

Bolton Council

MEETING OF THE COUNCIL

23rd March 2022

THE CABINET AND EXECUTIVE CABINET MEMBER MEETINGS



BOLTON METROPOLITAN BOROUGH

Cabinet – 7 th March 2022	AA
Executive Cabinet Member – Leader – 8 th March 2022	BB
Executive Cabinet Member – Deputy Leader – 14 th March 2022	CC
Executive Cabinet Member for Children’s Services – 7 th March 2022	DD
Executive Cabinet Member for Regeneration – 14 th March 2022	EE
Executive Cabinet Member for Highways and Transport – 14 th March 2022	FF
Executive Cabinet Member for Adult Social Care – 7 th March 2022	GG
Executive Cabinet Member for Wellbeing – 7 th March 2022	HH
Executive Cabinet Member for Stronger Communities – 8 th March 2022	JJ
Executive Cabinet Member for Strategic Housing and Planning – 8 th March 2022	KK
Executive Cabinet Member for Environmental Services Delivery – 15 th March 2022	LL



TONY OAKMAN
Chief Executive
Town Hall, Bolton

16th March 2022

AA1

THE CABINET

MEETING, 7TH MARCH, 2022

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 Morgan	Adult Social Care
Councillor Baines	Wellbeing
Councillor Hewitt	Strategic Housing and Planning

Other Members in Attendance

Councillor Radcliffe
Councillor Eckersley-Fallon
Councillor Peel
Councillor McKeon (as deputy for Councillor Zaman)
Councillor Donaghy
Councillor Haworth
Councillor Hayes
Councillor Brady

Officers

Ms. S. Johnson	Deputy Chief Executive
Ms. B. Brown	Director of People
Mr. G. Brough	Director of Place Development
Ms. R. Tanner	Managing Director – Bolton Integrated Care Partnership
Mr. J. Dyson	Director of Place Services
Ms. L. Donkin	Consultant in Public Health
Ms. H. Gorman	Borough Solicitor

Ms. E. Brook	Assistant Director Strategy and Partnerships
Mr. P. Rimmer	Assistant Director Revenues, Benefits and Customer Services
Mrs. V. Ridge	Democratic Services Manager

Apologies for absence were submitted on behalf of Councillors Galloway, Sanders, Walsh, Warren and Zaman.

Councillor Cox in the Chair.

32. MINUTES

The minutes of the proceedings of the meeting of the Cabinet held on 7th February, 2022 were submitted and signed as a correct record.

33. MINUTES OF THE GREATER MANCHESTER COMBINED AUTHORITY

The minutes of the meeting of the Greater Manchester Combined Authority held on 28th January and 11th February, 2022 were submitted for information.

Resolved – That the minutes be noted.

34. CORPORATE PLAN AND DASHBOARD – QUARTER 2 UPDATE

The Deputy Chief Executive submitted a report which provided members with an updated Corporate Performance Plan and Dashboard for the Council for Quarter 2 2021/2022.

The report provided a summary of how the Council was performing corporately, against its agreed priorities and key performance indicators for 2019/2021 and whilst a new Corporate Plan was developed, progress would continue to be monitored against existing priorities. It was also stated that, in line with the implementation of a Digital Strategy, as well as

becoming an intelligence-led Council, the Plan and Dashboard had also been moved to a virtual environment.

Members were advised that in total eighteen priorities were reported quarterly for the Corporate Plan and eleven of these had achieved a green RAG rating and no priorities had been given a red RAG rating.

Table One in the report provided a breakdown of RAG ratings within the Corporate Plan for Quarter 2 and Table Two provided an overview of Direction of Travel for each Key Performance Indicator within the Corporate Dashboard.

A copy of the Corporate Plan and Dashboard for Quarter 2 for 2021/2022 was detailed in Appendix 1 to the report.

Resolved – That the report be noted and the data on life expectancy, on a ward basis, be shared with members.

35. BUSINESS RATES RELIEF SCHEMES 2022

Councillor Haslam declared an interest in the undermentioned item, as he has a business in the town centre, and left the meeting during consideration and determination thereof.

The Deputy Chief Executive submitted a report which sought members approval for the implementation of the new Business Rates Relief Schemes for 2022.

Members were advised that, in recent months, the Government had announced new business support measures in the form of relief on business rates bills which were as follows:-

- Retail, Hospitality and Leisure Business Rates Relief Scheme;
- Extension of Transitional Relief and Supporting Small Business Relief schemes in 2022/2023; and
- Covid-19 Additional Relief Fund (CARF).

With regard to the Retail, Hospitality and Leisure Business Rates Relief Scheme, the report advised that this was a

business rates relief specific measure that would need to be implemented as part of the 2022/2023 annual billing process. It was stated that the guidance for this scheme was published on 21st December, 2021 and it provided for a 50% rates relief in 2022/2023 to be granted on occupied hereditaments that were wholly or mainly being used:-

1. as shops, restaurants, cafes, drinking establishments, cinemas or live music venues;
2. for assembly and leisure; or
3. as hotels, guest and boarding premises or self-catering accommodation.

The report informed members that for the 2022/2023 Retail, Hospitality and Leisure Relief Scheme it was not the case that all businesses eligible in 2021/2022 would be eligible in 2022/2023 due to the introduction of a £110,000 national cash cap per business in addition to subsidy limits. As a result and given the limited time to verify eligibility before annual billing, due to the need to implement two new grant schemes, all businesses would be provided with eligibility information and how to apply as part of the 2022/2023 annual billing process. It was estimated that over 1,000 businesses would benefit from this relief.

