

Bolton Council

Report to: Executive Cabinet Member for
Environmental Services

Date: 27th April 2015

Report of: Director of Chief Executive's
Department

Report No:

Contact Officer: Ian D Mulholland

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

**Confidential /
Non Confidential:**

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

Purpose:

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

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

Recommendations:

The Executive Member is requested to note the report.

Decision:

For noting.

Background Doc(s):

Signed:

Leader / Executive Member

Monitoring Officer

Date:

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

Date of Meeting	Item and Decision	Action and Progress
06/01/14	<p data-bbox="376 342 1185 409"><u>Proposals for increased Period of Validation of Private Hire and Hackney Carriage Vehicle Licenses (Elizabeth Pritchard).</u></p> <p data-bbox="376 443 1185 577">The Executive Cabinet Member considered the proposals and APPROVED the report subject to the deletion of the word revoke in paragraph 2.7 of the report and the insertion therefore of the word suspend.</p>	<p data-bbox="1211 443 1511 607">Aiming to put procedures in place and implement new proposals from April 2014.</p> <p data-bbox="1211 629 1511 824">Implementation will need to be deferred until fees and charges agreed, aim to introduce 1st September 14.</p> <p data-bbox="1211 846 1511 981">Pilot to be conducted with one approved garage first, aiming for October 2014.</p>
03/03/14	<p data-bbox="376 1014 1185 1081"><u>Approval to Tender for the Supply of Tyres and Associated Services to Fleet Management (Andrew Wood)</u></p> <p data-bbox="376 1115 1185 1279">Following a recommendation from the Cabinet for Waste and Recycling the Executive Cabinet Member AGREED to grant approval for Vehicle Fleet Management to tender for the supply and fit of tyres and associated services provided and allow the Council to award the tender on a best value basis.</p>	<p data-bbox="1211 1115 1511 1384">Tender documents were reviewed on 29.10.14 and a Tyre Contractor has been nominated. (J.A Tyres LTD) Procurement & Legal to award contract.</p>

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07/04/2014	<p><u>Framework of Approved Contractors for Social Needs Transport) (Kevan Roberts)</u></p> <p>Following a recommendation from the Cabinet Member for Neighbourhood and Community Services, the Executive Member APPROVED –</p> <ul style="list-style-type: none"> (i) The extension of the terms of the framework agreement for a further two twelve month periods from 1st September, 2014; and (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. 	<p>Closing date for framework contractors to update vehicle information and prices is 4th June.</p>
07/04/2014	<p><u>Approval to Tender for Bin Cleaning, Repair and Refurbishment (Mark Hoban)</u></p> <p>Following a recommendation from the Cabinet Member for Waste, Recycling and Housing, the Executive Cabinet Member AGREED –</p> <ul style="list-style-type: none"> (i) To tender for bin cleaning, repair and refurbishment services using the specification provided in Appendix 1; and (ii) Delegate authority to the Director of Environmental Services to award the successful tenderer on a best value basis. 	<p>Documents advertised on procurement chest.</p> <p>Next stage tender submissions and evaluation</p>
14/07/2014	<p><u>Winter Hey Lane Zebra Crossing – Results of Consultation (Nicola Smithies)</u></p> <p>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>Works Completed</p>

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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"> (i) Procure horticultural machinery (via the Corporate Procurement Team) in accordance with the Council's Standing Orders relating to procurement; or (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; (iii) Appoint the successful tenderer to supply horticultural machinery in accordance with the tender documents; and <p>(b) Following a recommendation from the Cabinet Member for Community Services, the Executive Cabinet Member authorised the Borough Solicitor to carry out all the necessary legal formalities.</p>	<p>Tender on the Chest. Tenders due back 7 Jan 2015.</p>

