

# **Bolton Council**

## **MEETING OF THE COUNCIL**

**18<sup>th</sup> January 2023**

## **THE CABINET AND EXECUTIVE CABINET MEMBER MEETINGS**





## **BOLTON METROPOLITAN BOROUGH**

Cabinet – 12 <sup>th</sup> December 2022	AA
Executive Cabinet Member – Leader – 6 <sup>th</sup> and 21 <sup>st</sup> December 2022	BB
Executive Cabinet Member – Deputy Leader – 21 <sup>st</sup> November and 12 <sup>th</sup> December 2022	CC
Executive Cabinet Member for Regeneration – 21 <sup>st</sup> and 29 <sup>th</sup> November 12 <sup>th</sup> December 2022	DD
Executive Cabinet Member for Adult Social Care – 5 <sup>th</sup> December 2022	EE
Executive Cabinet Member for Environmental Services Delivery – 22 <sup>nd</sup> November and 20 <sup>th</sup> December 2022	FF
Executive Cabinet Member for Strategic Housing and Planning – 6 <sup>th</sup> December 2022	GG
Executive Cabinet Member for Highways and Transport – 21 <sup>st</sup> November 2022	HH
Chief Officers Appointments Panel – 28 <sup>th</sup> November 2022	JJ
Audit Committee – 23 <sup>rd</sup> November 2022	KK

*S. Johnson*

**SUE JOHNSON**  
Chief Executive  
Town Hall, Bolton

11<sup>th</sup> January 2023



AA1

## **THE CABINET**

### **MEETING, 12<sup>TH</sup> DECEMBER, 2022**

Councillor Cox	Leader's Portfolio
Councillor Haslam	Highways and Transport
Councillor Muslim	Environmental Services Delivery
Councillor Hewitt	Strategic Housing and Planning
Councillor Galloway	Children's Services
Councillor Morgan	Adult Social Care
Councillor Baines	Wellbeing

#### Other Members in Attendance

Councillor Radcliffe  
Councillor Peel  
Councillor Mrs. Thomas  
Councillor Haworth  
Councillor Donaghy  
Councillor Hayes  
Councillor Heslop  
Councillor Grant

#### Officers

Miss. S. Johnson	Chief Executive
Mr. T. Glennon	Head of Finance - Corporate
Mrs. V. Ridge	Democratic Services Manager

Apologies for absence were submitted on behalf of Councillor Dean, Mrs. Fairclough, Sanders and Warren.

Councillor Cox in the Chair.

### **13. MINUTES**

The minutes of the proceedings of the meeting of the Cabinet held on 24<sup>th</sup> October, 2022 were submitted and signed as a correct record.

### **14. MINUTES OF THE MEETING OF THE GREATER MANCHESTER COMBINED AUTHORITY**

The minutes of the meeting of the Greater Manchester Combined Authority held on 25<sup>th</sup> November, 2022 were submitted for information.

Resolved – That the minutes be noted.

### **15. BUDGET REPORT 2023/2024**

The Chief Executive submitted a report which presented to members the current financial position both locally and nationally and its impact on the Council's 2022/2023 and 2023/2024 budgets.

Members were advised that since the 2022/2023 budget was set earlier this year, there had been some significant events which have had a major impact on the Council's finances. The impact of rising inflation for food and energy had seen the inflation rate increase beyond 10% for the first time in many years. In addition, the Bank of England had increased interest rates a number of times over the last 6 months or so meaning household finances had continued to be squeezed.

It was also stated that social care pressures continued to have a major effect on the Council's budget. There was a continuing upward trend of increases in the volume in demand for Older People's care packages in the community, especially homecare and discharges from hospital to home and the increasing cost of external provision in Children's Social Care.

All the above issues had impacted on the Council's ability to do business and increasing inflation, energy costs and a local government pay award which averaged around 6% (2% was

built into the original 2022/2023 budget) meant additional in-year costs of £12.7 million. However, there were some offsetting reductions which had reduced the impact on 2022/2023 to £11.5 million and these were detailed in the report.

The report also advised that the key points from the Chancellor's autumn statement which specifically impacted on local government were as follows:-

#### Adult Social Care

- An additional £1 billion of new grant funding nationally in 2023/2024 and £1.7 billion in 2024/2025;
- Of this additional new money, £600 million in 2023/2024 and £1 billion in 2024/2025 would be allocated through the Better Care Fund to 'get people out of hospital on time';
- The remainder would be allocated through a ringfenced grant at the settlement (£400 million in 2023-2024 and £690 million in 2024/2025); and
- There was no indication yet as to Bolton's share.

#### B and D Council Tax Thresholds

- The core threshold would increase from 1.99% to 2.99% without the requirement for a referendum;
- The Adult Social Care precept threshold would be 2% in 2023/2024; and
- It should be noted that the draft documentation allowed this flexibility up to 2027/2028.

#### Business Rates

- Extension of Retail, Hospitality and Leisure (RHL) reliefs in 2023/2024, plus a Supporting Small Business Scheme (SSBS);

- Revaluation would go ahead but there would be a more generous transitional scheme; and
- The working assumption was the above would be cost neutral.

It was also stated that there had been no announcement on New Homes Bonus, Services Grant or Lower Tier Services Grant in the statement. The draft Local Government Finance Settlement was due the week commencing 19<sup>th</sup> December, 2022.

The report also advised that beyond 2022/2023 there were some key funding issues yet to be confirmed which could impact further on the Council and related to the Fair Funding Review and Business Rates.

Members were also informed that due to the strength of partnership with local health partners and their commitment to valuing social care, the Locality Partnership had agreed to make a contribution of £937,000 towards Health and Social Care activities for 2023/2024. As this was one-off funding it would need to be built back into the 2024/2025 budget costings.

In view of the above and given the considerable financial uncertainty, both nationally and locally, it was proposed that a one-year budget be presented to Council for approval in February, 2023 which would comprise of:

- Savings of £4.3 million (after allowing for the £0.9 contribution for the NHS); and
- Use of £10 million reserves to balance the budget which would mean that unachieved savings would be rolled forward into the 2024/2025 budget cycle

The Council's controllable budget in 2022/2023 was £190.2 million and the £4.3 million savings were allocated departmentally as follows, viz:-



## AA5

Directorate	Original Allocation	Less NHS Contribution	Revised Allocation
	£'000	£'000	£'000
Adults and Housing	1,840	(260)	1,580
Children's	1,188	(200)	988
Public Health	477	(477)	0
Place	924		924
Corporate	771		771
Total	5,200	(937)	4,263

Members were informed that the options which had been identified to achieve these savings were detailed in Appendix B to the report.

It was also stated that for budgeting purposes, council tax had been set at the following levels:

- The general levy at 1.99%; and
- The Adult Social Care levy at 2%.

The Council Tax Support Scheme which was approved at Council on 17<sup>th</sup> February, 2021 would remain unchanged.

The report also provided details with regards to the expenditure forecast for 2023/2024 and 2024/2025 and it was stated that, as a result of funding some of the 2023/2024 savings from reserves, the indicative savings target for 2024/2025 was £21.7 million and work would be ongoing to minimise the savings requirements from services in the future. An updated medium term financial strategy was included in Appendix A to the report.

With regards to reserves, the Council estimated its reserves balance to be £157 million at the end of 2022/2023, excluding the Dedicated Schools Grant and Collection Fund balances.

In terms of the impact on staffing, the report stated that it was not possible to accurately identify how many posts would be at risk until detailed proposals were developed. However, based

upon the options outlined in Appendix B up to 132 FTEs were in the scope of the review and it was estimated that 42 FTEs would be impacted. Of these, around 11 FTE posts were proposed to be displaced and there were 10 FTE vacant posts, covering a number of the areas in scope.

In conclusion, members were advised that the impact of the savings requirements was significant and therefore it was vitally important that the Council and individual services had comprehensive and effective communication plans in place. Communications needed to be with all stakeholders but in particular would include residents/businesses, staff, unions, all elected members, partner organisations and other stakeholders. The information and proposals as set out in the report had already been presented to the joint unions and an online briefing for all staff took place on 2<sup>nd</sup> December, 2022. Consultation on the overall budget would be carried out separately and details of this were included in the report.