With regards to the extension of Transitional Relief and Supporting Small Businesses Relief Schemes, it was stated that this was also a business rates specific measure that would need to be implemented as part of the 2022/2023 annual billing process. Members were advised that transitional relief scheme was introduced in 2017 to help those ratepayers who were faced with higher bills as a result of the revaluation, however, the scheme was due to end on 31st March, 2022 and as a result a small number of ratepayers would face a jump to their full rates bill from 1st April, 2022. In view of this, the government announced that it would extend the current transitional relief scheme and the supporting small business scheme in 2022/2023 via the granting of a Local Discount. It was explained that the scheme would restrict increases in bills to 15% for businesses with small properties (up to and including £20,000 rateable value) and 25% for medium

properties (up to and including £100,000 rateable value). It was estimated that approximately 65 businesses would benefit from this relief.

In terms of the Covid-19 additional relief fund (CARF), members were advised that the Government announced in March, 2021 plans to provide an additional business rates support package, worth £1.5 billion, to support businesses in England affected by Covid-19 but not eligible for existing support linked to business rates. It was explained that Bolton's funding amounted to £5,697,827 and, as with any discretionary scheme the greatest challenge was understanding what level of demand there would be against these funds, whilst awarding the relief as quickly as possible. It was therefore proposed that an application period began from 8th March, 2022 and run throughout that month. This would enable the level of demand to be better established and assist in calculating the actual relief that could be awarded. It was stated that the percentage(s) being proposed to be granted would then be reported for approval prior to the awards being made in April, 2022.

In terms of the financial implications, the report advised that the Retail, Hospitality and Leisure Relief and Extension of Transitional Relief and Supporting Small Business Relief schemes were fully funded by Government and so there were no financial implications for the Council. With regards to the CARF scheme, this was a discretionary scheme for which a maximum funding amount of £5,697,827 was being provided and therefore it was essential that the scheme did not commit to total awards greater than this value.

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 Small Business Relief scheme, as set out in the report, be approved.

(iii) That the opening of the Covid-19 Additional Relief Fund (CARF) for applications from 8th March, 2022, as set out 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 8TH MARCH, 2022

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

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

Officers

- | | |
|----------------|---------------------------------|
| Ms. H. Gorman | - Borough Solicitor |
| Mr. G. Brough | - Director of Place Development |
| Ms. J. Pollard | - Head of Strategic Finance |
| Mrs. V. Ridge | - Democratic Services Manager |

45. 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.

46. DIRECTORATE OF CORPORATE RESOURCES – BUDGET REPORT 2022/23

The Deputy Chief Executive submitted a joint report which provided information relating to the portfolio budgets within the Directorate of Corporate Resources which completed the Corporate Business Planning Process (CBPP) for 2022/2023.

The report represented the final stage of the CBPP for 2022/23 and detailed the changes between the 2021/22 and the 2022/23 Revenue Budget for the Directorate of Corporate Resources.

Appendix A to the report provided a detailed objective analysis of the Budget analysed by service area and Executive Cabinet Member portfolio.

Appendix B to the report provided a detailed subjective analysis of the budget analysed by expenditure type and Executive Cabinet Member portfolio.

From the objective analysis, the net revenue budget for the Directorate of Corporate Resources amounted to £18.152m.

The controllable CBPP revenue budget for the Directorate of Corporate Resources, amounted to £28.477m. Within this Directorate, the controllable CBPP Revenue Budget for the Executive Cabinet Member - Leader amounted to £26.735m.

Appendix C to the report provided a detailed variance analysis of changes between the original budget for 2021/22 and the proposed budget for 2022/23.

With regard to savings and efficiencies, the report advised that in setting the previous Strategic Budget for 2020/21, the Directorate of Corporate Resources was required to implement £7.431m of saving and efficiency reductions over the 2021/23 financial years.

In this regard, £5.494m of reductions had been implemented during 2020/21 leaving £1.938m to be completed in 2022/23.

Whilst working through the Savings Programme, it had become evident that several options were unachievable. As a result, the Directorate had reviewed all its budgets and proposed the following substitutions:

- Restrict Cash Limited Inflation (£143k) - limit cash limited budgets to the levels of 2021/22;
- Members Allowance (£113k) – reduce the budget allocated to fund members allowances to the actual level of expenditure; and
- MRP budget reduction (£735k) - reduce the budget to reflect the current level of expenditure.

The Executive Cabinet Member NOTED –

(i) The controllable Revenue Budget for the Executive Cabinet Member – Leader which amounts to £26.735m; and APPROVED -

(ii) The proposed savings contained within the report now submitted.

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NOTES

DEPUTY LEADER

A record of decisions made by the Executive Cabinet Member with responsibility for the Deputy Leader's Portfolio:-

MONDAY 14TH MARCH, 2022

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

Councillor Mrs Fairclough	- Executive Cabinet Member – Deputy Leader's Portfolio
Councillor Zaman	- Major Opposition Spokesperson
Councillor Sanders	- Minor Opposition Spokesperson
Councillor Sanders	- Minor Opposition Spokesperson

Officers

Mr J. Dyson	- Director of Place (Services)
Mrs. J. Pollard	- Head of Finance
Mrs. N. Raby	- Senior Lawyer
Mr. I. D. Mulholland	- Deputy Democratic Services Manager

14. 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.

