

Bolton Council

MEETING OF THE COUNCIL

15th March 2023

THE CABINET AND EXECUTIVE CABINET MEMBER MEETINGS



BOLTON METROPOLITAN BOROUGH

Cabinet – 6 th February 2023	AA
Executive Cabinet Member – Leader – 7 th February 2023	BB
Executive Cabinet Member – Deputy Leader – 13 th February 2023	CC
Executive Cabinet Member for Children's Services – 6 th February 2023	DD
Executive Cabinet Member for Regeneration – 13 th and 20 th February 2023	EE
Executive Cabinet Member for Adult Social Care – 6 th February 2023	FF
Executive Cabinet Member for Environmental Services Delivery – 14 th February 2023	GG
Executive Cabinet Member for Highways and Transport – 13 th February 2023	HH
Executive Cabinet Member for Strategic Housing and Planning – 7 th February 2023	JJ
Audit Committee – 28 th February 2023	KK
Executive Cabinet Member for Wellbeing – 6 th February 2023	LL
Executive Cabinet Member for Stronger Communities – 7 th February 2023	MM

S. Johnson

SUE JOHNSON
Chief Executive
Town Hall, Bolton

8th March 2023

AA1

THE CABINET

MEETING, 6TH FEBRUARY, 2023

Councillor Cox	Leader's Portfolio
Councillor Mrs. Fairclough	Deputy Leader's Portfolio
Councillor Haslam	Highways and Transport
Councillor Dean	Stronger Communities
Councillor Muslim	Environmental Service Delivery
Councillor Baines	Wellbeing
Councillor Galloway	Children's Services
Councillor Hewitt	Strategic Housing and Planning
Councillor Warren	Regeneration

Other Members in Attendance

Councillor Walsh
Councillor Peel
Councillor Mrs. Thomas
Councillor Donaghy
Councillor Haworth
Councillor Hayes
Councillor Sanders
Councillor Grant
Councillor Heslop

Officers

Ms. S. Johnson	Chief Executive
Ms. H. Gorman	Borough Solicitor
Mr. J. Dyson	Director of Place
Mr. L. Fallows	Director of Corporate Resources
Mr. P. Rimmer	Assistant Director Revenues, Benefits and Customer Services

Mr. T. Glennon	Borough Treasurer
Mr. M. Kane	Head of Policy, Performance and Partnerships
Mrs. V. Ridge	Democratic Services Manager

Apologies for absence were submitted on behalf of Councillors Eckersley-Fallon and Morgan.

Councillor Cox in the Chair.

17. MINUTES

The minutes of the proceedings of the meeting of the Cabinet held on 12th December, 2022 were circulated and signed as a correct record.

18. MINUTES OF THE MEETING OF THE GREATER MANCHESTER COMBINED AUTHORITY

The minutes of the meeting of the Greater Manchester Combined Authority held on 16th December, 2022 were submitted for information.

Resolved – That the minutes be noted.

19. CORPORATE PERFORMANCE UPDATE – DECEMBER, 2022

The Chief Executive submitted a report which provided an update on progress made against the Council's Corporate key performance indicators and directorate priorities as of December, 2022.

Appendix 1 to the report provided details of the progress made so far in relation to the new Corporate Plan. The Corporate Dashboard had also been updated to provide the latest available data alongside commentary on progress impacting these and this was detailed in Appendix 2 to the report.

Resolved – That the updated dashboard and progress made against delivery of directorate policies be noted.

20. BUDGET REPORT 2023-2024

The Borough Treasurer submitted a report which provided members with the following:-

- The consolidation of service budgets to provide the Council's overall 2023/2024 budget;
- Options to inform Council Tax setting for 2023/2024; and
- The Financial Arrangements account for 2023/2024.

Members were informed that the Local Government Settlement for 2023/2024 was a one-year settlement with broad guidance on government intentions for 2024/2025 but no confirmation of actual local government funding from 2024/2025 onwards. The key points to note for the 2023/2024 settlement were detailed in the report.

In terms of the savings programme for 2023-2024, members were advised that 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 and this would comprise of the 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.

In addition, to achieve a balanced budget it was proposed to include savings targets of £5.2 million, however, there was scope to reduce this requirement as a result of agreement with the Council's NHS partners. Due to the strength of partnership and 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 a result, the following changes to the savings targets were proposed as follows:-

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

The report also outlined a number of pressures which impacted on the current financial year and 2023/2024.

Members were also reminded that the Council has had to find significant savings over the last ten years which totalled around almost £220 million by the end of 2022/2023 with a further £4.3 million to be found in 2023/2024. It was also stated that beyond 2022/2023 there were some key funding issues yet to be confirmed which could impact further on the Council which were as follows:-

- Fair Funding Review (FFR) – as part of the 2016/2017 finance settlement it was announced that there would be an FFR of authorities' funding needs, initially to be implemented in 2019/2020. This was subsequently deferred by one year to 2020/2021 and the Brexit debate pushed this further back to 2021/2022. However, the Covid-19 pandemic had pushed this back further to 2023/2024 and the expectation was that 2025/2026 was now the earliest date of implementation; and
- Business Rates – the government had announced that from 2023 business rates retention would be 49%, 1% of this being passed to the Fire Authority and 50% to central government. However, this had also now been deferred to 2024/2025 at the earliest. Furthermore, the business rates reset initially intended to be implemented in 2021/2022 had also been deferred until at least 2025/2026. As a result this made forecasting business rates beyond 2023/2024 extremely difficult to do. In addition, it was not possible to project what the council

AA5

could receive in some form of re-distributed grant from any potentially available funds.

The report also provided an updated expenditure forecast for 2022/2023 and 2023/2024. This forecast was based on the assumption that Council Tax would increase by 2.00% for Adult Social Care and 1.99% for the general levy for 2023/2024. It was explained that the level of Council Tax would be determined by the Council at its meeting on 15th February, 2023 following a recommendation from the Cabinet.

In terms of reserves, the council estimated its reserves balance to be £158 million at the end of 2022/2023 excluding the DSG and Collection Fund balances and details of this were provided in the report. Appendix E to the report also provided some information of the implications of not holding these reserves.

Currently it was estimated that available balances as at 31st March, 2023 would be £10.66 million and the Borough Treasurer's recommended, as a minimum, balances of £10 million or higher should be maintained based upon his understanding of the risks and financial issues facing the Council over the next three years and the proposals around the budget, as identified in the report.

The individual parish precepts were also detailed in the report and as required by the Local Government Finance Act 1982 these needed to be added to Bolton's budget requirement.

With regard to the Mayoral Police and Crime Commissioner Precept and Mayoral General Precept (including Fire Services), it was explained that this was set by the Greater Manchester Combined Authority. The proposed increases in the Mayoral Precepts, which were still to be confirmed, were as follows:-

- For the Mayoral General (including Fire Services) a £5/4.86% increase; and
- £15/6.57% increase for the Mayoral Police and Crime Commissioner Precept.

AA6

It was stated that should the final decisions of the Greater Manchester Combined Authority be different, this would be reported to members at the meeting.

With regard to Business Rates, whilst the Council was part of the Greater Manchester 100% pilot, it should be noted that the Government determined the rates to be collected and had set these at 49.9p in the pound for small businesses and 51.2p in the pound for larger businesses.

In terms of setting the Council Tax, it was explained that based upon the Adult Social Care precept being set at 2.00% for 2023/2024 plus a 1.99% general levy increase for Council Tax for Bolton Council for 2023/2024 (i.e. excluding Parish and Mayoral precepts) this was the equivalent to an additional 83p per week for Band A properties which were more than 40% of the overall tax base. A Draft Substantive Council Tax Resolution was set out in Appendix H to the report.

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

The Leader of the Council also advised members that, since consultation on the budget proposals had commenced, the Authority had received an additional £1 million one-off funds for 2023/2024 from the Greater Manchester Combined Authority. Consequently, it was proposed that £500,000 of this be allocated for environmental improvements and public safety schemes. This left £500,000 unallocated and it was proposed that members of the opposition groups could put forward proposals as to how they would like this to be spent which would be considered by Council at its meeting on 15th February, 2023.

