

# Bolton Council

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

**Date:** 23<sup>rd</sup> March 2015

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

**Report No:**

**Contact Officer:** Ian D Mulholland

**Tele No:** 33 (1037)

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

**Confidential /  
Non Confidential:**

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

**Purpose:**

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

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

**Recommendations:**

The Executive Member is requested to note the report.

**Decision:**

For noting.

**Background Doc(s):**

**Signed:**

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

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

**Date:**

\_\_\_\_\_

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

Date of Meeting	Item and Decision	Action and Progress
06/01/14	<p data-bbox="376 342 1185 409"><u>Proposals for increased Period of Validation of Private Hire and Hackney Carriage Vehicle Licenses (Elizabeth Pritchard).</u></p> <p data-bbox="376 443 1185 577">The Executive Cabinet Member considered the proposals and APPROVED the report subject to the deletion of the word revoke in paragraph 2.7 of the report and the insertion therefor of the word suspend.</p>	<p data-bbox="1211 443 1511 611">Aiming to put procedures in place and implement new proposals from April 2014.</p> <p data-bbox="1211 629 1511 831">Implementation will need to be deferred until fees and charges agreed, aim to introduce 1<sup>st</sup> September 14.</p> <p data-bbox="1211 848 1511 983">Pilot to be conducted with one approved garage first, aiming for October 2014.</p>
03/03/14	<p data-bbox="376 1016 1185 1084"><u>Approval to Tender for the Supply of Tyres and Associated Services to Fleet Management (Andrew Wood)</u></p> <p data-bbox="376 1117 1185 1285">Following a recommendation from the Cabinet for Waste and Recycling the Executive Cabinet Member AGREED to grant approval for Vehicle Fleet Management to tender for the supply and fit of tyres and associated services provided and allow the Council to award the tender on a best value basis.</p>	<p data-bbox="1211 1117 1511 1386">Tender documents were reviewed on 29.10.14 and a Tyre Contractor has been nominated. (J.A Tyres LTD) Procurement &amp; Legal to award contract.</p>

<b>Date of Meeting</b>	<b><u>Item and Decision</u></b>	<b>Action and Progress</b>
07/04/2014	<p data-bbox="375 376 1077 443"><u>Framework of Approved Contractors for Social Needs Transport) Kevan Roberts)</u></p> <p data-bbox="375 477 1141 577">Following a recommendation from the Cabinet Member for Neighbourhood and Community Services, the Executive Member APPROVED –</p> <ul style="list-style-type: none"> <li data-bbox="375 611 1189 712">(i) The extension of the terms of the framework agreement for a further two twelve month periods from 1st September, 2014; and</li> <li data-bbox="375 745 1157 880">(ii) Prior to the extension, allow providers on the framework the opportunity to refresh their vehicle information and pricing schedule, as indicated in the report.</li> </ul>	<p data-bbox="1209 611 1508 779">Closing date for framework contractors to update vehicle information and prices is 4<sup>th</sup> June.</p>
07/04/2014	<p data-bbox="375 913 1013 981"><u>Approval to Tender for Bin Cleaning, Repair and Refurbishment (Mark Hoban)</u></p> <p data-bbox="375 1014 1141 1115">Following a recommendation from the Cabinet Member for Waste, Recycling and Housing, the Executive Cabinet Member AGREED –</p> <ul style="list-style-type: none"> <li data-bbox="375 1149 1173 1249">(i) To tender for bin cleaning, repair and refurbishment services using the specification provided in Appendix 1; and</li> <li data-bbox="375 1417 1157 1518">(ii) Delegate authority to the Director of Environmental Services to award the successful tenderer on a best value basis.</li> </ul>	<p data-bbox="1209 1149 1508 1384">Documentation sent to Procurement Section for advertising on Procurement Chest. Provisional Contract start date of 1 July</p>
14/07/2014	<p data-bbox="375 1547 1141 1615"><u>Winter Hey Lane Zebra Crossing – Results of Consultation (Nicola Smithies)</u></p> <p data-bbox="375 1648 1173 1850">Following a recommendation from the Cabinet Member for Highways and Transport the Executive Cabinet Member AGREED, having considered the objections and the views of ward councillors APPROVED the implementation of the scheme shown on drawing 123183-01, as set out in the report.</p>	<p data-bbox="1209 1648 1460 1738">Works currently on site and awaiting ENW connections.</p> <p data-bbox="1209 1760 1444 1861">Anticipated completion is 16<sup>th</sup> March.</p>