Date of Meeting	<u>Item and Decision</u>	Action and Progress
22/09/2014	<p data-bbox="371 344 1190 412"><u>Approval for Procurement of the Weeds Spraying Service (John Sharrock)</u></p> <p data-bbox="371 445 1190 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="371 658 1190 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 data-bbox="371 826 1190 927">(ii) Appoint the successful tenderer to deliver a weed spraying service in accordance with the tender documents; and <li data-bbox="371 960 1190 1028">(iii) Authorised the Borough Solicitor to carry out all necessary legal formalities. 	<p data-bbox="1206 445 1517 512">Tender documents being prepared.</p> <p data-bbox="1206 524 1517 624">Tender due on Chest early December for return in January.</p>
22/09/2014	<p data-bbox="371 1061 1190 1128"><u>Approval for Procurement of Pavement Sweeper Replacements (John Sharrock)</u></p> <p data-bbox="371 1162 1190 1263">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="371 1296 1190 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="467 1464 1190 1599">(a) Procure and appoint a contractor to deliver pavement sweeper hire and maintenance in accordance with the Standing Orders relating to Contracts; or <li data-bbox="467 1632 1190 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 data-bbox="371 1834 1190 1901">(ii) That the Borough Solicitor be asked to carry out all necessary legal formalities. 	<p data-bbox="1206 1162 1517 1229">Tender documents being prepared.</p>

Date of Meeting	<u>Item and Decision</u>	Action and Progress
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 rd 2015.
20/10/2014	<p><u>The Security Guarding Contract (Paul Bolton)</u></p> <p>Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member for Environmental Services granted APPROVAL for the Assistant Director of Waste, Fleet and Community Services to tender the Security Guarding Contract and also delegate AUTHORITY to the Director of Environmental Services to award the contract to the successful tenderer to commence in May 2015.</p>	Security and Response are now working with Council Procurement service to tender the Security Guarding contract. Tenders (ITT) to be available by Dec/Jan and new contract in place by May 2015.
20/10/2014	<p><u>Approval to Tender for the Ad Hoc Delivery of Refuse and Recycling (Laura Swann)</u></p> <p>The Executive Cabinet Member granted APPROVAL for the Assistant Director of Community Services to tender for the ad hoc delivery of refuse and recycling bins and delegate authority to the Assistant Director of Community Services to award the contract to the successful companies.</p>	Tender has been awarded to Assist Managed Services. and new contract in place.

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20/10/2014	<p><u>Approval to Tender for Various Vehicle Fleet Management Supplies (Laura Swann)</u></p> <p>Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member Agreed to –</p> <ul style="list-style-type: none"> (i) Grant approval for the Assistant Director of Community Services to tender for the supplies and services detailed in the report; (ii) Delegate authority to the Assistant Director of Community Services to award the contracts listed in this report to the successful companies; and (iii) Approve the waiving of Standing Orders detailed in the report. 	<p>An action plan is in place to tender the work.</p> <p>The Lubricant contract and short term hire contract are now in place and being used.</p> <p>Tender for the hire of welfare buses completed and awarded.</p>
17/11/2014	<p><u>New Antisocial Behaviour Enforcement Legislation (Rafael Martinez)</u></p> <p>The Executive Cabinet Member AGREED -</p> <ul style="list-style-type: none"> (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; (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; 	Completed

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26/01/2015	<p data-bbox="376 376 1185 450"><u>Unauthorised Memorial and Tribute Removal Policy (Kevan Roberts)</u></p> <p data-bbox="376 465 1185 568">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 483 1508 613">Incorporated into cemetery rules and regulations issued with burial plot deeds</p>
23/02/2015	<p data-bbox="376 719 1185 822"><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="376 846 1185 913">The Executive Cabinet member for Environmental Services AGREED that from 1st June, 2015 –</p> <p data-bbox="376 929 1185 1668"> (i) In relation to Category C vehicles: <ul style="list-style-type: none"> <li data-bbox="467 981 1185 1048">a. No New Category C vehicles to be allowed to be licensed as private hire or hackney carriage vehicles; <li data-bbox="467 1064 1185 1131">b. Any existing Category C licensed vehicles to be allowed on renewal; <li data-bbox="467 1146 1185 1249">c. Any existing Category C licensed vehicles where the vehicle license lapses will be allowed to be relicensed; and <li data-bbox="467 1265 1185 1395">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 (ii) In relation to Category D vehicles; <ul style="list-style-type: none"> <li data-bbox="467 1462 1185 1668">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. </p>	

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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 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 data-bbox="379 1126 1082 1193">(iii) Authorise the Borough Solicitor to carry out the necessary legal formalities. 	<p data-bbox="1214 376 1508 577">Final security checks are now underway with Legal and ICT with a view to ordering the system from Cypad by April 2015.</p>
23/03/2015	<p data-bbox="379 1294 1082 1361"><u>Lydbrook Close, Coleford Grove, Gas Street, Bolton – Proposed Traffic Orders, Objections (Harry Booth)</u></p> <p data-bbox="379 1395 1182 1529">Following a recommendation from the Cabinet Member for Highways and Transport the Executive Cabinet Member deferred a decision on the matter pending clarification on the scheme details and funding issues.</p>	<p data-bbox="1214 1395 1508 1529">Report to be amended to include funding details. Plans to be clarified.</p>