Resolved – That the Cabinet recommend to Council:-

- (i) The budget for 2023/2024 as set out in the Budget Report.**
- (ii) That £500,000 be allocated for environmental improvements and public safety schemes and that the allocation of the remaining £500,000 be considered at**

Council following the submission of proposals by the opposition groups.

(iii) That the Council Tax for 2023/2024 be increased by 3.99% represented by a 2.00% increase for Adult Social Care and a 1.99% general increase.

(iv) That the Council Tax figures included in the report for the Mayoral Police and Crime Commissioner Precept and Mayoral General Precept (including Fire Services) are the recommended provisional amounts pending their formal approval.

21. CORPORATE CAPITAL AND ONE-OFF FUNDING 2023-2026

The Borough Treasurer submitted a report that proposed a Capital Strategy, Corporate Capital and Revenue Programme, a Minimum Revenue Provision (MRP) Policy and Capital Prudential Indicators for the next three years.

Members were advised that from 2019/2020 CIPFA's Prudential Code required local authorities to produce a capital strategy to demonstrate that capital expenditure and investment decisions were taken in line with service objectives and took account of stewardship, value for money, prudence, sustainability and affordability.

The Capital Strategy was a key document for the Council and formed part of the authority's integrated revenue, capital and balance sheet planning. It provided a high-level overview of how capital expenditure, capital financing and treasury management activity contributed to the provision of services and provided an overview of how associated risk was managed and the implications for future financial sustainability. It also included an overview of the governance processes for approval and monitoring of capital expenditure. Appendix 1 to the report detailed the Capital Strategy for 2023-2026.

Members were advised that the significant reductions in the Council's revenue budget had meant that the maximisation of capital funding had become a vital part of ensuring the Council could continue to pursue its key objectives. In recent years,

AA8

capital monies had been allocated to support the strategic road network across the Borough and to enable the developments in the town centre. The current funding position for 2022-2023 onwards was as follows:-

	Current Capital Programme 2022-2026
	£m
Corporate Supported Borrowing	47.0
Corporate Revenue	4.7
Corporate Capital Receipts	8.0
Service Supported Borrowing	0
Service Revenue	18.3
Government Grants	149.0
Other Contributions	4.8
Total	231.8

As part of the appraisal of the capital programme the proposals had been assessed for their anticipated impact on the Council's VAT recovery position.

Full VAT recovery was only permitted where less than 5% of VAT recovered related to activities which were exempt from VAT (largely land transactions, paid for education, markets and cremation). Where the 5% limit was exceeded no VAT recovery on VAT exempt activity was permitted unless the 7 year average was below 5%.

Members were advised that if the proposed programme was approved the exempt input tax proportion was estimated as follows:-

	%
2022/2023	3.86
2023/2024	4.61
2024/2025	3.32
2025/2026	2.85

The detailed calculations were set out in Appendix 3 to the report. The 7 year average was 3.59% and was therefore within the HMRC limits.

The Local Authorities (Capital Finance and Accounting) Regulations 2008 required the basis on which the Minimum Revenue Provision (MRP) was calculated for future years to be approved by Council. This was the amount Councils were required to set aside for debt repayment each year.

The report also provided details in relation to Capital Prudential Indicators.

Resolved – That, subject to Council's approval:-

- (i) The Capital Strategy for 2023/2026 as set out in Appendix 1 to the report be approved.**
- (ii) The Corporate Capital and Revenue Programme for 2023-2026, as set out in Appendix 2 to the report, be approved.**
- (iii) The Minimum Revenue Provision policy as set out in section 5 of the report be approved.**
- (iv) The Capital Prudential Indicators as set out in Section 6 of the report be approved.**

22. TREASURY MANAGEMENT AND INVESTMENT STRATEGIES FOR 2023/2024 TO 2026/2027

The Borough Treasurer submitted a report that outlined the Council's prudential indicators for 2023/2024 to 2026/2027 and set out the expected treasury operations for this period.

The report fulfilled two key legislative requirements:-

- a) The treasury management strategy statement which set out how the Council's treasury service would support the capital programme, the day to day treasury management and the limitations on activity through treasury prudential indicators; and

- b) The investment strategy which set out the Council's criteria for choosing investment counterparties and limiting exposure to the risk of loss. This strategy was in accordance with the CLG Investment Guidance.

Resolved – That, subject to the approval of Council, the Treasury Management Strategy 2023/2024 to 2026/2027 and the treasury limits on activity contained within this report; the Authorised Limit Prudential Indicator and the Investment Strategy 2023/2024 contained in the treasury management strategy be approved.

23. BOLTON COUNCIL TAX SUPPORT FUND SCHEME 2023-2024

The Chief Executive submitted a report which sought member's approval to implement the Bolton's Council Tax Support Scheme for 2023/2024.

Members were advised that Central Government had provided funds to the Council under S31 of the Local Government Act 2003 which amounted to £617,940. The fund had been named the 'Council Tax Support Fund' and was designed to meet the immediate needs of all taxpayers who were currently claiming Council Tax Reduction. The fund would assist all Council Tax Reduction applicants who would be required to make a payment of Council Tax for the 2023-2024 financial year.

It was stated that whilst it was essentially down to individual authorities to determine how to use the funds available, Central Government through the Department for Levelling Up, Housing and Communities stated that, in order to retain the funding, Council's must look to use monies as directed by them in their guidance which was issued on 23rd December, 2022.

The report advised that the Council Tax Support Fund was divided into two distinct elements as follows:-

AA11

- The minimum reduction in Council Tax liability for all taxpayers who were in receipt of Council Tax Reduction; and
- Discretionary support.

In terms of the minimum reduction in Council Tax liability, it was proposed that a reduction of up to £25 would be made to the Council Tax account of taxpayers who were in receipt of Council Tax Reduction on 1st April, 2023. It should be noted that where the liability of any taxpayer was less than £25 (after considering any discounts, reliefs or reductions) then an amount would be granted to ensure that the liability was reduced to nil. It was also pointed out that there would be no requirement for any taxpayer to apply for this initial award and it would automatically be applied to their account.

With regards to Discretionary support, it was proposed that where any funds remained after applying the reduction in liability, the Council would use the funds to provide support to any low-income household who was suffering exceptional hardship using its Discretionary Council Tax Reduction Scheme.

The report also advised that the Council had been allocated a limited amount of funding and in view of this, should the allocation be exhausted, the policy of the Council would be to cease any further reductions in liability. Where this occurred, any taxpayer might apply for a reduction under the Council's existing S13A (1)(c) policy and each case would be considered on its merits in line with the legislation. Any reduction in liability under this policy would apply for the 2023-2024 financial year only.

Resolved – That the Bolton's Council Tax Support Scheme for 2023/2024, as detailed in the report, be approved.

24. BUSINESS RATES RELIEF SCHEMES 2023

The Director of Corporate Resources submitted a report which sought member's approval for the implementation of the following new business rates reliefs from 1st April, 2023:

- Retail, Hospitality and Leisure Business Rates Relief; and
- Supporting Small Business Relief.

In terms of the Retail, Hospitality and Leisure Business Rates Relief Scheme, this relief was to be implemented as part of the 2023/2024 annual billing process. Members were advised that the eligibility criteria for 2023/2024 remained the same as it was for 2022/2023, therefore, in most cases relief would be carried forward to 2023/2024 automatically. There had also been an increase in the level of award from 50% to 75%, however, the cap of £110,000 per business was remaining unchanged. Therefore, where it was felt the business might exceed the cap in 2023/2024 they would be asked to confirm they would not breach capping limits before the relief was awarded. It was stated that there were currently around 500 businesses in receipt of this relief and all businesses would be notified about the relief as part of the annual billing process to ensure any that had not applied for the relief in 2022/2023 into 2023/2024 were able to do so.

With regards to the Supporting Small Business Relief, the report stated that on 1st April, 2023 business rates bills would be calculated using the new rateable values set by the Valuation Office Agency following a revaluation exercise. It was stated that as well as changing the amount of business rates charge an increase in rateable value might also affect entitlement to Small Business Rates Relief. Furthermore, the Chancellor announced that the 2023 Supporting Small Business (SSB) scheme would cap bill increases at £600 per year for any business losing eligibility for some or all Small Business Rate Relief as a result of the 2023 revaluation. The number of cases this would apply to in Bolton had not yet been calculated however it was expected to be below 100 which was a similar level to the last scheme in 2017.

