently, the report outlined the scheme's development which included, viz:-

- 0-5 numerical descriptors to cover the rating range a business could receive;
- The development of a national database; public facing website and promotional materials for display within the food business;
- The mechanism by which businesses could appeal their rating; and
- A launch timescale for Bolton.

**The Executive Member SUPPORTED the introduction of the new national scheme in Bolton with effect from 24<sup>th</sup> January, 2011 and AGREED –**

- (i) That the Food Control Unit introduce the scheme on a critical mass basis;**

- (ii) To the use of generic stickers, without the Bolton logo branding, as the most cost effective option; and**
- (iii) That the Lead Officer for Food be authorised to hear any appeals from businesses who are dissatisfied with their score.**

### **CONFIDENTIAL ITEM**

**The background papers and reports in relation to the following item were considered confidential as defined in paragraph 1 of Schedule 12A of the Local Government Act 1972 and that it be deemed that, in all the circumstances of the case, the public interest in their exemption outweighs the public interest in their disclosure.**

### **37. REGULATORY SERVICES**

The Director of Chief Executive's Department submitted a report which set out the results of the consultation process on proposals to restructure Regulatory Services to take into account a reduction in funding from 2011/2012 onwards.

The Executive Member was reminded that at his meeting on 27<sup>th</sup> July, 2010 he approved a report on the Regulatory Services Savings and Efficiencies review and the proposed restructure of the Division for consultation with Unions, staff and service users. The overall level of savings to be achieved was £513,000. However, since the report had been written the amount of budget reduction required had been amended as it had come to light during the consultation period that the year 1 savings of 5% had been included in the figure of £513,000 for permanent budget reduction. Consequently, these were now to be treated as one off in year savings thereby reducing the budgetary reduction target to £434,000. It was stated that the underlying rationale for the review was the need to generate cost efficiencies to meet corporate budgetary targets imposed on the Authority by the Government spending reductions.

Information was provided within the report on the key elements of the formal consultation and the key issues raised. A copy of the formal Unison response to the proposals was set out in detail at Appendix A2 to the report. Appendix A3 set out the questions raised by the unions and staff, including matters raised at the weekly DJCC meetings together with the Project Board's response. In addition, Unison had also put forward five proposals for reducing the number of jobs that would be made redundant and these were outlined in the report.

The report also summarised the management's response to the union's proposals.

In terms of the impact on the staffing levels the revised reductions to staff were detailed in Appendix A4. It was stated that these should be regarded as indicative only at the present time, however, it was clear that the number of staff ultimately facing redundancy would significantly be reduced.

An Equality Impact Assessment had been undertaken on the proposals and this was detailed in Appendix A7 to the report.

**The Executive Member APPROVED –**

- (i) The proposal to make savings of £434,000 by April, 2011;**
- (ii) The implementation of the changes to business processes will be achieved by April, 2012;**
- (iii) The new structure for Regulatory Services; and AGREED –**
- (iv) To consider the proposals 2 to 5 as detailed in the report within the implementation period; and**
- (v) Subject to the approval of the Executive Member for Human Resources, Organisational Development and Diversity, to delegate implementation of the new structure, including**

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**details of voluntary redundancy arrangements  
and consequential recruitment and selection to  
the Chief Executive and the Director of Chief  
Executive's Department.**