

Bolton Council

Report to: Executive Cabinet Member for
Environmental Services

Date: 16th June 2014

Report of: Director of Chief Executive's
Department

Report No:

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

**Confidential /
Non Confidential:**

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

Purpose:

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

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

Recommendations:

The Executive Member is requested to note the report.

Decision:

For noting.

Background Doc(s):

Signed:

Leader / Executive Member

Monitoring Officer

Date:

Date of Meeting	Item and Decision	Action and Progress
	<p><u>Building Cleaning Services Business Plan 2011-2014 (K Roberts)</u></p> <p>The Executive Member APPROVED –</p> <p>The proposed three year Business Plan for Building Cleaning Services, as now submitted.</p>	<p>Business Plan Update to be provided Q4 2013/14</p>
30/08/11	<p><u>Security and Response Business Plan 2011-14 (K Roberts)</u></p> <p>The Executive Member APPROVED –</p> <p>The proposed three year Business Plan for Security and Response, as now been submitted.</p>	<p>Business Plan Update to be provided Q4 2013/14</p>
02/07/12	<p><u>Claim for Public Rights of Way – Edditch Farm (R Woods)</u></p> <p>A Claim was made for a public right of way from Hengist Street to Leverhulme Park via Edditch Farm. The Cabinet Member declined to make an order based on the evidence submitted by the Claimant.</p> <p>The Claimant appealed to the Planning Inspectorate who allowed the appeal. The Planning inspectorate has directed Bolton Council to make an order modifying the Definitive Map and Statement. . The order was made and advertised on 17th January 2014. The period for objection ended on 19th February, several objections were received.</p>	<p>As objections were received, the matter is to be referred to the planning inspector for decision</p>
13/08/12	<p><u>Gorses Road – Repairs To The Fencing Petition (G Grimshaw)</u></p> <p>Following a recommendation from the Cabinet Member for Highways and Transport, the Executive Cabinet Member AGREED that the responsibility for the repairs sits with a third party land owner and is outside of the Council's remit to resolve at our expense and that the matters set out in paragraph 3.2 of the report be included in the letter sent to the petitioner.</p>	<p>The ownership of this land has passed to a new company. The previous company has gone into liquidation and the directors bought up the assets (and liabilities) and formed a new venture. The Council's recharge officer is pursuing the outstanding balance from the new company and remains hopeful of securing the settlement.</p>

21/01/13	<p><u>Highways Maintenance Programme One Off Funding, 2013 – 2015 (K Walker)</u></p> <p>Following a recommendation from the Cabinet Member for Highways and Transportation, the Executive Cabinet Member NOTED the report and APPROVED the programme of works as outlined in Appendix A to the report.</p>	<p>Several projects scheduled for 2014/15 brought forward using additional DFT monies. All projects on course for completion prior to year end. KJW</p> <p>13/14 programme C/way complete.</p> <p>13/14 programme F/way complete</p> <p>14/15 programme C/way 20% complete</p> <p>14/15 programme F/way 80% complete</p>
04/03/13	<p><u>Equipped Play Area Strategy Refresh 2013-2018 (M Russell)</u></p> <p>The Executive Cabinet Member APPROVED -</p> <ul style="list-style-type: none"> (i) The proposed strategic priorities for 2013-2018 as detailed in the report; and (ii) The proposed Action Plan Framework as detailed in the report; SUPPORTED - (iii) The submission of a bid for Capital Funding to be utilised to fund identified priorities in those wards with insufficient Section 106 or other identifiable funding; and AUTHORISED - (iv) The Director of Environmental Services to confirm ward priorities, within the Action Plan Framework, with Ward Members as appropriate. 	<p>Action Plan, including recommended ward priorities, in preparation and being discussed with Ward Members. Agreed 2013/14 priorities implemented. 2014/15 Action Plan identified.</p>

25/03/13	<p><u>Hackney Carriage Licences: Review of the Restriction of Numbers and Unmet Demand (L Duckworth)</u></p> <p>The Executive Cabinet Member AGREED -</p> <ul style="list-style-type: none"> (i) The retention of the restriction to the number of hackney carriage vehicle licences; (ii) That the number of hackney carriage vehicle licences be reduced from 110 to 108; (iii) To explore the provision of rank at the Royal Bolton Hospital; (iv) To consult on and develop any of the independent report's other recommendations; and (v) That the cost of the survey will be recovered from the hackney carriage licence holders at £34 per year over a two year period, as previously approved. 	<p>The reduction has been implemented and the cost of the survey is being recovered from the trade.</p> <p>As highlighted to Members, the recommendations will be built into a priority based action plan for the licensing service and implemented as resources allow.</p> <p>Royal Bolton Hospital indicate there is no space to provide ranking at the hospital.</p>
08/04/13	<p><u>Greenspace Investment Programme 2013-2015 (M Russell)</u></p> <p>The Executive Cabinet Member APPROVED –</p> <ul style="list-style-type: none"> (i) The proposed thematic use of the funding as detailed in the report; and AUTHORISED - (ii) The Director of Environmental Services to develop, amend and implement the projects as outlined in Appendix A to the report, in consultation with the Cabinet Member and Ward Members as appropriate. 	<p>Projects being developed for consultation and implementation as appropriate.</p>
01/07/13	<p><u>Revised Service Charge Agreements for Bolton Market (M Veigas)</u></p> <p>The Executive Cabinet Member for Environmental Services AUTHORISED the Markets Services to underwrite a service charge increase in 2014/15 and 2015/16 as outlined in paragraph 7.3 and 7.4 of the report and APPROVED the revised methodology for the calculation of the service charge as outlined in paragraph 6.0 of the report.</p>	<p>This will be progressed as part of the on-going redevelopment scheme.</p>