In terms of finance, members were advised that the reliefs were fully funded by Government and there were no financial implications for the Council.

Resolved – (i) That the Retail, Hospitality and Leisure Business Rates Relief scheme as set out in the report be approved.

(ii) That the Extension of Transitional Relief and Supporting Business Relief scheme as set out in the report be approved.

That the administration of these schemes be delegated to the Assistant Director Revenues, Benefits and Customer Services.

25. HOUSEHOLD SUPPORT FUND 1ST OCTOBER, 2022 TO 31ST MARCH, 2023

The Chief Executive submitted a report which sought members approval on expenditure proposals relating to the Household Support Fund covering the period 1st October, 2022 to 31st March, 2023.

Members were reminded that Bolton had been awarded funding to support those most in need this winter during the final stages of economic recovery which totalled £2,780,316.57.

The report outlined in detail the progress which had been made to date which amounted to £1,886,956 of expenditure. This therefore left a remaining budget of £893,676.

In terms of allocating the remaining budget, the following proposals were put forward:-

- Targeted support to Pensioners – currently all residents could apply for support via the Local Welfare Provision Scheme, however, it was proposed to target pensioners in receipt of Council Tax Support. There were approximately 10,000 pensioners that fell into this category so a £30 voucher would equate to £300,000 of expenditure;
- Targeted support to residents with a disability – it was proposed that a budget of £300,000 was set aside to provide some additional support in this area;

- Further investment in Local Welfare Provision – Bolton's Local Welfare Provision (LWP) Scheme currently provided a range of support on application including 2 weeks food provision, energy top-ups for residents on meters (£100 for a single resident and £200 for a couple/family) and the provision of essential household items. It was recommended that LWP continued to provide this level of support. It was also stated that there was approximately £200,000 remaining in the allocated LWP budget to cover the period 1st January to 31st March, 2023 and it was anticipated that based on current demand and expenditure that this budget would be exhausted by February, 2023. Furthermore, based on current expenditure levels it was proposed that the remaining HSF budget which totalled £268,617 was invested in Bolton's LWP Scheme; and
- Vouchers for FSM children over the easter holidays – it was proposed that the Council's Local Welfare Provision budget for the financial year 2023/2024 which totalled £400,000 was used to cover the cost of the Easter Vouchers and that this was replaced in 2023/2024 with the use of the Household Support Fund.

Resolved – That the expenditure proposals relating to the Household Support Fund covering the period 1st October, 2022 to 31st March, 2023, as detailed in the report, be approved.

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 7th FEBRUARY, 2023

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

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

Officers

- | | |
|-----------------|--|
| Mr. L. Fallows | - Director of Corporate Resources |
| Ms. H. Gorman | - Borough Solicitor |
| Mr. T. Glennon | - Borough Treasurer |
| Ms. C. Owen | - Head of Legal Services |
| Ms. J. Pollard | - Head of Finance, Corporate Resources and Place |
| Mr. G. Wilson | - Principal Group Accountant |
| Ms. P. Ashcroft | - Data Protection Officer |
| Mrs. V. Ridge | - Democratic Services Manager |

34. 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.

35. TREASURY MANAGEMENT OUTTURN REPORT FOR QUARTER 3 2022-2023

The Borough Treasurer submitted a report which put forward the Treasury Management Outturn report for Quarter Three of 2022/2023.

The Executive Cabinet Member was reminded that the report was a requirement of the Council's reporting procedures and covered the Treasury Management activity during the second quarter of 2022/2023 and the associated Prudential Indicators for 2022/2023.

In this regard, the report provided an update on the Treasury Management indicators approved at the meeting of the Budget Council in February, 2022. As at the end of Quarter Three 2022/2023 all indicators were within the limits approved at Budget Council.

The Executive Cabinet Member NOTED the report.

36. AGGREGATE FINANCIAL MONITOR – QUARTER 3 2022-2023

The Borough Treasurer submitted a report which provided information relating to the Quarter Three Financial Outturn in aggregate for the 2022/2023 Financial Year.

The report summarised the results for the Quarter Three Financial Monitoring exercise for the Council for the 2022/2023 Financial Year, as follows:

BB3

- Revenue Expenditure - the Council's revenue outturn position was in line with the budget set in February 2022.
- Capital Expenditure for the 2022/2023 financial year was estimated at £93.628m;
- Capital Prudential Indicators - all Prudential Indicators were within the range approved by Council on 7th February, 2022;
- Reserves - the General Fund Balances remained at £10.7m which was in line with the Borough Treasurer's Guidance; and
- Savings Targets - there was a £37.2m savings target built into the two-year budget 2021-23 and £35.525m had been delivered as at Quarter Three 2022/2023.

The Executive Cabinet Member NOTED the Quarter Three financial position and the key findings in the report now submitted.

37. DIRECTORATE OF CORPORATE RESOURCES – FINANCE REPORT 2022/2023 – QUARTER THREE

The Director of Corporate Resources submitted a report which provided information relating to the financial Quarter Three projected outturn position of the Directorate of Corporate Resources.

Regarding Revenue Expenditure, there was a projected overspend of £115,000 after planned reserve movements.

In relation to Capital Expenditure, the Directorate of Corporate Resources had no current Capital Programme.

Reserves had a projected balance of £8,004,131 earmarked for the end of the year.

The Executive Cabinet Member was advised that budgeted savings for 2021/2023 for the Directorate of Corporate Resources were £7.431m and all savings targets had been met.

The Executive Cabinet Member NOTED the financial position as at Quarter Three.

38. POLICY UPDATES – SPECIAL CATEGORY DATA POLICY, LAW ENFORCEMENT PROCESSING POLICY AND EMAIL MANAGEMENT POLICY

The Director of Corporate Resources submitted a report which sought the Executive Cabinet Member's approval of the revised Special Category Data and the Law Enforcement Processing Policies and the new Email Management Policy.

The Executive Cabinet Member was advised that, following the introduction of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018, the Council introduced various measures to ensure compliance with the new legislation including the introduction of a suite of policies relating to information governance.

It was explained that the policies on Special Category Data and the Law Enforcement Processing Policies had now been reviewed and updated to reflect legislative and administrative changes together with current practices and a copy of these were appended to the report.

The Email Management Policy had also been drafted to provide improved governance on the retention of personal data and to outline guidance to staff and members around managing emails more effectively. A copy of this was appended to the report.

The Executive Cabinet Member APPROVED the revised Special Category Data and the Law Enforcement Processing Policies and the new Email Management Policy as detailed in the report.

39. REQUEST TO ESTABLISH ADDITIONAL POSTS WITHIN THE LEADERSHIP SUPPORT TEAM

The Director of Corporate Resources submitted a report which sought the Executive Cabinet Member's approval to permanently increase the current staffing establishment within the Leadership Support Team by two FTE.

The Executive Cabinet Member was advised that the Leadership Support Team was formed in November, 2019 to provide PA support to the Leadership Team at the Council and at this time sufficient staff were recruited to provide support to the Leadership Team who were then in post. However, as the team had developed and changes within the Leadership Team structure had arisen it had become apparent, in the post-pandemic environment, that there was a shortfall in personal assistants available to support the Leadership Team in accordance with the agreed standards.

In view of the above and in order to continue to provide an efficient support service to the Leadership Team the following was proposed, viz:-

- The current 12-month fixed term contract to be made a permanent post to allow for sufficient support within Corporate Resources to accommodate all Chief Officers and free up the Team Leader to focus on transformation work and development of the team; and
- The current 6-month fixed term contract to be made a permanent post to allow for sufficient support within the Place Directorate.

The Executive Cabinet Member AGREED to increase the current staffing establishment within the Leadership Support Team to meet service demand, as detailed in the report.

CONFIDENTIAL ITEMS

The background papers and reports in relation to the following items were considered confidential as defined in paragraphs 1

and 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.

40. REVIEW OF LEGAL SERVICES – POST CONSULTATION REPORT

The Director of Corporate Resources submitted a report which set out the results of consultation on proposals to review Legal Services and also sought the Executive Cabinet Member's approval to implement the final proposals.