15. DIRECTORATE OF PLACE BUDGET, 2022/23

The Directors of Place Services and Place Development and the Deputy Chief Executive submitted a joint report which set out the portfolio revenue budgets, fees and charges updates,

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savings proposals and capital programme within the Directorate of Place for 2022/23.

The report explained that the proposed revenue budget for the Directorate of Place for 2022/23 was £34,340,900.

Table one of the report provided an objective analysis of the budget, with the information analysed by service area.

The Executive Cabinet Member NOTED the proposed revenue budget of £34,340,900 prior to the adoption of saving options and also NOTED the capital programme of £151,761,362.

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, 7th MARCH, 2022

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

Councillor Galloway	- Executive Cabinet Member – Children's Services
Councillor Donaghy	- Major Opposition Spokesperson
Councillor Sanders	- Minor Opposition Spokesperson
Councillor Wright	- Minor Opposition Spokesperson
Councillor McMulkin	- Minor Opposition Spokesperson
Councillor Fletcher	- Minor Opposition Spokesperson

Officers

Mr P. Rankin	- Deputy Director of Children's Services
Ms G. Whitehead	- Assistant Director of Children's Services – Inclusive Education and Learning
Mr I. Walker	- Assistant Director – Social Care and Early Help
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. CHILDREN'S SERVICES PERFORMANCE REPORT QUARTER 3 2021/22

The Director of Children's Services submitted a report which provided an update on the latest available 2021/22 performance information for the Department of Children's Services.

The report provided a summary of the performance of the Children's Services Department during Quarter 3 of 2021/22 and outlined performance against the priorities of the Corporate Plan, the Children and Young People's Plan and related key performance indicators.

The Executive Cabinet Member NOTED the report.

37. DEPARTMENT OF CHILDREN'S SERVICES STRATEGIC BUDGET REPORT 2022/23

The Deputy Chief Executive and the Director of Children's Services submitted a joint report which provided details in relation to the Children's Services Strategic Budget Report 2022/23 for consideration and approval.

The report outlined the Revenue Budget for the Department of Children's for the Financial Year 2022/202 and included an analysis of how the budget, including savings, had been prepared and assumptions that had been taken.

The report also included the Capital Programme for the period 2022/2023.

The report advised that the Children's Department savings programme of £9.291m had been identified in the February 2021 budget report to Council. The remaining savings were detailed in appendix B to the report. Budgets would be amended during the year when reviews were realised.

As part of the budget setting process, savings had been identified and achieved in respect of the following savings options:

- reduction in legal expenditure (£250k)
- review of resources within staying safe (£1m)
- review of staffing within the commissioning and support services (100k)

The Department's Capital Programme was detailed in Appendix C to the report which totalled £23.203m in the 2022/23 Financial Year.

The report recommended that the Director of Children's Services be authorised to:

- (a) procure capital works via the Council's Corporate Procurement Team (either through call offs under any available framework(s) or via open tender procurement process) for school improvement schemes where the value of the works was less than £350,000 to enable the capital programmes to progress; and
- (b) award grant funding to an academy trust up to the value of £350,000 to enable the trust to deliver a capital works scheme to school premises and / or purchase furniture, fixtures, and equipment to achieve the increase in numbers on roll.

The Executive Cabinet Member NOTED -

(i) The Revenue Budget for Children's Services – LA block of £49,869,200; and

(ii) The Capital Programme for Children's Services - £23,203,000; and APPROVED -

(iii) The identified savings and efficiencies detailed within the report now submitted; and

(iv) The delegation of authority to the Director of Children's Services to call off on the framework(s) for the Capital Programme on the basis detailed in section 7 of the report now submitted.

38. HOLIDAY ACTIVITIES AND FOOD - CHRISTMAS REVIEW AND 2022 PLAN

The Director of Children's Services submitted a report which provided an update on the nature and proposals for the further coordination and delivery in Bolton of the Government funded Holiday Activities and Food (HAF) Programme within which Bolton had an allocation of up to £1.5 million in 2021 and up to £1.44 million per year in 2022 onwards.

The report provided an overview of provision offered at Christmas, 2021 and sought approval for proposals for provision and spend over the 2022 main school holiday periods.

The report also identified various posts that were required in order to deliver the HAF Programme, full details of which were provided.

The Executive Cabinet Member APPROVED –

(i) The proposals for 2022 and the delegation of further decision-making responsibility for the Holiday and Activities Food Programme to the Director of Children's Services on the basis detailed in the report now submitted; and

(ii) The establishment of the posts detailed in the report now submitted to coordinate, manage, and deliver the Holiday Activities and Food Programme.

CONFIDENTIAL ITEMS

The background papers and report in relation to the following items were considered confidential as defined in paragraph 3 of Schedule 12A of the Local Government Act 1972 and that it be deemed that, in all the circumstances of the case, the public interest in their exemption outweighs the public interest in their disclosure.

39. TRANSPORT MANAGEMENT SYSTEM

The Director of Children's Services submitted a report which sought approval to seek permission to procure a Transport Management System.

The report outlined the reasons for reviewing the existing transport arrangements and put forward various options in this regard for either seeking tenders or awarding under an existing framework agreement.

The council would look to award a contract initially for 2 years with an option to extend for an additional 2 years. Any new system would need to be in place for end of July 2022 for the start of the next academic year (September 2022).

The Executive Cabinet Member APPROVED -

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

- (a) procure a transport 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;**
- (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.