The relevant Equality Impact Assessment had been undertaken and was detailed in Appendix C to the report.

**Resolved – (i) That, having due regard to the Equality Impact Assessment, the initial savings proposals for 2023/2024 as outlined in the report of £4.3 million be formally agreed for consultation purposes.**

**(ii) That the Council Tax Support Scheme approved at Council on 17<sup>th</sup> February, 2021 remain unchanged.**

## **16. COUNCIL TAX BASE FOR 2023/2024**

The Chief Executive submitted a report which set out any changes in the tax base to be used in the calculation of the Council Tax and Business Rates for 2023/2024 (the tax base for tax setting purposes).

The report indicated a tax base before adjustment for losses on collection of 80,429 band D equivalents.

The Council needed to determine its collection rate for the year, which took account of collection difficulties. Based on an assessment of past collection performance, this had been maintained at 98% and resulted in a tax base for tax setting purposes of 78,820 band D equivalents which represented an increase of 1,025 properties (1.32%) on the 2022/2023 tax base.

**Resolved – That the report of the Chief Executive for the calculation of the Council's tax base for tax setting purposes for the year 2023/2024 be agreed and that the Council Tax base for the year 2023/2024 shall be 78,820 band D equivalents.**

AA8

**NOTES**

BB1

## **LEADER**

A record of decisions made by the Executive Cabinet Member with responsibility for Strategy, External Relations, Strategic Budget, Public Service Reform, Partnerships with Public, Private and Voluntary Sectors at a Strategic Level, Corporate Support Services, Financial Services and Budget Development, Registration Services and the Coroner's Service:-

**TUESDAY, 6<sup>TH</sup> DECEMBER, 2022**

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

- |                    |                                     |
|--------------------|-------------------------------------|
| Councillor Cox     | - Executive Cabinet Member – Leader |
| Councillor Peel    | - Major Opposition Spokesperson     |
| Councillor Hayes   | - Minor Opposition Spokesperson     |
| Councillor Sanders | - Minor Opposition Spokesperson     |
| Councillor Grant   | - Minor Opposition Spokesperson     |
| Councillor Heslop  | - Minor Opposition Spokesperson     |

### **Officers**

- |                  |   |
|------------------|---|
| Ms H. Gorman     | - Borough Solicitor                             |
| Mr A. Williamson | - Assistant Director - Transformation           |
| Ms J. Pollard    | - Head of Finance – Chief Executive's and Place |
| Mrs S. Bailey    | - Principal Democratic Services Officer         |

## **25. MONITORING OF EXECUTIVE CABINET MEMBER DECISIONS**

The Borough Solicitor submitted a report which provided an update on decisions taken at previous meetings of the Executive Cabinet Member.

**The Executive Cabinet Member NOTED the report.**

## **26. PROCUREMENT OF ONE YEAR XEROX MULTIFUNCTION DEVICES CONTRACT**

The Chief Executive submitted a report which sought approval for the procurement of a one-year direct award contract with Xerox using Crown Commercial Services Framework RM6174 Lot 2 for the provision of multifunction devices, print and digital workflow software services and managed print service provision.

The report provided details of the current contractual arrangements which would come to an end on 31<sup>st</sup> January, 2023 and set out the process and justification to approve a direct award one year contract to Xerox for the provision of a managed print service.

The report outlined the basis of the new contract and advised that Xerox were the only supplier that could provide print, photocopying and scanning services using the existing Xerox multifunction devices at the Council.

The proposed contract award would be for one year from 1st February, 2023 to 31st January, 2024 which would enable the Council to put in place its new ICT Managed Service Agreement, evaluate the Council's printing strategy and to implement a project to procure a longer term contract (e.g. MFD-related) to be effective from 1st February 2024.

**The Executive Cabinet Member APPROVED –**

**(i) The authorisation of the Assistant Director - Transformation to call off the Crown Commercial Services**

**Framework RM6174 Lot 2 for the provision of managed print services and multifunctional print devices, as detailed in the report now submitted;**

**(ii) The delegation of authority to the Assistant Director - Transformation to award the contract to Xerox, on the basis detailed in the report now submitted; and**

**(iii) The delegation of authority to the Borough Solicitor to carry out all necessary legal formalities in this regard.**

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## **LEADER**

A record of decisions made by the Executive Cabinet Member with responsibility for Strategy, External Relations, Strategic Budget, Public Service Reform, Partnerships with Public, Private and Voluntary Sectors at a Strategic Level, Corporate Support Services, Financial Services and Budget Development, Registration Services and the Coroner's Service:-

**WEDNESDAY, 21<sup>ST</sup> DECEMBER, 2022**

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

- |                   |                                     |
|-------------------|-------------------------------------|
| Councillor Cox    | - Executive Cabinet Member – Leader |
| Councillor Grant  | - Minor Opposition Spokesperson     |
| Councillor Heslop | - Minor Opposition Spokesperson     |

### **Officers**

- |                    |  |
|--------------------|--|
| Mr. A. Williamson  | - Assistant Director - Transformation                      |
| Mr. P. Whittingham | - Assistant Director Economic Development and Regeneration |
| Ms. J. Pollard     | - Head of Finance – Chief Executive's and Place            |

Mr. P. Mulroney	- Client Services Manager
Mr. J. Cooper	- Head of Corporate Property
Mrs. V. Ridge	- Democratic Services Manager

## **27. PADERBORN CORONER'S COURT AND ASSOCIATED MOVES – UPDATED COSTS**

The Director of Corporate Resources submitted a report which provided an update on the increased costs and associated delays in relation to the Coroner's expansion to three Court rooms and sought approval to amend the layout to move the offices to the second floor for operational purposes.

The report advised that since the original costs had been identified, the scope of works had evolved with the courtrooms and office space being altered to ensure they worked from an operational perspective. Subsequently, the costs had extended beyond the approved budget and the opening of the third court room had been delayed.

In this regard, the report provided details of the revised costs and sought approval to fund the Bolton element of the project in the sum of £297,869.90 using Corporate Reserves. This was an increase of £62,234 from the original proposal.

### **The Executive Cabinet Member APPROVED -**

**(i) The authorisation of the Assistant Director Transformation to continue with the development at the revised costs now detailed; and**

**(ii) The use of Corporate Reserves to fund the third Coroner's Court, on the basis detailed in the report now submitted.**

### **CONFIDENTIAL ITEM**

The background papers and report in relation to the following item were considered confidential as defined in paragraph 3 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.

## **28. BOLTON CENTRAL BUILDING**

The Director of Corporate Resources submitted a report which put forward various options relating to the future of the Bolton Central office building.

The report outlined how the building had been utilised over recent years and provided details of its current lease to the University of Bolton.

The report also identified various legal and construction issues associated with the building that would need to be undertaken if the Council were to retain the building or dispose of it in the future.

In this regard, the report put forward the following options for its future use:

- Option 1 – retain the building;
- Option 2 – retain the building and undertake the steps identified;
- Option 3 – undertake the steps required and dispose of the building.

The report provided an analysis of each option and recommended that Option 2 would be the most appropriate course of action. The Council would continue to receive an income stream from the University Lease but would need to incur some costs in dealing with the next steps outlined in the report. It would also place the Council in an advantageous position with regards to any future disposal.

**The Executive Cabinet Member Leader APPROVED-**

**(i) Option 2, on the basis detailed in the report now submitted;**

**(ii) The authorisation of the Assistant Director, Transformation to negotiate and finalise the outstanding**

**agreements and documents associated with Option 2, on the basis referred to in the report now submitted;**

**(iii) The authorisation of the Assistant Director, Transformation, in consultation with the Chief Executive and the Borough Solicitor, to negotiate and finalise the agreements required with PSP Bolton LLP associated with Option 2 on the basis detailed in the report now submitted;**

**(iv) The authorisation of the Chief Executive to make budgetary provision from within existing resources to meet the liabilities associated with Option 2 on the basis detailed in the report now submitted; and**

**(v) The authorisation of the Borough Solicitor to complete the necessary legal formalities in this regard.**

## **EXECUTIVE CABINET MEMBER DEPUTY LEADER**

A record of decisions made by the Executive Cabinet Member Deputy Leader:-

**MONDAY, 21<sup>ST</sup> NOVEMBER, 2022**

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

Councillor Mrs. Fairclough	Executive Cabinet Member Deputy Leader
Councillor Haworth	Major Opposition Spokesperson
Councillor Sanders	Minor Opposition Spokesperson
Councillor Grant	Minor Opposition Spokesperson
Councillor Newall	Minor Opposition Spokesperson

### **Officers**

Mr. G. Parker	Assistant Director Environment and Regulatory Services
Mr. M. Russell	Head of Environmental Assets
Mrs. J. Pollard	Head of Finance
Mrs. N. Raby	Senior Lawyer
Mr. I. D. Mulholland	Deputy Democratic Services Manager

## **4. MONITORING OF DECISIONS**

The Borough Solicitor submitted a report which provided an update on decisions that had previously been taken.