The report outlined the proposals and it was stated that consultation on the proposed changes to the service was carried out for a period of 30 days from 21st November, 2022.

A summary of the key consultation issues raised together with the response from management were detailed in Appendix 4 to the report and Appendix 5 detailed the formal trade union response to the proposals.

The Executive Cabinet Member was advised that the final proposals, having taken account of feedback received during consultation, did not include any significant changes and it was also stated that management would undertake a post implementation review.

The relevant Equality Impact Assessment had been undertaken and was detailed in Appendix 6 to the report.

The Executive Cabinet Member APPROVED –

- (i) The final proposals in relation to the review of Legal Services having due regard to the consultation feedback and the Equality Impact Assessment as detailed in the report; and AGREED –**
- (ii) Subject to the approval of the Head of Paid Service, to delegate implementation of the new structure, including details of voluntary redundancy arrangements and**

consequential redundancy selection, to the Chief Executive and the Director of Corporate Resources.

41. PROVISION OF A TOXICOLOGY SERVICE TO HM CORONER, MANCHESTER WEST

The Director of Corporate Resources submitted a report which sought the Executive Cabinet Member's approval to waive Standing Orders relating to Contracts to allow the awarding of a contract for the provision of toxicology services to HM Coroner by means of direct appointment.

The Executive Cabinet Member was advised that Toxicology services were currently provided to HM Coroner by Alere Forensics, however, in November, 2022 the service was informed that Alere would cease trading early in 2023. Consequently, the service was informed in January, 2023 that the Company was no longer accepting any further requests for toxicology testing with effect from 11th January, 2023.

The report stated that the provision of a reliable and efficient toxicology service was vital for the Coroner to provide a cause of death in certain circumstances and, therefore, there was a need to urgently secure the provision of another supplier for this service.

In view of the above, the Executive Cabinet Member was advised that at the present time there were very limited number of companies able to provide a toxicology service and of those currently available, only one, Toxicology UK Ltd was able to provide an efficient and effective service. Consequently, approval was sought to waive Standing Orders relating to Contracts and award the contract to Toxicology UK Ltd.

The Executive Cabinet Member AGREED to waive Standing Orders relating to Contracts to allow the direct appointment of Toxicology UK Ltd for the provision of toxicology services to HM Coroner, Manchester West.

BB8

NOTES

EXECUTIVE CABINET MEMBER DEPUTY LEADER

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

MONDAY, 13TH FEBRUARY, 2023

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 McGeown	Minor Opposition Spokesperson
Councillor Sanders	Minor Opposition Spokesperson
Councillor Grant	Minor Opposition Spokesperson
Councillor Newall	Minor Opposition Spokesperson

Officers

Mr. G. Parker	Environmental and Regulatory Services
Ms. J. Pollard	Head of Finance
Ms. L. McGuinness	Senior Lawyer
Mr. I. D. Mulholland	Deputy Democratic Services Manager

9. 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.

**10. DIRECTORATE OF PLACE FINANCE REPORT,
2022/23, QUARTER THREE**

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

Revenue expenditure as at quarter three for the Directorate of Place showed a projected overspend against budget of £548,000 after planned reserve movements.

Capital expenditure for the Directorate of Place, as at quarter three, was £21.64m against a revised quarter three budget of £75.19m.

The Directorate of Place had fully used all general reserves in year and held a projected balance of £4.361m 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 three financial position of the Directorate of Place.**
- (ii) Approve revisions made to the capital programme which fall under their portfolio.**
- (iii) Authorise the Director of Place to call off under any available framework(s) to enable the capital programme to progress.**
- (iv) Note the key findings in the report.**

**11. DIRECTORATE OF CORPORATE RESOURCES
FINANCE REPORT, 2022/23, QUARTER THREE**

The Director of Corporate Resources submitted a report which provided the Executive Cabinet Member with information

CC3

relating to the financial quarter three projected outturn position of the Directorate of Corporate Resources, 2022/23.

Revenue expenditure for the Directorate was projected to overspend by £115,000 after planned reserve movements.

Directorate of Corporate Resources had no current capital programme. The capital programme related to the services that had transferred into Corporate Resources mid-year, would transfer over, in the new financial year.

The Directorate of Corporate Resources had a projected balance of £8,004,131 earmarked reserves for the end of the year.

Budgeted savings for 2021/23 for the Directorate of Corporate Resources were £7.431m. All the savings target had been met.

The Executive Cabinet Member AGREED to note the financial position as at quarter three.

CC4

NOTES

CHILDREN'S SERVICES

A record of decisions made by the Executive Cabinet Member with responsibility for Children's Services, Looked after Children, Safeguarding for Children and Young People, Schools and Early Years:-

MONDAY, 6th FEBRUARY, 2023

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

Councillor Galloway	- Executive Cabinet Member – Children's Services
Councillor McKeon	- Major Opposition Spokesperson
Councillor McGeown	- Minor Opposition Spokesperson
Councillor Sanders	- Minor Opposition Spokesperson
Councillor Wright	- Minor Opposition Spokesperson
Councillor Newall	- Minor Opposition Spokesperson

Officers

Ms B. Brown	- Director of Children's Services
Mr I. Walker	- Assistant Director – Social Care and Early Help
Ms G. Whitehead	- Assistant Director – Inclusive Education and Learning
Ms T. Minshull	- Assistant Director – Commissioning and Integration
Ms L. Butcher	- Head of Finance
Ms A. Hunt	- Senior Lawyer
Mrs S. Bailey	- Principal Democratic Services Officer

35. 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.

36. STRATEGIC FINANCE REPORT – QUARTER 3 2022/23

The Borough Treasurer and the Director of Children's Services submitted a report which provided information relating to the projected financial position for the Children's Department for the 2022/23 Financial Year as at Quarter Three.

With regard to Revenue Expenditure, the report advised that the revenue outturn position 22/23 for the Local Authority block was expected to be in line with budget after a contribution from reserves of £5.812m.

Revenue expenditure for the Dedicated Schools Grant (DSG) was expected to be £2.95m less than the Grant.

In relation to Capital Expenditure, the original Capital Programme approved at Council in February, 2022 totalled £23.203m. Expenditure as at quarter three totalled £6.514m.

Reserves were expected to be £23.579m as at 31st March, 2023. Of the £23.579m reserves, £23.601m related to capital monies held for future work on schools and -£2.703m related to schools' balances and other DSG reserves. The remaining £2.681m was Children' Services Revenue Reserves.

The report also referred to the Children Services Departmental savings programme of £9.291m which had been identified in the February 2021 budget report to Council. Of these savings, £663k remained to be achieved. The report proposed to realise the final £663k saving within the saving and efficiencies two-year programme, as follows:

- Reduction in Legal Expenditure
- Review of resources within Staying Safe

Full details were provided in the report.

The Executive Cabinet Member NOTED –

- (i) The projected financial position of the portfolio as at 31st March, 2023, the changes within the Capital Programme as now detailed and the Revenue Budget changes in year; and APPROVED -**
- (ii) The delegation of authority to the Director of Children's Services to call off on the Framework(s) for the Capital Programme as detailed in section 3 of the report now submitted;**
- (iii) The delegation of authority to the Director of Children's Services to procure off contract agency for social services on the basis now detailed; and**
- (iii) The strategic options proposed in section 2.2 of the report now submitted.**

37. DEDICATED SCHOOLS GRANT BUDGET 2023-24

The Borough Treasurer and the Director of Children's Services submitted a report which summarised the position of the Dedicated Schools Grant for 2023-24 and sought approval for its allocation.

The report advised that extensive consultation had taken place with the School's Forum and that the reflected the recommendations of the Forum which had been discussed and agreed at its meeting on 27th January, 2023.

In this regard, the report recommended the allocation of the Grant via a local formula and incorporated changes resulting from the October, 2022 census.

Details of the formula allocation, de-delegation, growth fund criteria and central schools budget approvals as agreed by the Schools Forum were also provided.

The Executive Cabinet Member APPROVED -

The allocation of the Dedicated Schools Grant for 2023/24 on the basis set out in the report now submitted.

38. DETERMINATION OF SCHOOL ADMISSION ARRANGEMENTS 2024/25

The Director of Children's Services submitted a report which put forward the proposed School Admission Arrangements for community and voluntary controlled schools for 2024/25.