40. PROPOSED PERMANENT EXPANSION OF SS SIMON AND JUDE CE ACADEMY SCHOOL

Further to Minute 47 of the meeting of the Executive Cabinet Member for Children's Services held on 15th April, 2020, the Director of Children's Services submitted a report which advised of the primary pupil place pressures in the Great Lever area and sought approval for Capital funding to support the permanent expansion of SS Simon and Jude CE Academy School.

The report provided details that the latest pupil projection update continued to highlight the likelihood of a high demand for primary school places in the Great Lever and adjoining Morris Green area. It was stated that unless the temporary additional capacity that had previously been created at SS Simon and Jude was retained and the School was fully and permanently expanded to a three form entry across all year groups (to provide 630 places overall), demand for primary school places was expected to exceed available places, although the identified demand was not sufficiently high to warrant a new school.

In this regard, the report outlined proposals to allocate Basic Need Funding to SS Simon and St Jude by way of a funding agreement to enable its permanent extension to a three-form entry school, full details of which were provided.

The Executive Cabinet Member APPROVED –

The allocation of up to £2.0M of Basic Need funding for SS Simon and Jude CE Academy School to be provided by way of a funding agreement to enable it to be expanded from a two form entry to a three form entry provision thereby creating an additional 210 permanent primary school places.

REGENERATION

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

MONDAY, 14TH MARCH, 2022

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

Councillor Warren	- Executive Cabinet Member – Regeneration Portfolio
Councillor McKeon	- Major Opposition Spokesperson
Councillor Hayes	- Minor Opposition Spokesperson
Councillor Sanders	- Minor Opposition Spokesperson
Councillor Grant	- Minor Opposition Spokesperson
Councillor Allen	- Minor Opposition Spokesperson
Councillor McMulkin	- Minor Opposition Spokesperson

Officers

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

26. 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.

27. DIRECTORATE OF PLACE BUDGET, 2022/23

The Directors of Place Services and Place Development and the Deputy Chief Executive submitted a joint report which set out the portfolio revenue budgets, fees and charges updates, savings proposals and capital programme within the Directorate of Place for 2022/23.

The report explained that the proposed revenue budget for the Directorate of Place for 2022/23 was £34,340,900.

Table one of the report provided an objective analysis of the budget, with the information analysed by service area.

The Executive Cabinet Member NOTED the proposed revenue budget of £34,340,900 prior to the adoption of saving options and also NOTED the capital programme of £151,761,362.

28. IMPLEMENTATION OF WESTHOUGHTON DISTRICT CENTRE KEY DEVELOPMENT PRIORITY PROPOSALS – PHASE 2 WORKS

The Director of Place Development submitted a report which gave details of a proposed public realm scheme for Market Street, Westhoughton and sought approval of funding from the Town Centres Fund to deliver the Phase two works.

The report explained that previous Executive Cabinet Member approval had been given of funding for Phase one and those schemes were now progressing.

In terms of Phase two for Market Street, TfGM procured a world renowned infrastructure consultancy to produce the design concept and this was attached to the report at appendix one.

The report also set out information in relation to the consultation and the design approach.

The report envisaged a start date on site of the end of July / early August, 2022.

The two options were also set out in the report.

The Executive Cabinet Member AGREED to-

- (i) Approve the public realm scheme for market Street, as set out in the report;**
- (ii) Approve a capital spend of £2.3 million from the District Centres Fund to procure and deliver the scheme;**
- (iii) Authorise the Directors of Place, in consultation with the Executive Cabinet Member for Regeneration to finalise the design and costs; and**
- (iv) Authorise the Borough Solicitor to carry out all the necessary legal formalities where required.**

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EXECUTIVE CABINET MEMBER FOR HIGHWAYS AND TRANSPORT

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

MONDAY, 14TH MARCH, 2022

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

Councillor Haslam	Executive Cabinet Member for Highways and Transport
Councillor Ayub	Major Opposition Spokesperson
Councillor Hayes	Minor Opposition Spokesperson
Councillor Flitcroft	Minor Opposition Spokesperson
Councillor Grant	Minor Opposition Spokesperson
Councillor McMulkin	Minor Opposition Spokesperson
Councillor Fletcher	Minor Opposition Spokesperson

Officers

Mr. J. Dyson	Director of Place (Services)
Mr. J. Kelly	Assistant Director Highways and Engineering
Ms. J. Pollard	Head of Finance
Mrs. N. Raby	Senior Lawyer
Mr. I. D. Mulholland	Deputy Democratic Services Manager

24. 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.

25. DIRECTORATE OF PLACE BUDGET, 2022/23

The Directors of Place Services and Place Development and the Deputy Chief Executive submitted a joint report which set out the portfolio revenue budgets, fees and charges updates, savings proposals and capital programme within the Directorate of Place for 2022/23.

The report explained that the proposed revenue budget for the Directorate of Place for 2022/23 was £34,340,900.

Table one of the report provided an objective analysis of the budget, with the information analysed by service area.

The Executive Cabinet Member NOTED the proposed revenue budget of £34,340,900 prior to the adoption of saving options and also NOTED the capital programme of £151,761,362 and APPROVED the implementation of the £382,000 savings as set out in paragraph 5.1.1 of the report and furthermore, APPROVED that no increase will be applied to on-street parking charges for 2022/23 as set out in paragraph 5.2.7 of the report.