**The Executive Cabinet Member NOTED the report.**

**5. DIRECTORATE OF PLACE FINANCE REPORT,  
QUARTER TWO**

The Chief Executive Submitted a report which provided the Executive Cabinet Member with information relating to the financial quarter two projected outturn position of the Directorate of Place, 2022/23.

The Executive Cabinet Member was advised that revenue expenditure, as at quarter two, for the Directorate of Place showed a projected overspend against budget of £692k after planned reserve movements.

There were two significant variances within the Directorate of Place as described in the report.

Capital expenditure for the Directorate of Place, as at quarter two, was £10.226m against a revised quarter two budget of £95.086m.

The Directorate of Place had fully used all general reserves in year and held a projected balance of £4,486m earmarked reserves.

The budgeted efficiency savings for 2021/23 for the Directorate of Place were £6.161m.

**The Executive Cabinet Member AGREED to-**

- (i) Note the quarter two financial position of the Directorate of Place.**
- (ii) Approve the savings proposals as set out in the report to the value of £769k**
- (iii) Approve revisions made to the capital programme which fall under this portfolio.**
- (iv) Authorise the Director of Place to call off under any available framework(s) to enable the capital programme to progress.**
- (v) Note the key findings in the report.**
- (vi) Approve payment of 2022/23 revenue grant to the Octagon Theatre to the value of £145,380.**

## **6. PROCUREMENT OF THE REFURBISHMENT OF THE 3G ARTIFICIAL GRASS PITCHES AND INFRASTRUCTURE – BOLTON AREA**

The Director of Place Services submitted a report which sought approval to tender for the procurement of the refurbishment of the 3G Artificial Grass Pitches and associated infrastructure at Bolton Arena with funding from the Bolton Arena Sinking Fund.

The report explained that Bolton Arena was owned by Bolton Council and operated by the Middlebrook Leisure Trust. The 3G pitches had been in use for many years and were now in need of refurbishment, as identified by the most recent Condition Survey. As a fixed asset the refurbishment of this facility falls within the scope of the Bolton Arena Sinking Fund which was held by Bolton Council.

The Council wished to tender through a local authority framework for the procurement of the refurbishment of the facilities to make them fit for purpose and sustainable for the future.

This project had been identified as a priority by both the Middlebrook Leisure Trust and the Council. The facility, 2 fenced and floodlit all weather pitches that could be divided into three 7-a-side playing areas were in use all year round, facilitating training and match facilities for a number of local leagues and clubs in addition to the provision of facilities for health and wellbeing related activities such as walking football for men and ladies and football training for groups with additional needs.

Following investigation the works were anticipated to include:

- investigation of the underlying drainage issues and amendment as appropriate;

## CC4

- replacement of the playing surface, and repair/ replacement of the foundation and shock pad as required;
- replacement boundary fencing as required; and
- replacement of lighting to upgrade to energy saving lamps and replace columns and infrastructure as appropriate.

### **The Executive Cabinet Member AGREED to -**

**(i) Delegate authority to the Director of Place Services to carry out and complete the procurement activity detailed in this report and to appoint a supplier to deliver the service.**

**(ii) Authorise the Borough Solicitor to make all the necessary legal formalities.**

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### **EXECUTIVE CABINET MEMBER DEPUTY LEADER**

A record of decisions made by the Executive Cabinet Member Deputy Leader:-

**MONDAY, 12<sup>TH</sup> DECEMBER, 2022**

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

Councillor Mrs. Fairclough	Executive Cabinet Member Deputy Leader
Councillor Haworth	Major Opposition Spokesperson
Councillor D. Wilkinson	Minor Opposition Spokesperson
Councillor Sanders	Minor Opposition Spokesperson
Councillor Grant	Minor Opposition Spokesperson
Councillor Newall	Minor Opposition Spokesperson

## **Officers**

Mr. J. Dyson	Director of Place Services
Mr. D. Lowe	Assistant Director Highways and Engineering
Mr. D. Shepherd	Principal Group Accountant
Ms. L. McGuinness	Senior Lawyer
Mr. I. D. Mulholland	Deputy Democratic Services Manager

## **7. MONITORING OF DECISIONS**

The Borough Solicitor submitted a report which provided an update on decisions that had previously been taken.

**The Executive Cabinet Member NOTED the report.**

## **8. REMEMBRANCE SUNDAY FINANCIAL SUPPORT 2022 AND BEYOND**

The Director of Place submitted a report advising on the financial support needed to facilitate Remembrance Sunday parades for 2022 and beyond.

Remembrance Sunday was classed as an event of National Significance, and it was customary for local townships/groups to commemorate those who had fallen through remembrance events and parades on the public highway.

To facilitate these events there was a legal requirement to close affected roads by promoting a Temporary Traffic Regulation Order (Special Events Order). In addition, there was a requirement to manage the parade and ensure the safety of participants and other road users. This requirement should be undertaken by a professional Traffic Management contractor with the appropriate competency and resources to ensure a suitably controlled closure.

## CC6

Historically, events of this nature had been supported by Greater Manchester Police (GMP) who had the necessary powers to control traffic. However, the responsibility for managing those events remained with the event organiser and in 2019 GMP confirmed that whilst they would continue to attend events (as part of their wider civic duties), traffic management would be the responsibility of the organiser. Indeed, GMP would be present at events as, servants of the Crown (and as part of their civic duty) to pay respects for the fallen, but important to note, their attendance was not in a working / marshalling capacity.

As roles and responsibilities had continued to change/evolve over recent years, the responsibility for managing and funding the parades had fallen to the individual event organisers, with the Local Authority continuing to fund the, Special Events Order and the Town Centre remembrance event.

Having regard to the above, a Council Motion called for a Policy Development Group (PDG) to be established to consider the cost of traffic management for Remembrance Sunday events and options to relieve the financial burden on event organisers.

Following consideration of the above referenced matters at a Policy Development Group meeting on 28<sup>th</sup> September 2022 (in response to the Council Motion), it was proposed that the Highways & Engineering service should assume responsibility for co-ordinating both the Temporary Traffic Regulation Order and deployment of traffic management infrastructure/resources to all events across the Borough.

The report also detailed the 2022 Remembrance Parades, which were-

- Town Centre North
- Astley Bridge
- Bromley Cross
- Horwich
- Blackrod



Westhoughton  
Kearsley  
Farnworth  
Little Lever

Additionally, it was proposed that the Council should fund traffic management provision at all remembrance parades across the Borough in 2022 from Council events reserves; and should consider future funding arrangements for District Remembrance Sunday parades/events as part of the 2023/24 budget setting process.

The cost to facilitate the Remembrance Sunday parades for 2022 would be £11,952.00. This comprised £1,116.00 for the Special Events Order and £10,836.00 for provision of temporary traffic management.