<b>Date of Meeting</b>	<b><u>Item and Decision</u></b>	<b>Action and Progress</b>
14/07/2014	<p><u>Behaviour Change Enforcement (Andy Bolan)</u></p> <p>Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member for Environmental Services NOTED the information presented in the report and APPROVED the process flow chart appended to the report.</p>	<p>Aiming to put procedures in place and implement new proposals from September 2014.</p> <p>The new Section 46 Notices are currently in production.</p>
18/08/2014	<p><u>Fuel Card Contract (Laura Swann)</u></p> <p>The Executive Cabinet Member APPROVED the purchase of fuel from Allstar, through the CCS framework for the next 3 years, with the option to extend for 1 year.</p>	<p>Contact awarded to Allstar. New cards distributed to staff Dec/Jan with new fuel card policy. Now completed.</p>
22/09/2014	<p><u>Approval for Procurement of Horticultural Machinery (John Sharrock)</u></p> <p>(a) Following a recommendation from the Cabinet Member for Community Services, the Executive Cabinet Member authorised the Director of Environmental Services to:</p> <ul style="list-style-type: none"> <li>(i) Procure horticultural machinery (via the Corporate Procurement Team) in accordance with the Council's Standing Orders relating to procurement; or</li> <li>(ii) Carry out a mini tender under and then place an order under an existing framework agreement (which has been made available to the Council) for horticultural machinery hire and maintenance;</li> <li>(iii) Appoint the successful tenderer to supply horticultural machinery in accordance with the tender documents; and</li> </ul> <p>(b) Following a recommendation from the Cabinet Member for Community Services, the Executive Cabinet Member authorised the Borough Solicitor to carry out all the necessary legal formalities.</p>	<p>Tender on the Chest. Tenders due back 7 Jan 2015.</p>

<b>Date of Meeting</b>	<b><u>Item and Decision</u></b>	<b>Action and Progress</b>
22/09/2014	<p data-bbox="379 344 1182 412"><u>Approval for Procurement of the Weeds Spraying Service (John Sharrock)</u></p> <p data-bbox="379 445 1182 512">Following a recommendation from the Cabinet Member for Community Services, the Executive Cabinet Member -</p> <ul style="list-style-type: none"> <li data-bbox="379 658 1182 792">(i) Authorised the Director of Environmental Services to procure a weed spraying service (via the Corporate Procurement Team) in accordance with the Council's Standing Orders relating to Contracts;</li> <li data-bbox="379 826 1182 927">(ii) Appoint the successful tenderer to deliver a weed spraying service in accordance with the tender documents; and</li> <li data-bbox="379 960 1182 1028">(iii) Authorised the Borough Solicitor to carry out all necessary legal formalities.</li> </ul>	<p data-bbox="1214 445 1501 512">Tender documents being prepared.</p> <p data-bbox="1214 524 1501 624">Tender due on Chest early December for return in January.</p>
22/09/2014	<p data-bbox="379 1061 1182 1128"><u>Approval for Procurement of Pavement Sweeper Replacements (John Sharrock)</u></p> <p data-bbox="379 1162 1182 1252">Following a recommendation from the Cabinet Member for Community Services, the Executive Cabinet Member AUTHORISED -</p> <ul style="list-style-type: none"> <li data-bbox="379 1285 1182 1800">(i) The Director of Environmental Services to determine the most effective procurement route in respect of the required pavement sweeper replacements and to either: <ul style="list-style-type: none"> <li data-bbox="475 1453 1182 1588">(a) Procure and appoint a contractor to deliver pavement sweeper hire and maintenance in accordance with the Standing Orders relating to Contracts; or</li> <li data-bbox="475 1621 1182 1800">(b) Join, carry out a mini tender under and then place an order under an existing framework agreement (which has been made available to the Council) for pavement sweeper hire and maintenance.</li> </ul> </li> <li data-bbox="379 1823 1182 1890">(ii) That the Borough Solicitor be asked to carry out all necessary legal formalities.</li> </ul>	<p data-bbox="1214 1162 1501 1229">Tender documents being prepared.</p>