26. ADOPTION OF A CULVERTED WATERCOURSE AT BARTON QUARTER (FORMER HORWICH LOCO WORKS) DEVELOPMENT, HORWICH

The Director of Place Services submitted a report which sought Executive Cabinet Member approval to adopt a culverted watercourse beneath prospectively adoptable highway under a Section 38 Agreement.

The Executive Cabinet Member was advised that the Barton Quarter development at the former Horwich Locomotive Works, Horwich consisted of 112 new build properties and approximately 615m length of prospectively adoptable highway. The Developer was Bellway Homes Limited.

The report explained that a culverted watercourse had been constructed beneath roads 2,4 and 5 on the plan. The culvert was a simple watercourse which drained land to the north of the development. The culverted watercourse had ben diverted as part of the Barton Quarter Development and this had ben supervised by the Council.

The report explained that whilst the Council had no duty to adopt the culverted watercourse, it was proposed that the Council did so on a voluntary basis as it would reduce long term financial liabilities and that the developer paid a commuted sum to the Council in contribution to the future costs.

The Executive Cabinet Member AGREED-

- (i) Approved the adoption of the culverted watercourse located beneath adoptable highway on the Barton Quarter development in Horwich.**
- (ii) Delegate authority to the Assistant Director of Place, Highways and Engineering to negotiate and enter into Section 38 agreements as detailed in the report.**
- (iii) Delegate authority to the Borough Solicitor to carry out all relevant legal formalities.**

27. POTHoles IN THE SMITHILLS WARD – RESPONSE TO PETITION

The Director of Place Services submitted a report which advised the Executive Cabinet Member of representations which had been received in response to the presence of potholes on several streets located within the Smithills Ward.

The report explained that a petition containing 126 signatures had been served on the Council to request that the Council assesses and where necessary fixes potholes in the area in particular on Shrewsbury Road, Lonsdale Road, Mornington Road, Back Hastings road and Harrow Road.

The report explained that a full highway safety inspection was carried out on roads concerned and a number of defects were identified both on the footway and carriageway. There were also larger areas of carriageway deterioration observed and which had been submitted to the Asset Management Team as a potential consideration for a future resurfacing programme.

The repairs that were recorded on Lonsdale Road, Harrow Road, Back Hastings and Mornington Road that met the criteria had been repaired around the 10th November, 2021. In respect of Shrewsbury Road, the repairs were undertaken between 16th November, 2021 and 12th January, 2022.

It was also explained that at present the funding for next year as far as the unclassified network was concerned was yet to be determined. Shrewsbury Road was not near the top of the list. Officers would though be considering if repairs could be carried out under the patching programme.

The Executive Cabinet Member AGREED that the action taken in respect of the petition received was reasonable and proportionate to the issues raised.

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, 7TH MARCH, 2022

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

Councillor Morgan	- Executive Cabinet Member for Adult Social Care
Councillor Haworth	- Major Opposition Spokesperson
Councillor Sanders	- Minor Opposition Spokesperson
Councillor Wright	- Minor Opposition Spokesperson
Councillor McMulkin	- Minor Opposition Spokesperson
Councillor Fletcher	- Minor Opposition Spokesperson

Officers

Ms R. Tanner	- Managing Director – Bolton Integrated Care Partnership
Mr P. Lee	- Director of Operations - Social Care and Health
Ms T. Minshull	- Assistant Director Commissioning and Integration
Ms L. Butcher	- Head of Finance - People
Ms C. McMullen	- Group Accountant
Ms A. Hunt	- Senior Lawyer
Mrs S. Bailey	- Principal Democratic Services Officer

17. 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.

18. DEPARTMENT OF ADULTS – STRATEGIC BUDGET REPORT 2022/23

The Managing Director of the Bolton Integrated Care Partnership and the Deputy Chief Executive submitted a joint report which outlined the Revenue Budget for the Department of Adults for the Financial Year 2022/2023.

The report provided an analysis of how the budget, including savings, had been prepared and assumptions that had been taken. It also included the Capital Programme for the period 2022/2023.

The report advised that the Adults Department savings programme of £12.26m had been identified in the February, 2021 budget report to Council. A breakdown of remaining savings to be achieved was detailed in appendix B. Budgets would be amended during the year when reviews were realised.

As part of the budget setting process, savings had been identified and achieved in respect of the following savings options:

- Transformation of Older Adults and Learning Disability Day Care ;
- Review of delivery model of Integrated Equipment Stores;
- Review of all contracts and grants;
- Review of staffing in the Adults portfolio;
- Review of Intermediate Tier provision; and
- Review of Income and Subsidies

Appendix C to the report provided details of the Department's Capital Programme, which totalled £5.663m in the 2022/23 Financial Year.

The report recommended that the Managing Director of the Bolton Care Integrated Partnership be authorised to procure for schemes under the limit of £350k via the Council's Corporate Procurement Team either through call offs under any available framework(s) or via open tender procurement process to enable the Capital Programmes to progress.

The Executive Member NOTED –

(i) The revenue budget for Adult Services - £70,286,900

(ii) The Capital Programme for Adult Services - £5,663,000; and APPROVED -

(ii) The identified savings and efficiencies detailed within the report; and

(iii) The delegation of authority to the Managing Director of the Bolton Integrated Care Partnership to call off on the framework(s) for the Capital Programme as detailed in section 7 of the report now submitted.

19. HOUSING BUDGET REPORT – 2022/2023

The Managing Director of the Bolton Integrated Care Partnership and the Deputy Chief Executive submitted a joint report outlined the revenue budgets for 2022/2023 for Housing Services.