**The Executive Cabinet Member AGREED-**

- (i) the use of 2022/23 Council Events Reserves to fund the 2022 Remembrance Parade/Commemoration events.**
- (ii) to consider future funding arrangements as part of the 2023/24 budget setting process.**

CC8

**NOTES**

## **REGENERATION**

A record of decisions made by the Executive Cabinet Member with responsibility for the Regeneration Portfolio:-

**MONDAY 21<sup>ST</sup> NOVEMBER, 2022**

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

Councillor Warren	- Executive Cabinet Member Regeneration Portfolio
Councillor Donaghy	- Major Opposition Spokesperson
Councillor Hayes	- Minor Opposition Spokesperson
Councillor Sanders	- Minor Opposition Spokesperson
Councillor Grant	- Minor Opposition Spokesperson
Councillor Heslop	- Minor Opposition Spokesperson

### **Officers**

Mr. G. Brough	- Director of Place Development
Mr. P. Whittingham	- Assistant Director Economic Development and Regeneration
Ms. J. Pollard	- Head of Finance
Mr. D. Cross	- Head of Asset Management
Mr. J. Cooper	- Head of Asset Management
Mrs. N. Raby	- Senior Lawyer
Mr. I. D. Mulholland	- Deputy Democratic Services Manager

## **7. MONITORING OF DECISIONS**

The Borough Solicitor submitted a report which provided an update on decisions previously taken by the Executive Cabinet Member.

**The Executive Cabinet Member agreed that the report be noted.**

**8. DIRECTORATE OF PLACE FINANCE REPORT, QUARTER TWO**

The Chief Executive Submitted a report which provided the Executive Cabinet Member with information relating to the financial quarter two projected outturn position of the Directorate of Place, 2022/23.

The Executive Cabinet Member was advised that revenue expenditure, as at quarter two, for the Directorate of Place showed a projected overspend against budget of £692k after planned reserve movements.

There were two significant variances within the Directorate of Place as described in the report.

Capital expenditure for the Directorate of Place, as at quarter two, was £10.226m against a revised quarter two budget of £95.086m.

The Directorate of Place had fully used all general reserves in year and held a projected balance of £4,486m earmarked reserves.

The budgeted efficiency savings for 2021/23 for the Directorate of Place were £6.161m.

**The Executive Cabinet Member AGREED to-**

- (i) Note the quarter two financial position of the Directorate of Place.**
- (ii) Approve the savings proposals as set out in the report to the value of £769k**
- (iii) Approve revisions made to the capital programme which fall under this portfolio.**
- (iv) Authorise the Director of Place to call off under any available framework(s) to enable the capital programme to progress.**
- (v) Note the key findings in the report.**

## **CONFIDENTIAL ITEMS**

**The background papers and report in relation to the following items were considered confidential as defined in paragraph 3 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.**

### **9. LEASE RENEWALS – 18 ROWENA STREET AND 58 APPLIEDORE DRIVE.**

The Director of Place Development submitted a report sought approval to renew the residential leases for 18, Rowena Street, Bolton and 58, Appledore Drive, Bolton.

**The Executive Cabinet Member AGREED to -**

- (i) Authorise the Director of Place Development in consultation with the Borough Solicitor to finalise the agreements referred to within Option 1 of this report.**
- (ii) Authorise the Borough Solicitor to complete the necessary legal formalities.**

### **10. HEATON AND LOSTOCK CENTRE LEASE.**

The Director of Place Development submitted a report on proposals to grant Woodbridge College a lease arrangement for the former Heaton & Lostock Children's Centre Building, New Hall Lane, Bolton.

**The Executive Cabinet Member AGREED to –**

- (i) Approve Option 1 that the Council enter into an Agreement to Lease which will be conditional on Woodbridge College being responsible for all repairs and maintenance. By accepting this proposal, the Council will achieve immediate substantial long-term savings on the required future maintenance and operating costs.**

**(ii) Delegate authority to The Director of Place Development to approve and complete the negotiations and instruct the Borough Solicitor to complete all legal formalities and the documentation for the grant of this lease.**

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## **REGENERATION**

A record of decisions made by the Executive Cabinet Member with responsibility for the Regeneration Portfolio:-

**MONDAY 29<sup>TH</sup> NOVEMBER, 2022**

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

Councillor Warren	- Executive Cabinet Member Regeneration Portfolio
Councillor Donaghy	- Major Opposition Spokesperson
Councillor Hayes	- Minor Opposition Spokesperson
Councillor Sanders	- Minor Opposition Spokesperson
Councillor Heslop	- Minor Opposition Spokesperson

### **Officers**

Mr. P. Whittingham	- Assistant Director Economic Development and Regeneration
Mr. D. Cross	- Head of Asset Management
Ms. L. McGuinness	- Lawyer
Mr. I. D. Mulholland	- Deputy Democratic Services Manager

### **CONFIDENTIAL ITEM**

**The background papers and report in relation to the following items were considered confidential as defined in**

paragraph 3 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.

## **11. HORWICH HEALTH AND LEISURE CENTRE CAR PARK**

The Director of Place Development submitted a report which sought approval to fund the Council's portion of car parking at the Horwich Health and Leisure Centre development from the District Centres budget.

### **The Executive Cabinet Member:**

- (i) Approved that UHDL construct the car park.**
- (ii) Approved the funding, as set out in the report, subject to tender and detailed design from the District Centres Fund to fund the construction of the car park.**
- (iii) Gave authority to the Director of Place Development under delegated authority to approve an additional amount of funding, as set out in the report, from the District Centres fund as a contingency should costs increase at tender stage.**
- (iv) Authorised the Director of Place Development in consultation with the Borough Solicitor to finalise the agreements referred to in this report.**
- (iv) Authorised the Borough Solicitor to complete the necessary legal formalities.**

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## **REGENERATION**

A record of decisions made by the Executive Cabinet Member with responsibility for the Regeneration Portfolio:-

**MONDAY 12<sup>TH</sup> DECEMBER, 2022**

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

Councillor Warren	- Executive Cabinet Member Regeneration Portfolio
Councillor Donaghy	- Major Opposition Spokesperson
Councillor Hayes	- Minor Opposition Spokesperson
Councillor Sanders	- Minor Opposition Spokesperson
Councillor Heslop	- Minor Opposition Spokesperson
Councillor Grant	- Minor Opposition Spokesperson

### **Officers**

Mr. A. Williamson	- Assistant Director Transformation
Mr. P. Whittingham	- Assistant Director Economic Development and Regeneration
Mr. M. Kay	- Head of Planning
Mr. J. Cooper	- Head of Asset Management
Mr. P. Mulroney	- Client Services Manager
Ms. L. McGuinness	- Senior Lawyer
Mr. S. Shepherd	- Principal Group Accountant
Mr. I. D. Mulholland	- Deputy Democratic Services Manager

## **12. MONITORING OF DECISIONS**

The Borough Solicitor submitted a report which provided an update on decisions that had previously been taken.

**The Executive Cabinet Member NOTED the report.**

## **13. SAMP – COMMUNITY ASSET TRANSFERS, PHASE TWO**

The Director of Place Submitted a report which sought approval for the transfer of the identified assets contained within this report in line with the SAMP Community Asset Transfer.



The report explained that Community Asset Transfer involved the transfer of management and/or ownership of land and buildings from a public sector body like the Council to a VCO at less than best consideration. Bolton Council saw the opportunity to achieve objectives such as:

- Provision of assets for wider community and voluntary sector use;
- Creation of long-term partnerships with third sector organisations;
- Harnessing and optimising community benefit and positive outcomes; and
- Minimising future financial liability and risk for the Council.

**The Executive Cabinet Member AGREED -**

- (i) To approve the transfer of 8 sites as detailed in this report in accordance with Standing Orders relating to Contracts and the Strategic Asset Management Plan and subject to title investigations being received and considered for each site.**
- (ii) That in relation to Zac's Youth Centre, Kearsley, that details of the Community Asset Transfer proposal comes back to a future meeting of this Executive Cabinet Member, prior to any decision being taken.**
- (iii) To delegate authority to the Director of Place or an Assistant Director within Place to accept the best offer for each site which best meets the CAT policy and the advertised criteria and to instruct the Borough Solicitor to negotiate and complete all legal formalities and the documentation for the transfer of the assets.**
- (iv) To authorise the Borough Solicitor to complete the legal formalities.**

**CONFIDENTIAL ITEM**

**The background papers and report in relation to the following items were considered confidential as defined in paragraph 3 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.**

#### **14. LETTING OF OVERSPILL CAR PARK, BURNDEN WAY**

The Director of Place submitted a report which sought approval for the granting of a new lease to Football Ventures (Whites) Limited for the Overspill Car Park Burden Way located at the University of Bolton Stadium, Burnden, Way, Bolton.