The report advised that the Local Authority, as the Admission Authority, was responsible for setting admission arrangements and oversubscription criteria in community and voluntary controlled schools.

The report advised that as there were some changes proposed to these arrangements for the Academic Year 2024/25, there had been a statutory six-week consultation that had taken place between 7 November and 19th December, 2022.

Full details of the changes were included in the report with the main ones being the use of the words brothers and sisters rather than siblings which had proven to be confusing in the past.

Regarding the outcome of the Consultation, 14 responses had been received, full details of which were attached to the report at Appendix 1, the majority of which were in favour of the changes.

The co-ordinated scheme had also been the subject of consultation but only included minor amendments to wording for the sake of clarity.

A list of published admission numbers for schools was shared with consultees although this had been for information only.

In this regard, the report put forward the proposed revised admission arrangements relating to community and voluntary schools for 2024/25 for consideration and approval.

The Executive Cabinet Member APPROVED –

The School Admission Arrangements for community and voluntary controlled schools for 2024/25, on the basis detailed in the report now submitted.

CONFIDENTIAL ITEMS

The background papers and reports in relation to the following items were considered confidential as defined in paragraphs 1 and 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.

39. COMMISSIONING, QUALITY ASSURANCE AND IMPROVEMENT SERVICES REVIEW PHASE 2

The Director of Children's Services submitted a report which set out the results of consultation on proposals to review the Strategic Commissioning and Quality Assurance and Improvement Services and sought approval to implement the final proposals.

The report provided details of the Consultation process that had been undertaken on the proposals. Appendix 3 provided a summary of the key issues raised and the response from management. This included issues raised via the Trades Unions at weekly consultation meetings, as well as issues raised by individual staff members via emails, personal meetings and staff briefing sessions.

The formal Trades Unions response to the proposals was attached at Appendix 4.

Following the formal consultation period on the proposals, the report now put forward the final, revised proposals for approval.

The Executive Cabinet Member APPROVED -

- (i) The final proposals, having due regard to the consultation feedback and the Equality Impact Assessment; and**
- (ii) Subject to the approval of the Head of Paid Service, the delegation of authority for the implementation of the new structure to the Chief Executive and Director of Children's Services, on the basis detailed in the report now submitted.**

40. SUPPORT AND MAINTENANCE CONTRACT FOR CHILDREN'S SOCIAL CARE CASE MANAGEMENT SYSTEM

The Director of Children's Services submitted a report which sought approval to procure the provision, maintenance and support (including remote support) of the Council's Children's Social Care Case Management System.

The report provided details of the existing contractual arrangements which due to expire on 31st March, 2023 and provided the following options for the procurement of a new System, as follows:

- Option 1 – direct award to the existing provider under an existing framework agreement, subject to the terms of the existing framework agreement; and
- Option 2 – Open tender process.

The benefits or otherwise of both options were identified in the report. Option 1 was the recommended course of action based on the added benefits.

The report also advised that internal market testing has revealed that option 2 would not bring any better value both in terms of costs but also system requirements. However, option 2 would remain a viable option should the Council fail to identify a suitable existing framework agreement.

The Executive Cabinet Member APPROVED -

(i) The delegation of authority to the Director of Children's Services to:

- (a) procure the provision, maintenance and support (including remote support) of the Council's Children's Social Care Case Management System either by way of tender or through an award under an existing framework agreement;**
- (b) appoint the successful service provider following completion of a tender process or an award under an existing framework agreement; and**
- (c) negotiate and complete all relevant contractual documentation in this regard.**

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

41. PROCUREMENT OF FLEXIBLE PURCHASING SYSTEM – ALTERNATIVE PROVISIONS

The Director of Children's Services submitted a report which sought approval to re-commission the current Alternative Provisions Flexible Purchasing System which was due to come to the end of its final extension period on 31st August 2023.

The report advised that a new Flexible Purchasing System was necessary to ensure that the Alternative Provision Market continued to be effectively provided, managed and overseen the Alternative Provision market and that our statutory functions in 2023 and beyond were met.

The report outlined the following options for procurement of the System, as follows:

- Option 1 – to approve the commission and tender for a proposed and updated three-year Flexible Purchasing System, which would minimise risk to both financial

commitments and market growth/stability, whilst understanding the current market in terms of specialisms and the ability to meet the needs of Boltons children and young people. This would also allow for the necessary adjustments in respect of the SEND Green Paper and the SEND Inspection Framework.

Option 2 – allow the current Flexible Purchasing System to end before the next academic year and rely solely on fragmented spot purchases which did not have any structure and would rely on individual cost arrangements

Option 3 – extend the current tender and continue with the existing specification. However, due to the changes in expectation in the SEND Green Paper and the SEND Inspection Framework, this would not allow for the necessary adjustments.

For the reasons referred to in the report now submitted, the preferred way forward was Option 1.

The Executive Cabinet Member APPROVED:

- (i) Option 1, as outlined in the report now submitted, and authorised completion of a tender exercise for the provision of Alternative Provision (Education) Flexible Purchasing System Framework for a period of three years with an option to extend for a further one year plus one year;**
- (ii) The delegation of authority to the Assistant Director - Social Care and Public Health Commissioning to negotiate and enter suitable procurement exercise via Corporate Procurement to formalise the proposals of this report;**
- (iii) The authorisation of the purchase of services from this Framework on an as required basis;**
- (iv) The authorisation of the Assistant Director - Social Care and Public Health Commissioning to approve any periods of extension with the contract; and**
- (v) The authorisation of the Borough Solicitor to carry out any necessary legal formalities in this regard.**

REGENERATION

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

MONDAY 13TH FEBRUARY, 2023

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. P. Whittingham	- Assistant Director Economic Development and Regeneration
Mr. P. Lamb	- Principal Project Officer
Ms. J. Pollard	- Head of Finance
Ms. L. McGuinness	- Senior Lawyer
Mr. I. D. Mulholland	- Deputy Democratic Services Manager

15. 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.

16. DIRECTORATE OF PLACE FINANCE REPORT, 2022/23, QUARTER THREE

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

Revenue expenditure as at quarter three for the Directorate of Place showed a projected overspend against budget of £548,000 after planned reserve movements.

Capital expenditure for the Directorate of Place, as at quarter three, was £21.64m against a revised quarter three budget of £75.19m.

The Directorate of Place had fully used all general reserves in year and held a projected balance of £4.361m 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 three financial position of the Directorate of Place.**
- (ii) Approve revisions made to the capital programme which fall under their portfolio.**
- (iii) Authorise the Director of Place to call off under any available framework(s) to enable the capital programme to progress.**
- (iv) Note the key findings in the report.**

17. WESTHOUGHTON TOWN HALL – REFURBISHMENT AND CAPITAL ALLOCATION

The Director of Place submitted a report which gave details of the proposed refurbishment of Westhoughton Town Hall and

sought approval of funding from the District Centres Fund to deliver the Phase 2 masterplan works.

The Executive Cabinet Member was reminded of the previous reports contained within the list of background documents of the masterplan process for Westhoughton, funding of £415,459 from the District Centres Fund to implement a number of Phase 1 Key Development Priority projects (KDPs) and more recently the approval of £2.3 million from the same fund to implement a new public realm scheme along Market Street.

The report sought approval to refurbish the now vacant Westhoughton Town Hall to bring the building back into viable commercial and office use, thereby generating and income for the Council that would help to protect the fabric of the building for future generations. The refurbishment and reuse of the Town Hall was an agreed key development plan as the building was considered the most important in Westhoughton town centre and had laid vacant for the past 4 or 5 years since council services were centrally located.

The Council had engaged its property partners PSP and Clear Futures (CF) in drawing up the plans and the report gave detail of the work to date and an update on the local marketing exercise undertaken to ascertain the level of local interest in the opportunities provided by the refurbishment.