This report outlined the Housing Revenue Budget for the Department of Adults for the Financial year 2022/2023 and included an analysis of how the budget, including savings, had been prepared and assumptions that had been taken.

The Executive Cabinet Member NOTED –

The proposed revenue budget for Housing Services in the sum of £1,692,200

CONFIDENTIAL ITEM

The background papers and report in relation to the following item were considered confidential as defined in paragraph 3 of Schedule 12A of the Local Government Act 1972 and that it be deemed that, in all the circumstances of the case, the public interest in their exemption outweighs the public interest in their disclosure.

20. SUPPORT AND MAINTENANCE CONTRACT FOR ADULTS SOCIAL CARE CASE MANAGEMENT SYSTEM

The Managing Director of the Bolton Integrated Care Partnership submitted a report which sought permission to procure the provision, maintenance and support (including remote support) of the Council's Adults Social Care System.

The report advised that the current contractual arrangements with the current provider would end on 31st March, 2022.

In this regard, the report put forward various options for future procurement:

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

The report advised that Option 1 was recommended based on the added benefits now detailed.

Following internal market testing, it was noted that Option 2 did not bring any better value both in terms of costs but also system requirements. However, it 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 Managing Director of the Integrated Care Partnership to:

- (a) procure the provision, maintenance and support (including remote support) of the Council's Adult Social Care 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; and**

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

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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, 7TH MARCH, 2022

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

Councillor Baines	- Executive Cabinet Member – Wellbeing
Councillor Sanders	- Minor Opposition Spokesperson
Councillor Wright	- Minor Opposition Spokesperson
Councillor Fletcher	- Minor Opposition Spokesperson

Officers

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

24. 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.

**25. PUBLIC HEALTH STRATEGIC BUDGET REPORT –
2022/2023**

The Deputy Chief Executive and the Director of Public Health submitted a joint report which put forward the Revenue Budgets for 2022/2023 for Public Health Services.

The report outlined the Department of Public Health Revenue Budget for the year 2022/2023 which included an analysis of how the budget had been prepared and assumptions that had been taken.

The Executive Member NOTED –

(i) The proposed revenue budget for Public Health Services in the sum of £17,695,200.

STRONGER COMMUNITIES

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

TUESDAY 8th MARCH, 2022

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

Councillor Dean	- Executive Cabinet Member – Stronger Communities
Councillor Jiva	- Major Opposition Spokesperson
Councillor Veevers	- Minor Opposition Spokesperson
Councillor Weatherby	- Minor Opposition Spokesperson

Officers

Ms. H. Gorman	- Borough Solicitor
Ms. J. Pollard	- Head of Strategic Finance –
Mrs. V. Ridge	- Democratic Services Manager

13. 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.

14. DIRECTORATE OF CORPORATE RESOURCES – BUDGET REPORT 2022/23

The Deputy Chief Executive submitted a joint report which provided information relating to the portfolio budgets within the Directorate of Corporate Resources which completed the Corporate Business Planning Process (CBPP) for 2022/2023.

The report represented the final stage of the CBPP for 2022/23 and detailed the changes between the 2021/22 and the 2022/23 Revenue Budget for the Directorate of Corporate Resources.

Appendix A to the report provided a detailed objective analysis of the Budget analysed by service area and Executive Cabinet Member portfolio.

Appendix B to the report provided a detailed subjective analysis of the budget analysed by expenditure type and Executive Cabinet Member portfolio.

From the objective analysis, the net revenue budget for the Directorate of Corporate Resources amounted to £18.152m.

The controllable CBPP revenue budget for the Directorate of Corporate Resources, amounted to £28.477m. Within this Directorate, the controllable CBPP revenue budget for the Executive Cabinet Member - Stronger Communities amounted to £1.742m.

Appendix C to the report provided a detailed variance analysis of changes between the original budget for 2021/22 and the proposed budget for 2022/23.

With regard to savings and efficiencies, the report advised that in setting the previous Strategic Budget for 2020/21, the Directorate of Corporate Resources was required to implement £7.431m of saving and efficiency reductions over the 2021/23 financial years.

In this regard, £5.494m of reductions had been implemented during 2020/21 leaving £1.938m to be completed in 2022/23.

Whilst working through the Savings Programme, it had become evident that several options were unachievable. As a result, the Directorate had reviewed all its budgets and proposed a number of substitutions which were detailed in the report.

The Executive Cabinet Member NOTED –

- (i) The controllable CBPP Revenue Budget for the Executive Cabinet Member - Stronger Communities, which amounts to £1.742m; and APPROVED -**
- (ii) The proposed savings, which are within his portfolio, as detailed in the report now submitted.**

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STRATEGIC HOUSING AND PLANNING

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

TUESDAY, 8th MARCH, 2022

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

- | | |
|-------------------------|---------------------------------------------------------------|
| Councillor Hewitt | - Executive Cabinet Member for Strategic Housing and Planning |
| Councillor Silvester | - Major Opposition Spokesperson |
| Councillor T. Wilkinson | - Minor Opposition Spokesperson |

Officers

- | | |
|--------------------|---------------------------------------------------------------|
| Mr. G. Brough | - Director of Place |
| Mr. P. Whittingham | - Assistant Director of Economic Development and Regeneration |
| Ms. H. Gorman | - Borough Solicitor |
| Ms. J. Pollard | - Head of Strategic Finance |
| Mrs. V. Ridge | - Democratic Services Manager |

14. 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.