#### **The Executive Cabinet Member AGREED TO-**

- (i) Delegate authority to the Director of Place or an Assistant Director within Place in consultation with the Borough Solicitor to negotiate and conclude any required agreements.**
- (ii) Authorise the Borough Solicitor to complete the necessary legal formalities.**

## **ADULT SOCIAL CARE**

A record of decisions made by the Executive Cabinet Member with responsibility for Adult Social Care, Safeguarding for Adults and Bolton Cares.

**MONDAY, 5<sup>th</sup> DECEMBER, 2022**

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

Councillor Morgan	- Executive Cabinet Member for Adult Social Care
Councillor Mrs Thomas	- Major Opposition Spokesperson
Councillor Sanders	- Minor Opposition Spokesperson
Councillor Wright	- Minor Opposition Spokesperson
Councillor Newall	- Minor Opposition Spokesperson

### **Officers**

Ms R. Tanner	- Managing Director of the Bolton Integrated Care Partnership
Ms K. Kenyon	- Assistant Director – Social Care and Housing
Ms L. Butcher	- Head of Finance - People
Ms C. Owen	- Head of Legal Services
Mrs S. Bailey	- Principal Democratic Services Officer

## **25. MONITORING OF EXECUTIVE CABINET MEMBER DECISIONS**

The Borough Solicitor submitted a report which provided an update on decisions taken at previous meetings of the Executive Cabinet Member.

**The Executive Cabinet Member NOTED the report.**

**26. ADULTS AND HOUSING PERFORMANCE REPORT  
QUARTER 2 2022/23**

The Managing Director of the Bolton Integrated Care Partnership submitted a report which provided an update on the latest available 2022-23 performance information for the Department of Adult Services.

**The Executive Cabinet Member NOTED the report.**

**27. GREATER MANCHESTER SOCIAL WORK ACADEMY  
(GMSWA) HOST TRANSFER ARRANGEMENTS**

The Managing Director of the Bolton Integrated Care Partnership submitted a report which sought approval to transfer the hosting arrangements of the Greater Manchester Social Work Academy from Manchester City Council to Bolton Council.

The report advised that the Greater Manchester Social Work Academy (GMSWA) was a Teaching Partnership involving collaboration between partner organisations to develop and deliver curriculums, informed by social work practice, to benefit and address the needs of social workers and students.

Membership of the GMSWA comprised all ten Greater Manchester Local Authorities and the four universities based within its footprint. The governance board and workstreams comprised staff from local authorities, universities, the private and voluntary sector and people with lived experience.

Manchester City Council had been the host authority since the Teaching Partnership was established in 2015. Funding for the Teaching Partnership has been provided by the Department of Education Grants and contributions from all Greater Manchester Local Authorities. In 2016 the Greater Manchester Social Work Partnership became the Greater Manchester Social Work Academy.

The role of the host Council was to oversee the financial resources and Human Resource responsibilities of the project. When the GMSWA was set up, it was led by staff employed by Manchester City Council and therefore it was agreed that Manchester City Council would host GMSWA.

The current Project Manager had now been seconded to the GMSWA from Bolton Council and it had been agreed in principle through GMSWA governance arrangements that the responsibility for hosting the partnership and management of the remaining GMSWA budget would transfer to Bolton Council.

The report provided details of the arrangements that had been put in place to ensure the smooth transition of GMSWA to Bolton Council which involved a comprehensive agreement between Manchester Council and Bolton Council. This included the arrangement to transfer the GMSWA budget, the current seconded Project Manager, the data and electronic records relating to GMSWA and the lead authority responsibilities to the new host.

Whilst the GMSWA funding was reviewed and agreed every 12 months, it was anticipated that Bolton would be the host of the GMSWA until the funding either ended or alternative hosting arrangements were agreed.

**The Executive Cabinet Member APPROVED -**

- (i) The transfer of hosting arrangements to Bolton Council for the Greater Manchester Social Work Academy, on the basis detailed in the report now submitted;**
- (ii) The authorisation of the Managing Director of the Bolton Integrated Care Partnership, in consultation with the Borough Solicitor, to negotiate relevant agreements in relation to the hosting and transfer of the Greater Manchester Social Work Academy; and**
- (iii) The authorisation of the Borough Solicitor to conclude the legal formalities associated with this matter.**

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**NOTES**

## **EXECUTIVE CABINET MEMBER ENVIRONMENTAL SERVICES DELIVERY**

A record of decisions made by the Executive Cabinet Member with responsibility for Waste Collection and Neighbourhood and Community Services and Digital:-

**TUESDAY 22<sup>nd</sup> NOVEMBER, 2022**

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

Councillor Muslim	Executive Cabinet Member for Environmental Services Delivery
Councillor Veevers	Minor Opposition Spokesperson
Councillor Wright	Minor Opposition Spokesperson
Councillor Sanders	Minor Opposition Spokesperson
Councillor Newall	Minor Opposition Spokesperson

### **Officers**

Mr. J. Dyson	Director of Place - Services
Mr. G. Parker	Assistant Director Environment and Regulatory Services
Ms. J. Pollard	Head of Finance – Chief Executive's and Place
Ms. J. Barber	Services for Schools Manager
Ms. N. Farrell	Principal Policy Officer
Mrs. V. Ridge	Democratic Services Manager

## **7. MONITORING OF EXECUTIVE CABINET MEMBER DECISIONS**

The Borough Solicitor submitted a report which provided an update on decisions taken at previous meetings of the Executive Cabinet Member.

**The Executive Cabinet Member NOTED the report.**

**8. DIRECTORATE OF PLACE – FINANCE REPORT 2022-2023, QUARTER TWO**

The Director of Place Services submitted a report which provided the Executive Cabinet Member with information relating to the financial quarter two projected outturn position for 2022-2023 of the Directorate of Place.

The Executive Cabinet Member was advised that revenue expenditure as at quarter two for the Directorate of Place showed a projected overspend against budget of £692,000 after planned reserve movements and there were two significant variances which were detailed in the report.

In terms of capital expenditure for the Directorate of Place, as at quarter two, was £10.226 million against a revised quarter two budget of £95.086 million.

The Executive Cabinet Member was also advised that the Directorate of Place had fully used all general reserves in year and held a projected balance of £4.486 million earmarked reserves. The budgeted efficiency savings for 2021/2023 for the Directorate of Place were £6.161 million.

In terms of the savings target, under the remaining phase 2 Joint Working savings target £1.42 million remained to be found and proposals to achieve £769,000 of this total were put forward for approval as follows:-

- Reduction of £120,000 cash limited budgets across the Directorate;
- It was proposed to reduce the vehicle replacement revenue pot by £157,500, this would reflect the budget required to fund the current vehicle replacement programme;
- It was proposed to build into the budget an increase in income from the income investment programme of £232,000; and



- It was proposed to fund £260,000 from the Waste Levy reserve for a period of 3 years to allow for the assessment of the national waste strategy consultation and implications for the Council.

With regard to risk, specific areas of risk identified for the year related to:-

- Loss of income due to the economic downturn;
- Energy price increases for street lighting;
- Increased building repair costs related to work identified through property condition survey's; and
- The financial impact of Covid-19.

**The Executive Cabinet Member NOTED –**

- (i) **The quarter two financial position of the Directorate of Place; APPROVED -**
- (ii) **The savings proposals, as detailed in the report, to the value of £769,000;**
- (iii) **Revisions made to the capital programme which fall under their portfolio; AUTHORISED –**
- (iv) **The Director of Place Services to call off under any available framework(s) to enable the capital programme to progress; and NOTED –**
- (v) **The key findings as detailed in the report.**

**9. BOLTON'S CLIMATE CHANGE STRATEGY – ANNUAL REPORT**

The Director of Place Services submitted a report which provided an update on the progress of Bolton's Climate Change Strategy since it was approved in September, 2021.

The Executive Cabinet Member was advised that the Strategy was split into six thematic areas, known as pillars, with a clear set of aims and objectives. It was also underpinned by a Delivery Plan which included 32 Key Performance Indicators (KPIs). The Strategy

also included a commitment to produce an annual report on progress.