The Executive Cabinet Member AGREED to -

- (i) Approve the refurbishment of Westhoughton Town Hall as set out in this report.**
- (ii) Approve a capital allocation of £1.5 million from the District Centres Fund to procure and deliver the scheme.**
- (iii) Authorise the Director of Place and Assistant Director, Transformation and Corporate Property to finalise the design and costs in consultation with the Executive Cabinet Member Regeneration.**
- (iv) Authorise the Borough Solicitor to carry out all necessary legal formalities where required.**

(following this decision Councillor Hayes called in this decision, in accordance with Standing Orders, for consideration at a meeting of Place Scrutiny Committee)

REGENERATION

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

MONDAY 20TH FEBRUARY, 2023

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

Officers

Mr. J. Cooper	- Head of Asset management
Mr. K. Questel-Lewis	- Chief Executive's Department
Mr. K. Edwards	- Chief Executive's Department
Ms. J. Pollard	- Head of Finance
Ms. L. McGuinness	- Senior Lawyer
Mr. I. D. Mulholland	Deputy Democratic Services Manager

18. STRATEGIC ASSET MANAGEMENT PLAN (SAMP) DISPOSALS, PHASE 9

The Director of Corporate Resources submitted a report on proposals to dispose of 12 sites at various locations in Bolton.

The Strategic Asset Management Plan (SAMP) was approved at Cabinet on 5th October 2020. In line with the Estates Optimisation pillar and the associated Disposals Policy. This phase was part of the ongoing review and disposal of land and/or property that could help address the need to secure the potential economic benefit from an optimised estate, whilst supporting the councils 5 key objectives (5 pillars) as set out in the SAMP framework.

The report concerned the proposed Phase 9 sites and it was proposed that these were disposed of in line with the SAMP and Disposals Policy and recommended 12 separate sites for sale and disposal, in various locations across Bolton. Those disposals were required to contribute capital receipts into the Council to provide funds for the Council's Capital programme, to maintain and invest in the existing estate (current estimate of £25-29m required), with explicit need to provide capital for backlog maintenance, statutory requirements and £4m district centre investment. As set out in the SAMP (Strategic Asset Management Plan) the land disposals could also contribute land to stimulate development, regeneration and other economic, social and environmental outcomes.

The report set out details of each of the twelve locations and matters around the disposal arrangements.

The Executive Cabinet Member AGREED to -

- (i) Approve the sale of 12 sites as detailed in the report unconditionally by auction or private treaty in accordance with the Strategic Asset Management Plan and Disposal Policy.**
- (ii) Delegate authority to the Assistant Director Transformation and Corporate Property to agree a reserve price (auctions) or accept the best consideration offer (sale by private treaty) and complete the sale of land, in conjunction with the Executive Cabinet Member.**
- (iii) That in respect of the asset disposal of The Withins Public House (formerly the Feather PH), Brightmet Fold Lane, Brightmet and land to the rear of 33-44 Vicarage**

Road West, Blackrod, are to be completed in consultation with the Assistant Director of Transformation, Corporate Property and the Executive Cabinet Member for Regeneration to ensure that these disposals do not impact on Bolton Council's Housing Delivery Plan.

(iv) Authorise the Borough Solicitor to complete the 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, 6th FEBRUARY, 2023

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

Councillor Galloway (as deputy for Councillor Morgan)	- Executive Cabinet Member for Adult Social Care
Councillor Mrs Thomas	- Major Opposition Spokesperson
Councillor McGeown	- Minor 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 T. Minshull	- Assistant Director – Commissioning and Integration
Ms L. Butcher	- Head of Finance - People
Ms A. Hunt	- Senior Lawyer
Mrs S. Bailey	- Principal Democratic Services Officer

31. 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.

32. STRATEGIC FINANCE REPORT ADULTS QUARTER THREE 2022/23

The Borough Treasurer and the Managing Director of the Bolton Integrated Care Partnership submitted a report which provided information relating to the projected financial position for the Adults Department as at Quarter Three of the 2022/23 financial year.

With regard to Revenue Expenditure, the report advised that the projected revenue outturn position for the Local Authority block was in line with budget following a transfer from reserves of £380k.

Relating to Capital Expenditure, the original Capital Programme approved at Council in February, 2022 totalled £5.663m. Expenditure as at quarter three totalled £3.105m.

Reserves were projected to be £12.866m in revenue reserves and £1.155m in capital reserves as at the 31st March, 2023.

The Executive Cabinet Member NOTED -

(i) The projected financial position as at 31st March 2023;

(ii) The changes within the Capital Programme as detailed; and

**(iii) The Revenue Budget changes in year; and
APPROVED –**

(iv) The delegation of authority to the Managing Director of Bolton Integrated Care Partnership to call off on the framework(s) for the Capital Programme, as detailed in section 3 of the report now submitted.

33. STRATEGIC FINANCE HOUSING REPORT QUARTER THREE 2022/23

The Borough Treasurer and the Managing Director of the Bolton Integrated Care Partnership submitted a report which

provided information relating to the projected financial position for Housing as at Quarter Three of the 2022/23 Financial Year.

The revenue outturn position was in line with budget after a movement from reserves of £20k.

With regard to Capital Expenditure, the money available in 2022/23 for capital within Housing was £47k.

Reserves were projected to be £2.373m at the end of 31st March, 2023 which was a decrease in year of £986k.

The Executive Cabinet Member NOTED-

- (i) The projected financial position for Housing; and**
- (ii) The revenue budget changes in year.**

34. GRANT FUNDED SERVICES 2023/24

The Managing Director of the Bolton Integrated Care Partnership submitted a report which sought approval to extend the funding given to various existing voluntary and community until 31st March, 2024.

The report reminded the Executive Cabinet Member that the Carer and Prevention Grants Programme was one of the ways in which the Council funded the sector to support people to live fuller more independent lives. These services were aligned to the key priorities within the Bolton Vision 2030.

In this regard, the report sought approval to enable a direct award of contracts for Prevention and Carer services until 31st March, 2024 to enable the continued funding of local Voluntary, Community and Social Enterprise Sector organisations to provide a range of community prevention services to meet the needs of vulnerable people across Bolton.

Securing approval for the changes would provide vital medium-term stability for the providers/organisations and commissioners and would allow intelligence based long term

planning to determine the future service offer in meeting the changing needs of vulnerable people across Bolton.

Details of the current grant funding available for each organisation was provided in Appendix 1 of the report and it was proposed that grants would remain at the same level but with 2% inflation available from April, 2023.

A Grant Review Project Group had been established to review the current arrangements and ensure that the support continued after March 2024. A detailed timeline and proposed action was also provided in the report.

The Executive Cabinet Member APPROVED-

- (i) The direct award of a contract for each service delivering the existing Prevention and Carer Grants until 31 March, 2024 on the basis now detailed.**
- (ii) The waiver of Contract Standing Orders to enable a direct award of contracts for Prevention and Carer services and the delegation of authority to the Assistant Director of Social Care and Public Health Commissioning to negotiate and enter suitable contractual arrangements to formalise the proposals of this report; and**
- (iii) The delegation of authority to the Assistant Director of Social Care and Public Health Commissioning to negotiate and enter suitable procurement exercise via Corporate Procurement to formalise the proposals contained within the report now submitted; and**
- (iv) The delegation of authority to the Borough Solicitor to carry out all necessary legal formalities in this regard.**

35. HOUSING STANDARDS APPRENTICESHIP REPORT

The Managing Director of the Bolton Integrated Care Partnership submitted a report which sought approval for the appointment of two regulatory Housing Compliance apprentices through the Greater Manchester Good Landlord Scheme to support skills development and recruitment within Housing Standards Services.

The report advised that as part of the Greater Manchester Good Landlord Scheme (GLS), every GM Local Authority was being offered the opportunity of one new subsidised apprentice to work in housing standards enforcement.

Funding from the GLS for salary and on-costs would be £10k, £11k and £14k in years one, two and three respectively. The cost of apprenticeship training would be covered by the Apprenticeship Levy, but half the salary cost must be paid from by the participating Council's own budgets.

The scheme also provides an option for Council's to take on additional apprentices under the same scheme, with full costs for each additional apprentice covered by the respective authority.

In this regard, the report outlined the recruitment issues that were being experienced in the Council's Housing Standards Services Section and sought approval to recruit two Apprentices through the GLS Scheme with associated costs amounting to £140k.