15. DIRECTORATE OF PLACE – BUDGET REPORT 2022/23

The Deputy Chief Executive and the Director of Place (Development) submitted a joint report which outlined the portfolio Revenue Budgets, fees and charges updates, savings

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proposals and Capital Programme within the Directorate of Place.

The report represented the final stage of the Corporate Business Planning Process (CBPP) for 2022/23 and outlined the Revenue Budget for the Directorate of Place.

In addition, the report included the Capital Programme for the period 2022/23 to 2023/24.

The proposed Revenue Budget for the Directorate of Place for 2022/23 was £34,340,900. Table 1 provided an objective analysis of the budget, with the information analysed by Service Area.

Appendix A to the report provided a detailed variance analysis of changes between the original Budget for 2021/22 and the proposed Budget for 2022/23.

The proposed strategic budget for the Directorate of Place was £34,340,900.

In setting the previous Strategic Budget for 2020/21, the Directorate of Place was required to implement £6.161m of saving and efficiency reductions over the 2021/23 financial years. £3.689m of reductions had been implemented during 2020/21, leaving £2.472m to be completed in 2022/23.

In this regard, the report sought approval from the Executive Cabinet Member for Strategic Housing and Planning to approve proposals to increase the Planning Application fees. Certain planning and building control fees were set in accordance to statutory guidance or based on cost recovery only. In these instances, price increases may vary from the 2% inflationary guidance. Increases in other planning service fees may also be varied on an individual basis outside of the guidance level in order to maintain the overall budgeted total income increase of 2% across planning services.

Appendix B to the report provided details of the Directorate of Place Capital Programme for 2022/23 to 23/24 which totalled £151,761,362.

The report proposed a net budget for the Directorate of Place of £34,340,900.

The Executive Cabinet Member for Strategic Housing and Planning NOTED –

(i) The proposed revenue budget of £34,340,900 prior to the adoption of savings;

(ii) The capital programme of £151,761,362; and

APPROVED –

(iii) The proposal to vary increases in fees relating to planning services for 2022/23, as set out in paragraph 5.2.1 of the report now submitted.

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EXECUTIVE CABINET MEMBER ENVIRONMENTAL SERVICES DELIVERY

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

TUESDAY 15th MARCH, 2022

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

Councillor Muslim	Executive Cabinet Member for Environmental Services Delivery
Councillor Sherrington	Major Opposition Spokesperson
Councillor Veevers	Minor Opposition Spokesperson
Councillor Flitcroft	Minor Opposition Spokesperson
Councillor Allen	Minor Opposition Spokesperson

Officers

Mr. J. Dyson	Director of Place Services
Mr. J. Sharrock	Head of Environmental Operations
Ms. J. Pollard	Head of Strategic Finance
Ms. J. Barber	Services to Schools Manager
Mrs. V. Ridge	Democratic Services Manager

11. MONITORING OF DECISIONS

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

The Executive Cabinet Member NOTED the report.

12. DIRECTORATE OF PLACE – BUDGET REPORT 2022/2023

The Deputy Chief Executive and the Director of Place (Services) submitted a joint report which outlined the portfolio Revenue Budgets, fees and charges updates, savings proposals and Capital Programme within the Directorate of Place.

The report represented the final stage of the Corporate Business Planning Process (CBPP) for 2022/2023 and outlined the Revenue Budget for the Directorate of Place.

In addition, the report included the Capital Programme for the period 2022/2023 to 2023/2024.

The proposed Revenue Budget for the Directorate of Place for 2022/2023 was £34,340,900. Table 1 provided an objective analysis of the budget, with the information analysed by Service Area.

Appendix A to the report provided a detailed variance analysis of changes between the original Budget for 2021/2022 and the proposed Budget for 2022/2023.

The proposed strategic budget for the Directorate of Place was £34,340,900.

In setting the previous Strategic Budget for 2020/2021, the Directorate of Place was required to implement £6.161m of saving and efficiency reductions over the 2021/2023 financial years. £3.689m of reductions had been implemented during 2020/2021, leaving £2.472m to be completed in 2022/23.

In this regard, the report sought approval from the Executive Cabinet Member for Environmental Services Delivery to approve the following proposals which would achieve a saving of £51,000, viz:-

Service Area	Proposal	Saving (k)
Greenspace	Reduction in cash limited infrastructure budget	16

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Waste – domestic	Increase in charges above inflation	10
Waste – trade	Increase fees and charges	25
	Total	51

The Executive Cabinet Member was also advised that corporate budget guidance assumed an inflationary increase in fees and charges for 2022/2023 of 2% and, therefore, approval was sought to vary this increase in the following service areas, viz:-

- Pest Control – it was proposed to increase the charge for rats and mice by 12.5% and 5% for all other pests;
- Domestic Waste – it was proposed to increase the Bulky Waste removal charges by inflation plus 8%;
- Trade Waste – it was stated that on renewal of trade waste contracts consideration would be taken of costs incurred against income generated and approval was sought for increases in excess of 2% where supported by rebalancing of costs and charges on individual contracts;
- Bereavement Services – it was stated that bereavement services fees and charges were generally proposed to rise in line with 2% inflation guidance. However, the exception was those goods and services which were procured from external providers and for which larger increases in costs had been notified or were anticipated. Given that the supply markets were likely to remain volatile for a period it was proposed to increase fees on these items by 10% at this time and for costs to be monitored; and
- School Meals – a 2% increase in the charge for a school meal was being applied in response to corporate guidance on inflation, however, this made the cost unmanageable from a cash collection perspective. It was therefore proposed that the cost of a school meal be increased from £2.20 to £2.25.