The annual report provided an overview of progress to date and key priorities for the next year for each of the six Climate Change Strategy Pillar's and progress on each of the 32 KPIs included in the Delivery Plan would be reflected as an additional 'progress' column in the existing Delivery Plan.

A copy of the Climate Change Strategy Annual Report was detailed in Appendix 1 to the report. A summary of the achievements to date and priorities for next year for each of the six pillar's was also provided in the report.

**The Executive Cabinet Member NOTED the report and ENDORSED Bolton's first Climate Change Strategy Annual Report.**

## **10. SCHOOL MEALS DRY GOODS PROCUREMENT 2023**

The Director of Place Services submitted a report which sought the Executive Cabinet Member's approval to procure dry goods under the Yorkshire Purchasing Authority (YPO) Food Deal Dynamic Purchasing System (DPS).

The Executive Cabinet Member was advised that for over 20 years Bolton School Meals Service had purchased dry goods from the YPO, however, in June, 2022 the service was contacted by YPO advising they were discussing proposals to change the way they supplied food to customers with their recognised Trade Union, and were proposing to move from a YPO-managed stock provision and delivery to direct supplier contracts awarded through frameworks. The outcome of the consultation was to end the supply of dry goods from 31<sup>st</sup> March, 2023 resulting in the School Meals Service having to source a provider in accordance with procurement rules from 1<sup>st</sup> April, 2023.

The report advised that the existing contract for supply of dry goods expired on 31<sup>st</sup> March, 2023 and it was proposed that the new

contract would be for a period of two years with the option to extend the term for one-year on no more than two occasions. Consequently, the School Meals Service would need to undertake a procurement exercise to award a new contract which would commence on 1<sup>st</sup> April, 2023. It was explained that a range of supplier risks and issues had been considered along with the most appropriate procurement option and it had been determined that the YPO Food Deal system provided the best option for future supply of dry goods.

In order to ensure that the School Meals Service complied with good practice and was able to secure best value, a further mini competition between the framework suppliers would be carried out as part of the call-off process. It was explained that the mini competition process included the provision of a detailed specification and evaluation criteria for the goods and service required and requirement for the DPS suppliers to submit a pricing schedule and respond to a series of 'quality of service' questions. This approach would ensure that the School Meals Service secured the most economically advantageous tender.

**The Executive Cabinet Member AGREED –**

- (i) That the Director of Place Services be granted delegated authority to undertake a mini competition exercise under the YPO's Food Deal Dynamic Purchasing System (DPS) 985 and to enter into a call-off agreement with the successful bidders on the terms of the DPS to enable the provision of the dry goods for the School Meals Service; and AUTHORISED –**
  - (ii) The Borough Solicitor to carry out all the necessary legal formalities.**
-

## **EXECUTIVE CABINET MEMBER ENVIRONMENTAL SERVICES DELIVERY**

A record of decisions made by the Executive Cabinet Member with responsibility for Waste Collection and Neighbourhood and Community Services and Digital:-

**TUESDAY 20<sup>TH</sup> DECEMBER, 2022**

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

Councillor Muslim	Executive Cabinet Member for Environmental Services Delivery
Councillor Iqbal	Major Opposition Spokesperson
Councillor Veevers	Minor Opposition Spokesperson
Councillor Wright	Minor Opposition Spokesperson
Councillor Sanders	Minor Opposition Spokesperson
Councillor Heslop	Minor Opposition Spokesperson

### **Officers**

Mr. J. Dyson	Director of Place
Mr. G. Parker	Assistant Director Environment and Regulatory Services
Ms. J. Pollard	Head of Finance – Chief Executive's and Place
Mrs. V. Ridge	Democratic Services Manager

### **11. MONITORING OF EXECUTIVE CABINET MEMBER DECISIONS**

The Borough Solicitor submitted a report which provided an update on decisions taken at previous meetings of the Executive Cabinet Member.

**The Executive Cabinet Member NOTED the report.**

## **12. PROCUREMENT OF IN-CAB TECHNOLOGY AND BACK-OFFICE SYSTEMS**

Further to Minute 14 of the meeting of this Executive Cabinet Member held on 15<sup>th</sup> March, 2022, the Director of Place submitted a report which sought approval to amend the previously approved contract term relating to the procurement of in-cab technology from five years to seven years with the option to extend the contract at the end of year five.

The change was requested in response to a pre-procurement market testing exercise and consultation with other authorities which indicated that the bespoke design and integration time could often take longer than expected and the need to phase the introduction of the new system where a few services were involved.

In addition, it could take a large front-line workforce some time to be fully trained to use all features available in the system, particularly where operations were currently manual and paper-based.

It had also become evident that there was a preference for a longer term contract, given the upfront revenue and capital investment, providing an opportunity for an improved offer for the Council.

Based on the information available, the recommended option was to amend the contract term from 5 years to 7 years, with an option to end the contract at the end of year 5.

**The Executive Cabinet Member APPROVED –**

**A change to the contract term relating to the procurement of in-cab technology and back-office systems to 5 years, with an option to extend for a further 2 years, as detailed in Option 1 of the report now submitted.**

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**NOTES**

## **STRATEGIC HOUSING AND PLANNING**

A record of decisions made by the Executive Cabinet Member with responsibility for Strategic Housing and Planning:-

**TUESDAY, 6<sup>th</sup> DECEMBER, 2022**

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

Councillor Hewitt	- Executive Cabinet Member for Strategic Housing and Planning
Councillor Silvester	- Major Opposition Spokesperson
Councillor Grant	- Minor Opposition Spokesperson
Councillor Newall	- Minor Opposition Spokesperson

### **Officers**

Ms. H. Gorman	- Borough Solicitor
Mr. P. Whittingham	- Assistant Director - Economic Development and Regeneration
Mr M. Kay	- Head of Planning
Ms. J. Pollard	- Head of Finance – Chief Executive's and Place
Mrs. S. Bailey	- Principal Democratic Services Officer

## **7. MONITORING OF EXECUTIVE CABINET MEMBER DECISIONS**

The Borough Solicitor submitted a report which provided an update on decisions taken at previous meetings of the Executive Cabinet Member.

**The Executive Cabinet Member NOTED the report.**

## **8. VALIDATION CHECKLIST**

Further to Minute 6 of the meeting of this Executive Cabinet Member held on 16<sup>th</sup> August, 2022, the Director of Place (Development) submitted a report which put forward an updated version of the Planning Validation Checklist following consultation with planning agents, consultees and interested members of the public.

The report advised that consultation on the draft Checklist had commenced in September, 2022 for a six-week period and had ended on 12<sup>th</sup> October 2022. Full details of the responses received and officer comments were summarised in Appendix 2 of the report.

In this regard, the Checklist had been revised and the proposed final version was attached to the report at Appendix 1 for consideration by the Executive Cabinet Member.

It was envisaged that the updated Checklist would assist applicants and agents in understanding the information required to submit a planning application in Bolton and enable a full assessment of a development proposal at the start of the process. This would also benefit planning officers and consultees in providing efficient assessment and determination of planning applications.

It was noted that the updated Validation Checklist would require approval by the Council prior to its implementation.

### **The Executive Cabinet Member:**

- (i) Noted the proposed changes to the Validation Checklist; and**
- (ii) Recommended the Council to formally approve the updated Validation Checklist, as now submitted, for implementation.**



## **EXECUTIVE CABINET MEMBER FOR HIGHWAYS AND TRANSPORT**

A record of decisions made by the Executive Cabinet Member with responsibility for Highways and Transport:-

### **MONDAY, 21ST NOVEMBER, 2022**

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

Councillor Haslam	Executive Cabinet Member for Highways and Transport
Councillor Ayub	Major Opposition Spokesperson
Councillor Hayes	Minor Opposition Spokesperson
Councillor Sanders	Minor Opposition Spokesperson
Councillor Wright	Minor Opposition Spokesperson
Councillor Heslop	Minor Opposition Spokesperson

### **OFFICERS**

Mr. J. Dyson	Director of Place Services
Mr. D. Lowe	Assistant Director Highways and Engineering
Mrs. J. Pollard	Head of Finance
Ms. T. Tatman	Policy and Projects Manager
Mr. I. D. Mulholland	Deputy Democratic Services Manager

## **12. MONITORING OF DECISIONS**

The Borough Solicitor submitted a report which provided an update on decisions that had previously been taken.