The Executive Cabinet Member APPROVED -

The establishment and recruitment of two regulatory Housing Compliance Apprentices through the Greater Manchester Good Landlord scheme and associated costs of £140k, on the basis detailed in the report now submitted.

FF6

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 14th FEBRUARY, 2023

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 Wright	Minor Opposition Spokesperson
Councillor Veevers	Minor Opposition Spokesperson
Councillor Heslop	Minor Opposition Spokesperson

Officers

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

15. 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.

16. DIRECTORATE OF PLACE – FINANCE REPORT 2022-2023 QUARTER THREE

The Directors of Place and Corporate Resources submitted a joint report which provided the Executive Cabinet Member with information relating to the financial quarter three projected outturn position for 2022-2023 of the Directorate of Place.

The Executive Cabinet Member was advised that revenue expenditure as at quarter three for the Directorate of Place showed a projected overspend against budget of £548,000 after planned reserve movements and there was one significant variance which was detailed in the report.

In terms of capital expenditure for the Directorate of Place, as at quarter three, was £21.64 million against a revised quarter three budget of £75.19 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 £4.361 million earmarked reserves. The budgeted efficiency savings for 2021/2023 for the Directorate of Place were £6.161 million.

The report also detailed the specific areas of risk which had been identified for the year.

The Executive Cabinet Member NOTED –

- (i) The quarter three financial position of the Directorate of Place; APPROVED -**
- (ii) Revisions made to the capital programme which fall under their portfolio; AUTHORISED –**
- (iv) The Director of Place 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.**

17. ANNUAL DIGITAL UPDATE FOR 2022

The Chief Executive submitted a report which updated the Executive Cabinet Member on the progress which had been made on the Council's Digital Programme.

The Executive Cabinet Member was reminded that the Council launched its Digital Strategy in April, 2021. Since then a wide-ranging programme of work had been developed and formalised into the Digital Programme and delivery of the priorities commenced in September, 2021.

The report advised that there were six themes in the strategy which were as follows:-

- Operating Model;
- Data, Intelligence, Performance Management;
- Digital Detractors;
- Process Transformation;
- Digital Toolkit; and
- Culture.

It was also stated that all priorities were homed within the themes under the leadership of a sponsor and theme lead. Initially, 34 priorities were identified to be taken forward over a multi-year schedule and the programme now stood at 37 priorities. Further details of the progress by theme were detailed in section 3 of the report.

The report also provided details in relation a number of key outcomes which were anticipated in 2023.

In terms of the financial implications, the Executive Cabinet Member was informed that the Digital Programme continued to realise annual financial benefits of over £0.6 million per annum and avoiding a further £300,000 of cost and a breakdown of this was provided in the report.

The Executive Cabinet Member NOTED the report.

GG4

NOTES

EXECUTIVE CABINET MEMBER FOR HIGHWAYS AND TRANSPORT

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

MONDAY, 13TH FEBRUARY, 2023

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 Wright	Minor Opposition Spokesperson
Councillor Heslop	Minor Opposition Spokesperson

OFFICERS

Mr. J. Dyson	Director of Place
Mr. D. Lowe	Assistant Director Highways and Engineering
Ms. J. Pollard	Head of Finance
Ms. L. McGuinness	Senior Lawyer
Mr. I. D. Mulholland	Deputy Democratic Services Manager

17. 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.

**18. DIRECTORATE OF PLACE FINANCE REPORT,
2022/23, QUARTER THREE**

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

Revenue expenditure as at quarter three for the Directorate of Place showed a projected overspend against budget of £548,000 after planned reserve movements.

Capital expenditure for the Directorate of Place, as at quarter three, was £21.64m against a revised quarter three budget of £75.19m.

The Directorate of Place had fully used all general reserves in year and held a projected balance of £4.361m 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 three financial position of the Directorate of Place.**
- (ii) Approve revisions made to the capital programme which fall under their portfolio.**
- (iii) Authorise the Director of Place to call off under any available framework(s) to enable the capital programme to progress.**
- (iv) Note the key findings in the report.**

**19. TURTON ROAD CROSSING REQUEST -FURTHER
INVESTIGATION**

The Director of Place submitted a report which advised the Executive Cabinet Member on the request for officers to

HH3

investigate the feasibility of introducing a crossing facility on Turton Road, Bromley Cross in the vicinity of Shady Lane. This was as a result of a petition received in which a request was made for a pedestrian crossing facility on Turton Rd, Bromley Cross near the junction with Rigby Lane.

The report reminded the Executive Cabinet Member that an online petition containing 2,529 signatures was served upon the Council to request provision of controlled pedestrian crossing facilities on Turton Rd, Bromley Cross. Ward Councillors were consulted, and they advised an assessment be undertaken close to the junction of Rigby Lane.

Following the assessment, a report was presented to the Executive Cabinet Member Highways and Transportation on the 18th July, 2022, with the recommendation that no further action was required. The Executive Cabinet Member Highways and Transportation disagreed with this recommendation and tasked highways officers to investigate the feasibility of introducing a crossing facility on Turton Rd between Chapeltown Rd and Shady Lane.

The previous analysis for a crossing facility on Turton Rd near the junction with Rigby Lane did not fully assess the numbers of pedestrians wishing to cross at that location. Further investigations were undertaken, including pedestrian counts.

The Executive Cabinet Member AGREED to Note the information in the report and agree that, subject to funding being identified and the relocation of the bus stop, that a crossing facility is installed.

HH4

NOTES

STRATEGIC HOUSING AND PLANNING

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

TUESDAY, 7th FEBRUARY, 2023

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 T. Wilkinson	- Minor Opposition Spokesperson
Councillor Newall	- Minor Opposition Spokesperson

Officers

Mr. J. Dyson	- Director of Place
Ms. H. Gorman	- Borough Solicitor
Mr. P. Whittingham	- Assistant Director - Economic Development and Regeneration
Ms. J. Pollard	- Head of Finance – Chief Executive's and Place
Mrs. V. Ridge	- Democratic Services Manager

9. 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.

10. DIRECTORATE OF PLACE – FINANCE REPORT 2022-2023 QUARTER THREE

A joint report of the Directors of Place and Corporate Resources was submitted a report which provided the Executive Cabinet Member with information relating to the financial quarter three projected outturn position of the Directorate of Place.

The Executive Cabinet Member was advised that revenue expenditure as at quarter three for the Directorate of Place showed a projected overspend against budget of £548k, after planned reserve movements and there was one significant variance within the Directorate of Place which was detailed in the report.

In terms of capital expenditure for the Directorate of Place, as at quarter three, this was £21.64m against a revised quarter three budget of £75.19m.

With regard to reserves, the Directorate of Place had fully used all general reserves in year and held a projected balance of £4.361m earmarked reserves.

The budgeted efficiency savings for 2021/2023 for the Directorate of Place were £6.161m and the specific areas of risk identified for the year were detailed in the report.

The Executive Cabinet Member NOTED the report; and APPROVED –

- (i) The revisions made to the capital programme which fall under their portfolio; and AUTHORISED –**
- (ii) The Director of Place to call off under any available framework(s) to enable the capital programme to progress.**

AUDIT COMMITTEE

MEETING, 28TH FEBRUARY, 2023

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

Also in attendance

Mr T. Glennon	-	Borough Treasurer
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

19. MINUTES

The minutes of the proceedings of the meeting of the Committee held on 23rd November, 2022 were submitted.

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

20. TREASURY MANAGEMENT OUTTURN REPORT FOR QUARTER 3 2022/23

The Borough Treasurer submitted a report which put forward the Treasury Management Outturn report for Quarter Three of 2022/2023.

The Committee was reminded that the report was a requirement of the Council's reporting procedures and covered the Treasury Management activity during the second quarter of

2022/2023 and the associated Prudential Indicators for 2022/2023.

In this regard, the report provided an update on the Treasury Management indicators approved at the meeting of the Budget Council in February, 2022. As at the end of Quarter Three, 2022/2023 all indicators were within the limits approved at Budget Council.

Resolved - That the report be noted.

21. TREASURY MANAGEMENT AND INVESTMENT STRATEGIES FOR 2023/24 TO 2026/27

The Borough Treasurer submitted a report which outlined the Council's prudential indicators for 2023/24 – 2026/27 and set out the expected treasury operations for this period.