Appendix B to the report provided details of the Directorate of Place Capital Programme for 2022/23 to 2023/2024 which totalled £151,761,362.

The report proposed a net budget for the Directorate of Place of £34,340,900.

The Executive Cabinet Member NOTED -

- (i) The proposed revenue budget of £34,340,900 prior to the adoption of savings;**
- (ii) The capital programme of £151,761,362; APPROVED –**
- (iii) The proposals to vary increases in fees and charges as detailed in the report; and**
- (iv) The implementation of £51,000 savings as detailed in the report.**

13. ELECTRONIC KITCHEN MANAGEMENT SOLUTION

The Director of Place Services submitted a report which sought the Executive Cabinet Members approval to tender and award a contract for the provision of an appropriate kitchen management solution for the School Meals Service.

By way of background, the Executive Cabinet Member was advised that from 2014 the School Meals Service had twice procured a kitchen management and monitoring system. The system was introduced into school kitchens with the intention of replacing paper-based procedures, facilitating back-office reporting and ensuring that performance of each kitchen could be monitored. A second licence agreement was purchased annually from a separate supplier for recording and publishing/communicating the nutritional and allergen content of menu items.

The report provided details in relation to the current suppliers and it was stated that moving forward, the School Meals Service was looking to combine the two systems and streamline the function.

It was explained that in undertaking a procurement exercise, the Service was seeking to secure a fully interactive kitchen management solution which included a procurement platform, human resource management functionality, meal selector and pre-ordering option, stock and document store, menu creator, allergen

and nutritional content portal, recipe creator, messaging and the capability to design forms. The kitchen management system would also provide an opportunity to develop the current ordering procedure for the Building Cleaning Service, thereby facilitating a move away from paper-based ordering.

The Executive Cabinet Member was advised that there were a number of software suppliers in the market who could offer kitchen management system software and services. Some of these were established providers with links to other 'off the shelf' products and systems. Furthermore, the YPO framework offered direct access to pre-vetted and established suppliers and contract award could be via direct award or mini competition.

The intention was to procure a single solution that incorporated a full kitchen management solution including software, hardware, installation and training. It was considered that the most economically advantageous outcome would be achieved by tendering the opportunity via YPO's framework agreement for 'Electronic Communications, Payments and Kitchen Management Systems' and the method of 'call off' would be via a further competition.

In terms of the financial implications, the Executive Cabinet Member was informed that the current annual contract costs for Cypad were £68,000 whilst the Saffron portal licence was £3,300 which resulted in an annual expenditure of £71,300. The proposed contract would be for a period of 2 years plus a 1-year extension option and the total value of the contract over the full term would be circa £214,000.

The Executive Cabinet Member AUTHORISED –

- (i) The Director of Place Services to tender for the delivery of a full kitchen management and monitoring system for the School Meals Service in accordance with Standing Orders relating to Contracts;**
- (ii) The Director of Place Services to appoint the most economically advantageous tenderer to deliver the tendered service in accordance with the tender documents and enter into**

a contract in accordance with the advertised terms and conditions; and

(iii) The Borough Solicitor to carry out all the necessary legal formalities.

14. PROCUREMENT OF IN-CAB TECHNOLOGY AND BACK OFFICE SYSTEMS

The Director of Place Services submitted a report which sought the Executive Cabinet Members approval to tender for the procurement of in-cab technology, including route optimisation capability, supporting software and hardware and associated licence agreements.

The Executive Cabinet Member was advised that the Waste and Recycling Service had been using in-cab technology, however, the existing system was now over ten years old, did not effectively align with the existing optimisation software and did not provide the required flexibility to enable real time changes to service provision. It was also limited at present to waste collection round design. Furthermore, the Waste and Recycling Service along with Neighbourhood Services was currently embarking on a review to deliver savings of £1.471 million and the ability to manage the services more effectively, in real time, would enable both services to work together to ensure the most efficient provision of scheduled and reactive services. Investment in a new in-cab technology system and the associated route optimisation functionality was also critical to the delivery of departmental savings targets.

In view of the above, the report stated that the Council wished to retender for a three year contract with an option to extend for a further two years, via a mini tender process within an existing framework for the procurement of in-cab technology and back-office route optimisation software for both Waste and Recycling Neighbourhood Services. The solution would incorporate circa 60 fleet vehicles and would integrate with Access Bolton's Customer Service systems.

With regards to the financial implications, initial estimates suggested that 'set-up' costs for the system would be approximately £140,000 and this would be funded through the 'Cleaner and Greener' programme fund allocation. Ongoing running costs would be approximately £89,000 per annum and would cover in-cab and back-office software licences, trade and reactive work modules for the system and data hosting. The additional revenue expenditure of £42,000 would be contained within existing Waste and Recycling and Neighbourhood Services financial resources.

The Executive Cabinet Member AGREED –

(i) To delegate authority to the Director of Place Services to carry out and complete the procurement activity in relation to in-cab technology and back office systems, as detailed in the report, and to appoint a supplier to deliver the service; and

AUTHORISED –

(ii) The Borough Solicitor to carry out all the necessary legal formalities in relation to the above.

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