**The Executive Cabinet Member NOTED the report.**

**13. DIRECTORATE OF PLACE FINANCE REPORT,  
QUARTER TWO**

The Chief Executive Submitted a report which provided the Executive Cabinet Member with information relating to the financial quarter two projected outturn position of the Directorate of Place, 2022/23.

The Executive Cabinet Member was advised that revenue expenditure, as at quarter two, for the Directorate of Place showed a projected overspend against budget of £692k after planned reserve movements.

There were two significant variances within the Directorate of Place as described in the report.

Capital expenditure for the Directorate of Place, as at quarter two, was £10.226m against a revised quarter two budget of £95.086m.

The Directorate of Place had fully used all general reserves in year and held a projected balance of £4,486m earmarked reserves.

The budgeted efficiency savings for 2021/23 for the Directorate of Place were £6.161m.

**The Executive Cabinet Member AGREED to-**

- (i) Note the quarter two financial position of the Directorate of Place.**
- (ii) Approve the savings proposals as set out in the report to the value of £769k**
- (iii) Approve revisions made to the capital programme which fall under this portfolio.**
- (iv) Authorise the Director of Place to call off under any available framework(s) to enable the capital programme to progress.**
- (v) Note the key findings in the report.**

**CONFIDENTIAL ITEM**

**The background papers and report 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.**

**14. HIGHWAYS OPERATIONS REVIEW – POST CONSULTATION**

The Director of Place Services submitted a report which set out the results of consultation on proposals to restructure the Highways Operational Teams, taking into account a reduction in funding from 2021 onwards and to seek approval from the Executive Cabinet Member to implement the final proposals.

**The Executive Cabinet Member APPROVED –**

- (i) The final proposals having due regard to the consultation feedback and the Equality Impact Assessment.**
- (ii) Subject to the approval of the Head of Paid Service, delegate implementation of the new structure, including details of voluntary redundancy arrangements and consequential redundancy selection, to the Chief Executive and Director of Place Services.**

HH4

**NOTES**

## **CHIEF OFFICERS APPOINTMENTS PANEL**

MEETING, 28<sup>TH</sup> NOVEMBER, 2022

Present – Councillors Cox (Chairman), Mrs. Fairclough, Hayes, Peel and Mrs. Thomas.

### Also in Attendance

Miss. S. Johnson - Chief Executive  
Mr. L. Fallows - Assistant Director Human Resources  
and Organisational Development  
Mrs. H. Gorman - Borough Solicitor

An apology for absence was submitted on behalf of Councillor Galloway.

Councillor Cox in the Chair

### **3. MINUTES**

The minutes of the proceedings of the meeting of the Appointments Panel held on 12<sup>th</sup> September, 2022 were submitted and signed as a correct record.

### **4. INTERIM CORPORATE AND DEPARTMENTAL LEADERSHIP ARRANGEMENTS**

The Chief Executive submitted a report which sought members approval to introduce some interim amendments to the current corporate and departmental leadership structures to ensure the council continued to operate effectively and met its statutory obligations.

Members were advised that, following the recent appointment of the Deputy Chief Executive (who was also the Director of Corporate Resources) to the role of Chief Executive and the decision of the Director of Place Development to retire with effect from 31<sup>st</sup> December, 2022, there were now several key positions, roles and responsibilities across both the corporate

and departmental leadership team structures which needed to be filled/re-aligned.

The report informed members that the role of Director of Place (Development) was created in March, 2021, following the de-coupling of the previous Place Directorate to create two distinct directorates, however, following the decision of the Director of Place (Development) to retire on 31<sup>st</sup> December, 2022 it was proposed to move back to having just one Place Directorate. The Director of Place (Services) would therefore be re-designated Director of Place and would assume responsibility for all place related service areas. It was explained that given the size and variety of service delivery within the Place Directorate, it was proposed to reallocate several existing work portfolio areas to ensure that the council remained best place to meet the ambitions of the current leadership and ensuring appropriate spans of control and capacity across the directorate.

A revised organisational diagram and further details of key strategic roles and responsibilities could be found at Appendix 2 to the report and the most notable adjustments were as follows:-

- Responsibility for the Libraries, Museums and Archives Service would transfer to the Corporate Resources Directorate, managed by the Assistant Director for Revenues, Benefits and Customer Service; and
- Responsibility for Corporate Property Services including Estates, Asset Management, Facilities Management, Statutory Compliance, Security and Response, Markets, Heaton Fold would transfer to the Corporate Resources Directorate, managed by the Assistant Director Transformation.

In terms of the Corporate Resources Directorate, the report advised that the role of Deputy Chief Executive was created in September, 2021 and it was proposed not to fill this position at this time and instead redesignate the position to the previous Director of Corporate Resources role, reporting directly to the Chief Executive. It was also proposed that this role would be

advertised internally as an 'acting up' opportunity for an initial period of 9 to 12 months, following which, arrangements to appoint to this role permanently would be brought forward.

Members were also informed that to ensure that the council met its statutory financial responsibilities as defined by The Local Government Act 1972 and Section 113 of the Local Government Finance Act 1988, it was proposed to create a new interim position of Assistant Director (Finance). This role would assume the role of Chief Finance Officer (Borough Treasurer) and all associated statutory responsibilities. It was proposed that the Assistant Director (Finance) role be advertised internally as an 'acting up' opportunity for an initial period of 9 to 12 months, following which, arrangements to appoint to this role permanently would be brought forward.

With regards to the role of Assistant Director Strategy and Partnerships, it was stated that this position had been vacant for several months with the duties previously undertaken by this role re-distributed between the Assistant Director HR/OD and the Assistant Director Revenues, Benefits and Customer Services. In addition, responsibility for management of the mayoralty and civic function had been transferred from the Borough Solicitor to the Assistant Director HR/OD and the management of the Albert Halls complex had also transferred to the Assistant Director HR/OD. In view of this, it was proposed that officers undertaking additional duties receive additional remuneration in accordance with the council's agreed pay policy, pending a wider review of the council's structure over the next twelve months.

In terms of the financial implications, members were advised that the overall costs associated with these proposals would be dependent on both who was appointed to the interim roles and any backfill arrangements that were determined as being necessary following these appointments. All costs associated within this proposal would be contained within existing Directorate budgets.

In conclusion, it was stated that whilst there was no need to formally consult on the proposals the Trade Unions and the Corporate Leadership Team had been briefed.

Resolved – (i) That the revised interim organisational structure arrangements and associated work portfolio transfers, as detailed in the report be approved.

(ii) That the proposed interim senior management arrangements within the Corporate Resources Directorate be approved as follows:-

- Appoint on an interim basis to the role of Director of Corporate Resources;
- Create and appoint, on an interim basis to the role of Assistant Director Finance (Borough Treasurer) to assume the councils' statutory section 151 responsibilities;
- Remunerate officers undertaking additional duties in accordance with the councils agreed pay policy, pending a wider review of the council's structure over the next twelve months; and
- Delegate the responsibility for the recruitment and selection activities of the above roles to the Chief Executive.

(The meeting started at 1.00 p.m. and finished at 1.20 p.m.)



## **AUDIT COMMITTEE**

MEETING, 23<sup>rd</sup> NOVEMBER, 2022

Present – Councillors Peel (Chairman), Haworth (Vice-Chairman), Cowen, Hayes and Walsh.

### Also in attendance

Mr T. Glennon	-	Head of Finance - Corporate
Mr. T. Powell	-	Head of Audit and Risk Management
Mr. A. Wright	-	Audit Manager
Mr. G. Wilson	-	Principal Accountant
Ms. K. Murray	-	Mazars Group
Mrs V. Ridge	-	Democratic Services Manager

Councillor Peel in the Chair

## **12. MINUTES**

The minutes of the proceedings of the meeting of the Committee held on 28<sup>th</sup> September, 2022 were submitted.

Resolved – That the minutes be approved as a correct record.

## **13. INTERNAL AUDIT 2022/23 QUARTER 2 ASSURANCE AND PROGRESS**

The Head of Internal Audit and Assurance submitted a report which informed the Committee of the work and assurances of the Internal Audit Section for 2022/23 to the end of Quarter 2.