<b>Date of Meeting</b>	<b><u>Item and Decision</u></b>	<b>Action and Progress</b>
22/09/2014	<p><u>The Food Service Plan (Julia Hall)</u></p> <p>The Executive Cabinet Member ENDORSED the food safety delivery programme, as set out in the report and recommended that full Council approves the Food Service Plan as part of the policy Framework.</p>	Food Team implementing the food service delivery programme.
20/10/2014	<p><u>Approval to Tender for School Meals Information and Monitoring System (Elaine Long)</u></p> <p>Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member granted the Assistant Director of Community Services APPROVAL to tender for the services detailed in the report and also delegate AUTHORITY to the Assistant Director of Community Services to award the contract to the successful bidder.</p>	This recommendation has now been changed to recommend using the Councils Standing Order CS05 and a subsequent report is in circulation – Feb 23 <sup>rd</sup> 2015.
20/10/2014	<p><u>The Security Guarding Contract (Paul Bolton)</u></p> <p>Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member for Environmental Services granted APPROVAL for the Assistant Director of Waste, Fleet and Community Services to tender the Security Guarding Contract and also delegate AUTHORITY to the Director of Environmental Services to award the contract to the successful tenderer to commence in May 2015.</p>	Security and Response are now working with Council Procurement service to tender the Security Guarding contract. Tenders (ITT) to be available by Dec/Jan and new contract in place by May 2015.
20/10/2014	<p><u>Approval to Tender for the Ad Hoc Delivery of Refuse and Recycling (Laura Swann)</u></p> <p>The Executive Cabinet Member granted APPROVAL for the Assistant Director of Community Services to tender for the ad hoc delivery of refuse and recycling bins and delegate authority to the Assistant Director of Community Services to award the contract to the successful companies.</p>	Tender has been awarded to Assist Managed Services.

<b>Date of Meeting</b>	<b><u>Item and Decision</u></b>	<b>Action and Progress</b>
20/10/2014	<p data-bbox="371 398 1190 465"><u>Approval to Tender for Various Vehicle Fleet Management Supplies (Laura Swann)</u></p> <p data-bbox="371 477 1190 577">Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member Agreed to –</p> <ul style="list-style-type: none"> <li data-bbox="371 611 1190 712">(i) Grant approval for the Assistant Director of Community Services to tender for the supplies and services detailed in the report;</li> <li data-bbox="371 745 1190 846">(ii) Delegate authority to the Assistant Director of Community Services to award the contracts listed in this report to the successful companies; and</li> <li data-bbox="371 880 1190 947">(iii) Approve the waiving of Standing Orders detailed in the report.</li> </ul>	<p data-bbox="1206 499 1514 622">An action plan is in place to tender the work over the next 6 months.</p> <p data-bbox="1206 645 1514 768">The Lubricant contract and short term hire contract are now in place and being used.</p>
17/11/2014	<p data-bbox="371 1003 1190 1070"><u>New Antisocial Behaviour Enforcement Legislation (Rafael Martinez)</u></p> <p data-bbox="371 1081 1190 1115">The Executive Cabinet Member AGREED -</p> <ul style="list-style-type: none"> <li data-bbox="371 1149 1190 1317">(i) That the new anti-social behaviour powers are adopted by the Council with appropriate amendments to the Council's Scheme of Delegation, officer authorisation and policies and procedures for implementation;</li> <li data-bbox="371 1720 1190 1888">(ii) The continued use of Fixed Penalty Notices for non-compliance of a Community Protection Notice and Public Space Protection Order as set out in the report with an upper charge limit of £100.00 and an early payment charge of £75.00;</li> </ul>	<p data-bbox="1206 1149 1514 1686">The scheme of delegation was approved at council on the 3.12.14. Officers have begun to use the new tools and powers to address anti-social behaviour issues. An electronic briefing for elected members will be sent out by end of March to coincide with the introduction of the final elements of the Act.</p>

	<p>(iii) The transitional arrangements for the Public Space Protection Order which include the following designated public place orders, gating orders and dog control orders;</p> <p>(iv) Delegate to the Director of Environmental Services, in consultation with the Executive Cabinet Member, to approve the arrangements for the Anti-Social Behaviour Case Review Procedure; and</p> <p>(v) Instruct Officers to prepare an electronic briefing note on the new changes and to arrange a seminar inviting all elected members.</p>	
<b>Date of Meeting</b>	<b><u>Item and Decision</u></b>	<b>Action and Progress</b>
15/12/2014	<p><u>Petition Requesting Traffic Speed Reduction Measures on Fredrick Street, Farnworth (Joe Fox)</u></p> <p>Following a recommendation from the Cabinet Member for Highways and Transport the Executive Cabinet Member APPROVED the following:-</p> <p>(i) That the request for speed reduction measures on Fredrick Street is not supported; and</p> <p>(ii) That the introduction of a 20 mph speed limit within the Fredrick Street area of Farnworth is supported in principle but not progressed unless an appropriate funding stream is identified.</p>	No further action Complete
26/01/2015	<p><u>Petition Requesting Traffic Calming Measures on Tonge Road, Little Lever (Joe Fox)</u></p> <p>Following a recommendation from the Cabinet Member for Highways and Transport the Executive Cabinet Member APPROVED-</p> <p>(i) That the introduction of traffic calming on Tong Road is not agreed; and</p> <p>(ii) That the introduction of a 20mph speed limit within the Little Lever area is supported in principle but would only be progressed should the required funding be identified.</p> <p>(iii) That the introduction of a 20mph speed limit within the Little Lever area is supported in principle but would only be progressed should the required funding be identified.</p>	No further action Complete