Date of Meeting	<u>Item and Decision</u>	Action and Progress
23/03/2015	<p data-bbox="373 389 1189 465"><u>Petition requesting additional signage and waiting restrictions around Moss Bank Park, Smithills (Joe Fox)</u></p> <p data-bbox="373 488 1189 600">Following a recommendation from the Cabinet Member for Highways and Transport the Executive Cabinet Member APPROVED -</p> <ul style="list-style-type: none"> <li data-bbox="373 622 1189 734">(i) The introduction of waiting restrictions in the area is supported in principle subject to funding being made available; <li data-bbox="373 745 1189 857">(ii) The installation of improved signage to the overflow car park is supported in principle subject to funding being made available; <li data-bbox="373 869 1189 981">(iii) The introduction of a, Residents only Parking, on an informal basis is not supported and; <li data-bbox="373 992 1189 1104">(iv) That the Director of Environmental Services be asked to look into the general parking arrangements at Moss Bank Park. 	<p data-bbox="1208 488 1508 701">No funding has yet been identified which would allow restrictions and additional signage to be investigated.</p> <p data-bbox="1208 757 1508 969">Parking arrangements in Moss Bank Park to be investigated by Head of Neighbourhood Services.</p>
23/03/2015	<p data-bbox="373 1189 1189 1301"><u>Plodder Lane/Glynne Street (Bradford Road – Albert Road) Traffic Management Scheme – Response to Consultation (Emma Slevin)</u></p> <p data-bbox="373 1323 1189 1503">Following a recommendation from the Cabinet Member for Highways and Transport the Executive Cabinet Member having considered the comments, APPROVED the implementation of a revised scheme as shown on Drawing No 934089/01 – (Rev A).</p>	<p data-bbox="1208 1312 1508 1514">Traffic management scheme and resurfacing works due to start 3 May, Works are due to be completed 29 May.</p>
23/03/2015	<p data-bbox="373 1592 1189 1704"><u>Petition relating to potential traffic management proposals for Kershaw Avenue and Dearden Street, Little Lever (Sean Bamber)</u></p> <p data-bbox="373 1727 1189 1839">Following a recommendation from the Cabinet Member for Highways and Transport the Executive Cabinet Member NOTED -</p> <ul style="list-style-type: none"> <li data-bbox="373 1861 1189 1939">(i) The receipt of the petition relating to a scheme proposals at this location; and <li data-bbox="373 1939 1189 2018">(ii) The current funding limitations relating to the implementation of any works. 	<p data-bbox="1208 1861 1508 1951">No further action Complete</p>

Date of Meeting	<u>Item and Decision</u>	Action and Progress
23/03/2015	<p data-bbox="379 342 1182 409"><u>Outcomes of Tenders for the supply of fresh and frozen Halal meat, meat products and poultry (Elaine Long)</u></p> <p data-bbox="379 443 1182 645">Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member AGREED, based on the ability to provide a sustained service as from the previous contract experience and the specific needs of HMC Halal provision, to award the contract the J.W. Young (Butchers) Ltd, as set out in the report.</p>	
23/03/2015	<p data-bbox="379 678 1182 745"><u>Fitting United Utilities automated meter readers to waste collection vehicles(Laura Swann)</u></p> <p data-bbox="379 779 1182 913">The Executive Cabinet Member APPROVED the recommendation to allow United Utilities to install Telematic Meter Readers into a number of the Council's Waste and Recycling collection vehicles as set out in the report.</p>	<p data-bbox="1214 763 1508 999">Contract now in place. Telematic meter readers fitted to majority of fleet and will be fitted to new recycling vehicles as they come in.</p>
23/03/2015	<p data-bbox="379 1081 1182 1149"><u>Environmental Services – Fees and Charges Report. 2015/16 (Janet Pollard/David Shepherd)</u></p> <p data-bbox="379 1182 1182 1216">The Executive Cabinet Member APPROVED -</p> <ul style="list-style-type: none"> <li data-bbox="379 1249 1182 1283">(i) Proposals for increases to fees and charges; and <li data-bbox="379 1294 1182 1361">(ii) Proposals to report separately on other specific changes are noted. 	Complete