The report provided a summary of the work of the Internal Audit team from April to September 2022 including progress towards

delivery of the annual audit plan, summary of assurance opinions on completed audits, and progress in implementing audit recommendations. The opinions and other sources of assurance confirmed through the work of Internal Audit were used to inform an overall annual assurance opinion.

Progress in the year had been reasonable and there had been seven completed audits, 33 in progress and four not yet started.

Six audits brought forward from last year's plan had been completed and final reports issued. Assurance levels and key themes from these audits are summarised in the report.

Delivery in the second half of the year would be aided by the recent appointment of a new Principal Auditor to one of two vacant posts and a plan to use external support for the delivery of several school audits in the New Year.

Full details of the Audit Assurance opinions were provided at Appendix 1 of the report.

Following consideration of the report, members made the undermentioned comments:

- further monitoring and evaluation of the Bolton Fund and what this entailed – Mr Powell advised that there would be greater emphasis on measuring qualitative outcomes of investments and whether goals had been achieved – he agreed to provide further information in this regard to a future meeting of this Committee;
- the value of spot checks and site visits in relation to Bolton Fund investments – Mr Powell advised that this was a useful tool in certain circumstances to ensure that monies were being used for the purposes they were intended; and
- the current IT contract and whether an acceptable level of service was sufficient – Mr Powell advised that the current provider was meeting its contractual obligations although there would be an opportunity to strengthen resilience once the new arrangements started in the New Year.

Resolved – (i) That the work of the Internal Audit Section for the year to date and the assurance gained be noted; and (ii) That a further report on the monitoring and evaluation of the Bolton Fund be submitted to a future meeting of this Committee.

#### **14. REVISED INTERNAL AUDIT 2022/23 PLAN**

Further to Minute 19 of the meeting of this Committee held on 21<sup>st</sup> March, 2022, the Head of Internal Audit and Assurance submitted a report which put forward the revised 2022/23 Internal Audit Plan for consideration and approval.

The report reminded the Committee that the Internal Audit Service provided independent assurance over the adequacy and effectiveness of the Council's systems of governance, risk management and internal control.

The emergent plan was presented to Audit Committee in March, 2022 with an undertaking to produce an updated plan after six months.

In this regard, the report put forward the revised Audit Plan for the remainder of the Financial Year. Potential audit areas identified in the emergent plan had been scoped and included in the revised plan. In addition, some new areas had emerged in the process of assurance mapping and through discussions with the Corporate Leadership Team, Directorate Leadership Teams and other senior managers.

The context of the Plan remained one of significant challenge and change resulting from a wide range of factors including covid, health and care integration, organisation-wide transformation and the economic climate.

As with the emergent plan, some potential audit areas had been identified in the process of revising the plan. These required further work to define the scope of any potential audit work and would be brought forward as defined audit areas on a

risk-prioritised basis. Changes to the plan would continue to be reported to the Audit Committee.

Appendix 1 to the report set out defined areas that had been added to the Plan for the next six months. Appendix 2 set out further potential areas which may be brought forward for completion this year where resources permitted or considered for inclusion in the 2023/24 Plan.

Following consideration of the report, members made the undermentioned comments:

- it would be useful if the Albert Halls audit could include the card payment and pre-order of drinks systems – Mr Powell advised that the financial processes and computer systems would be assessed;
- school audits and whether all of these would likely be completed – Mr Powell advised that the audits would be carried out by both internal and external resources due to the volume of work required - he was confident that they would be completed and assurances gained although he acknowledged the work could extend into April, 2023; and
- whether the audit of the Towns Fund projects would look at governance arrangements – Mr Powell confirmed that governance and engagement including compliance with terms of reference and consultation principles would form part of the audit;

A Motion to approve the revised Internal Audit Plan 2022/23, as now submitted, was moved and seconded.

Members voting for the Motion:

Councillors Cowen, Haworth, Hayes, Peel and Walsh

Members voting against the Motion:

None

Members abstaining:

None

Whereupon the Motion was declared carried.

Resolved – That the revised Internal Audit 2022/23 Plan, as now submitted, be approved.

## **15. EXTERNAL AUDIT PROGRESS REPORT**

A report was submitted from Mazars, the Council's External Auditors, which updated members on progress in delivering their responsibilities.

In this regard, the report summarised the key audit stages and associated timescales and provided an update since the initial version of the report was submitted to members at the September, 2022 meeting.

The report advised that work had progressed including completion of work relating to areas noted as outstanding including valuation of the Council's investment in Manchester Airport Holdings Limited (MAHL), consideration of Council's treatment of the loans to MAHL and review of valuation of the Council's share of land at Manchester airport.

Some areas were still outstanding including obtaining confirmation from the Pension Fund auditor on areas relating to their audit of the Greater Manchester Pension Fund. The Pension Fund audit was not yet complete and confirmations would be received when that audit was completed.

Work was also ongoing in relation to the Council's property plant and equipment disclosure, mainly with regards to the Council's treatment of infrastructure assets.

Previous reports had also noted an issue that had arisen with regards to the accounting for infrastructure assets. This was a national issue affecting all councils with material infrastructure

Balances which was a complex, technical accounting issue relating to the derecognition of parts of infrastructure assets when replacement expenditure was undertaken. To address the issue, CIPFA had established a Task and Finish Group and CIPFA/LASAAC had carried out an emergency consultation on a proposed temporary solution. Despite the efforts of the consultation, changes were not approved through CIPFA/LASAAC or the Financial reporting Advisory Board.

As a result, the Department for Levelling Up, Housing and Communities were considering options to introduce a statutory override which would effectively provide a statutory basis for the changes CIPFA consulted on, pending a long term solution. It was expected that the Government would provide an update on the position soon.

Once the way forward with infrastructure was clarified, the Council would need to consider the impact for its accounts and to make any amendments.

It was anticipated that a final, updated version of the Audit Completion Report would be presented to this Committee once the outstanding areas of work, including those documented above as well as a final review of the financial statements had been completed.

The final Audit Completion Report would conclude on the matters noted as outstanding and provide further detail on any changes that have been made to the accounts. The report also provided details in relation to recent national publications, key findings and how they impacted on Local Government.

Resolved – That the report be noted.

## **16. STATEMENT OF ACCOUNTS – UPDATE**

The Chief Executive submitted a report which put forward the Authority's updated 2021/22 Statement of Accounts for the information of the Committee.

The report provided a summary of the findings of the audit of the Council's Statement of Accounts for 2021/22 which had been drawn up in accordance with the Accounts and Audit Regulations, the CIPFA Codes of Practice on Local Authority Accounting and the Service Reporting Code of Practice, supported by IFRS.

The report included a Narrative Statement which gave an overall impression of:

- the current Council Structure – both politically and managerially;
- a summary of the Council's financial performance in 2021/22 including how money was spent and where it came from;
- the key developments during the 2021/22 Financial Year; and
- the significant issues that had impacted on the accounts and that were likely to impact in the future.

Resolved – That the updated 2021/22 Statement of Accounts as now submitted, be noted.

## **17. TREASURY MANAGEMENT OUT-TURN REPORT FOR QUARTER 2 2022/23**

The Chief Executive submitted a report which put forward the Treasury Management activity during the second quarter of 2022/23 and the associated Prudential Indicators for 2022/23.

As at the end of Quarter Two 2022/23, all indicators were within the limits approved at Budget Council.

In their discussions on the report, members referred to:

- borrowing limits and whether this could be increased to fund services although it was acknowledged that borrowing incurred costs – Mr Wilson advised that the limits on borrowing for individual authorities were set by CIPFA;

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- the outlook for short term investments – Mr Wilson advised that Bolton adopted a prudent approach to borrowing and the preferred option was not to invest in too many short term schemes; and
- it was noted that the increasing rise in the Bank of England interest rates could potentially result in higher returns on investments for the Council.

Resolved – That the report be noted.

## **18. COMMITTEE WORK PLAN**

The Head of Internal Audit submitted the Committee Work Plan which would guide the work of the Committee over the forthcoming Municipal Year.

Resolved – That the Work Plan be noted.

(The meeting started at 10.00am and finished at 10.40am)