The report had previously been approved by the Council at its meeting on 15th February, 2023 and was submitted to this Committee as part of its scrutiny function.

In this regard, the report advised that the Treasury Management Strategy for 2023/24 covered the following two main areas:

Capital issues (per the Capital Strategy Report)

- the capital expenditure plans and the associated prudential indicators; and
- the minimum revenue provision (MRP) policy.

Treasury management issues

- the current treasury position;
- treasury indicators which limited the treasury risk and activities of the Council;
- prospects for interest rates;
- the Borrowing Strategy;
- the policy on borrowing in advance of need;
- debt re-scheduling;

- the Investment Strategy;
- the Creditworthiness Policy; and
- the policy on use of external service providers.

These elements covered the requirements of the Local Government Act 2003, the CIPFA Prudential Code, MHCLG MRP Guidance, the CIPFA Treasury Management Code and MHCLG Investment Guidance.

Following consideration of the report, members commented on the Collection Fund and sought clarification on the changes involving the collection of Council Tax on second homes and Business Rates by the Council. Mr Glennon agreed to seek further information on the income streams collected by the Council and circulate the information to members.

Resolved – (i) That the Treasury Management Strategy 2023/24 to 2026/27 and the treasury limits on activity contained within the report now submitted, be noted;

(ii) That the Authorised Limit Prudential Indicator be noted.

(iii) That the Investment Strategy 2023/24 contained in the Treasury Management Strategy, be noted.

(iv) That the Borough Treasurer be requested to provide members with further information regarding changes to the collection of Council Tax on second homes and Business Rates by the Council.

22. ACCOUNTING POLICES AND CRITICAL JUDGEMENTS REPORT

The Borough Treasurer submitted a report which put forward the proposed Accounting Policies and Critical Judgements to be used in producing the 2022/23 Statement of Accounts for consideration and approval of the Committee.

The report advised that the Accounting Polices and the Critical Judgements in applying them were key decisions underpinning the compilation and presentation of the transactions shown in the Council's annual Statement of Accounts. The choice of policies and their application could have a material effect on reporting of the Council's financial position and as such, there

was a requirement to disclose them within the Statement of Accounts.

The choice of policies was constrained and guided by proper accounting practices, the CIPFA Code of Practice on Local Authority Accounting and statutory requirements.

A motion to approve the Accounting Policies and Critical Judgements report was moved and seconded.

Members voting for approval of the report (6):

Councillors Cowen, Hartigan, Haworth, Hayes, Peel and Walsh

The motion was declared carried.

Resolved – That the Accounting Policies and Critical Judgements report, as now submitted, be approved.

23. INTERNAL AUDIT ASSURANCE QUARTER THREE

The Head of Internal Audit 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 Three.

The report provided a summary of the work of the Internal Audit team from April to December 2022 with a focus on work completed in Quarter Three, together with progress towards delivery of the annual Audit Plan, a 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 through the year would be used to inform an overall Annual Assurance opinion. Following consideration of the report, members made the undermentioned comments/observations:

- the importance of continued training of staff and elected members on IT security to ensure that potential cyber breaches were detected and reported;

- the exact number of audits that had taken place – Mr Powell agreed to clarify this;
- the reasons for the deferral of the Planning audit – Mr Powell advised that this had been delayed due to staff resources and to allow the Planning Department to prepare a background report on various issues;
- concerns about the openness and transparency aspect of Corporate Governance and the ability to access recordings of meetings and reports on public matters; and
- the complaints process and how members of the public should be able to complain about the process itself.

Resolved – That the report be noted and that Mr Powell be requested to seek further clarification regarding public access to reports and recording of meetings with the Borough Solicitor.

24. EXTERNAL AUDIT UPDATE

Ms K. Murray attended the meeting and gave an update on the external audit of accounts.

Ms Murray advised that the outstanding national information on infrastructure had now been received and was being analysed and the matters on pensions assurance were in the process of being resolved. The process of auditing of accounts was close to completion.

Resolved – That the report be noted.

25. 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 11.00am and finished at 11.40am)

KK6

NOTES

WELLBEING

A record of decisions made by the Executive Cabinet Member with responsibility for Health and Wellbeing, Anti-Poverty and Deprivation, Public Health, Mental Health and Social Care Integration

MONDAY, 6TH FEBRUARY, 2023

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

Councillor Baines	- Executive Cabinet Member – Wellbeing
Councillor Mrs Thomas	- Major Opposition Spokesperson
Councillor McGeown	- Minor Opposition Spokesperson
Councillor Sanders	- Minor Opposition Spokesperson
Councillor Wright	- Minor Opposition Spokesperson
Councillor Newall	- Minor Opposition Spokesperson

Officers

Ms L. Donkin	- Director of Public Health
Ms S. Gilman	- Assistant Director of Public Health
Ms K. Cassidy	- Assistant Director – Population Health and Health Care
Ms T. Minshull	- Assistant Director – Commissioning and Integration
Ms L. Butcher	- Head of Finance - People
Ms A. Hunt	- Senior Lawyer
Mrs S. Bailey	- Principal Democratic Services Officer

21. 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.

22. STRATEGIC FINANCE REPORT - PUBLIC HEALTH QUARTER THREE 2022/23

The Borough Treasurer and Director of Public Health submitted a report which provided information relating to the projected financial position for Public Health for Quarter Three of the 2022/23 Financial Year.

With regard to Revenue Expenditure, the report advised that the revenue outturn position was in line with budget after a movement to reserves of £102k.

Reserves were projected to total £3.788m as at the 31st March, 2023. This was a decrease in year of £5.18m which was mainly due to the use of Contain Outbreak Management Funds.

The Executive Cabinet Member NOTED –

The projected financial position for Public Health as at 31st March 2023 and the Revenue Budget changes in year.

CONFIDENTIAL ITEM

The background papers and reports 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.

**23. EXTENSION OF THE BOLTON CHILDREN'S
INTEGRATED HEALTH AND WELLBEING SERVICE
CONTRACT FOR 2024-25**

The Director of Public Health submitted a report which sought approval to extend the term of the current contract for the provision of the Bolton Children's Integrated Health and Wellbeing Service for up to a period of 12 months.

The report advised that extension of the Contract would allow sufficient time to consider new procurement legislation scheduled to become operational during 2023 and help determine the optimal and efficient commissioning routes for future delivery of this service.

The Executive Cabinet Member APPROVED –

- (i) The extension of the term of the Bolton Children's Integrated Health and Wellbeing Service for a period of up to 12-months (April 2024 to March 2025) enabled by the Public Contract Regulations (2015); and**
- (ii) The authorisation of the Borough Solicitor to carry out any necessary legal formalities in this regard.**

LL4

NOTES

STRONGER COMMUNITIES

A record of decisions made by the Executive Cabinet Member with responsibility for Stronger Communities:-

TUESDAY 7th FEBRUARY, 2023

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

- | | |
|------------------|---|
| Councillor Dean | - Executive Cabinet Member – Stronger Communities |
| Councillor Jiva | - Minor Opposition Spokesperson |
| Councillor Grant | - Minor Opposition Spokesperson |

Officers

- | | |
|----------------|---|
| Mr. L. Fallows | - Director of Corporate Resources |
| Ms. H. Gorman | - Borough Solicitor |
| Ms. J. Pollard | - Head of Finance – Corporate Resources and Place |
| Mrs. V. Ridge | - Democratic Services Manager |

9. 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.

10. DIRECTORATE OF CORPORATE RESOURCES – FINANCE REPORT 2022/2023 – QUARTER THREE

The Director of Corporate Resources submitted a report which provided information relating to the financial Quarter Three

MM2

projected outturn position of the Directorate of Corporate Resources.

Regarding Revenue Expenditure, there was a projected overspend of £115,000 after planned reserve movements and this portfolio would overspend by £4,000.

In relation to Capital Expenditure, the Directorate of Corporate Resources had no current Capital Programme.

Reserves had a projected balance of £8,004,131 earmarked for the end of the year.

The Executive Cabinet Member was also advised that budgeted savings for 2021/2023 for the Directorate of Corporate Resources were £7.431m and the savings programme for the Directorate was now complete.

The Executive Cabinet Member NOTED the financial position as at Quarter Three.