26/01/2015	<p><u>Petition Requesting a 20MPH Zone in Little Lever (Joe Fox)</u></p> <p>Following a recommendation from the Cabinet Member for Highways and Transport the Executive Cabinet Member APPROVED -</p> <p>(i) That the scheme is not progressed unless an appropriate funding method is identified.</p> <p>(ii) That the introduction of a 20mph speed limit within Little Lever is supported in principle; and</p>	<p>No further action Complete</p>
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Date of Meeting	<u>Item and Decision</u>	Action and Progress
26/01/2015	<p data-bbox="376 376 1185 450"><u>Unauthorised Memorial and Tribute Removal Policy (Kevan Roberts)</u></p> <p data-bbox="376 521 1185 622">The Executive Cabinet Member APPROVED the implementation of a policy for the removal of unauthorised memorials and tributes in cemeteries, as set out in the report.</p>	<p data-bbox="1211 539 1509 667">Incorporated into cemetery rules and regulations issued with burial plot deeds</p>
23/02/2015	<p data-bbox="376 775 1185 875"><u>Proposals For Implementing a Policy in Relation to Category C and Category D Vehicles to be Licensed as Hackney Carriage and Private Hire Vehicles (Elizabeth Prtchard)</u></p> <p data-bbox="376 902 1185 976">The Executive Cabinet member for Environmental Services AGREED that from 1<sup>st</sup> June, 2015 –</p> <p data-bbox="376 987 1185 1720">           (i) In relation to Category C vehicles:           <ul style="list-style-type: none"> <li data-bbox="467 1037 1185 1111">a. No New Category C vehicles to be allowed to be licensed as private hire or hackney carriage vehicles;</li> <li data-bbox="467 1122 1185 1196">b. Any existing Category C licensed vehicles to be allowed on renewal;</li> <li data-bbox="467 1207 1185 1308">c. Any existing Category C licensed vehicles where the vehicle license lapses will be allowed to be relicensed; and</li> <li data-bbox="467 1319 1185 1458">d. Existing licensed vehicles which become Category C during the period of the current licence will not be permitted and a revocation of the licence be considered; and</li> </ul>           (ii) In relation to Category D vehicles;           <ul style="list-style-type: none"> <li data-bbox="467 1525 1185 1720">a. It would be required that every Category D vehicle to have a signed and dated certificate stating the vehicle has passed an independent examination of the repairs to confirm its roadworthiness to the satisfaction of the Licensing Authority by a suitable qualified vehicle examiner as defined by the Authority.</li> </ul> </p>	

<b>Date of Meeting</b>	<b><u>Item and Decision</u></b>	<b>Action and Progress</b>
23/02/2015	<p data-bbox="379 376 1093 443"><u>Purchase of an Electronic Management System for the School Meals Service (Elaine Long)</u></p> <p data-bbox="379 611 1141 712">Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member AGREED to -</p> <ul style="list-style-type: none"> <li data-bbox="379 745 1182 913">(i) Utilise CSO 5 of the Council's Standing Orders relating to contracts and waive CSO4 and all other relevant CSO's relating to tendering in respect of the required Electronic Management System for the School Meals Service;</li> <li data-bbox="379 925 1157 1093">(ii) Authorise the Assistant Director Waste, Fleet and Community Services to negotiate and enter into a contact with Cypad Limited for the provision of an electronic management system for the School Meals Service; and</li> <li data-bbox="379 1126 1082 1193">(iii) Authorise the Borough Solicitor to carry out the necessary legal formalities.</li> </ul>	<p data-bbox="1214 376 1508 577">Final security checks are now underway with Legal and ICT with a view to ordering the system from Cypad by April 2015.</p>