02/09/13	<p><u>Proposals to buy in Candidate Training and Testing for Private Hire and Hackney Carriage Driver Licence Applicants (L Duckworth)</u></p> <p>The Executive Cabinet Member APPROVED –</p> <ul style="list-style-type: none"> (i) The proposal to buy in the driver knowledge assessment from Bolton College as detailed in the report; (ii) The introduction of a new driver knowledge training course; (iii) The proposed fee structure; and (iv) That any individuals who have currently booked a knowledge test will be honoured under the existing system (subject to passing the test on the first attempt) but all other individuals will be referred to the College to undertake the new process. 	<p>Service level agreements signed with Bolton College.</p> <p>Training Programme and new testing arrangement now operational.</p> <p>Members overview session to be planned for all new LERC members.</p> <p>Six month review of arrangements –July 2014</p>
07/10/13	<p><u>Scrap Metal Dealers Act, 2013 (Linda Duckworth)</u></p> <p>The Executive Cabinet Member APPROVED –</p> <ul style="list-style-type: none"> (i) The introduction of the two new scrap metal licences; (ii) A basic disclosure being required as part of the application process; (iii) The fee structure, as outlined in the appendix to the report; and (iv) That Council be recommended to agree relevant changes to the Scheme of Delegation and the terms of reference of the Licensing and Environmental Regulation Committee, as indicated in section 4 of the report. 	<p>Applications now being received from existing operators.</p> <p>Checks are being made to enable licences to be issued.</p> <p>Licences are now being processed ready for issue.</p> <p>Licence issue now commenced.</p> <p>Complete and integrated into licensing process.</p>
07/10/13	<p><u>Proposed Savings and Staff Restructuring within Highways and Engineering (SY)</u></p> <p>The Executive Cabinet Member APPROVED the report for consultation purposes with trades unions, staff and stakeholders.</p>	<p>The final staff briefing has been completed with the recruitment process now having commenced and due to be completed by the end of March.</p>

04/11/13	<p><u>Horwich Town Centre 20mph Speed Limit (N Smithies)</u></p> <p>Following a recommendation from the Cabinet Member for Highways and Transport, the Executive Cabinet Member AGREED the revised scheme as shown on drawing number 933034/12, having considered the comments made in response to the local area consultation and the views of ward members.</p>	Objection report for order required July 2014
04/11/13	<p><u>Procurement of Residential Furniture (Ged Gallagher)</u></p> <p>Following a recommendation from the Cabinet Member for Waste, Recycling and Housing, the Executive Cabinet Member AUTHORISED the Corporate Procurement Team to:</p> <ul style="list-style-type: none"> (i) Invite tenders for a service for the provision of Residential Furniture, in accordance with the Council's Standing Orders relating to Contracts; (ii) Appoint the most economically advantageous tenderers for the provision of Residential Furniture in accordance with the tender documents; and (iii) Carry out the necessary legal formalities. 	10 submissions returned on 25.02.14 – tenders being scrutinised with Procurement / Health & Safety colleagues.
2/12/13	<p><u>Maxwell Street, Astley Bridge – Petition (K Walker)</u></p> <p>Following a recommendation from the Cabinet Member for Highways and Transport, the Executive Cabinet Member -</p> <ul style="list-style-type: none"> (i) NOTED the contents of the report and the condition of Maxwell Street; (ii) NOTED that the block paving around the trees would be removed and replaced with grit sand to improve safety; (iii) NOTE that the street nameplate, Back Hoyle Street will be removed as this was not a registered street name and has no historical significance; and (iv) Authorised officers to reply to residents informing them of the outcome. 	Complete

02/12/13	<p><u>AGMA Convictions Policy Relating to Private Hire and Hackney Carriage Licensing (Gillian Hughes)</u></p> <p>The Executive Cabinet Member for Environmental Services AGREED to the undertaking of a consultation exercise as detailed in the report and following this consider the adoption of the AGMA Convictions Policy and implementation of the proposals regarding the future hearing indecency cases.</p>	<p>Consultation ends February 2014. Comments will then be considered.</p> <p>Consultation complete comments and consideration to be reported to Exec Member April 14</p> <p>further development work across all AGMA LA's. Revised policy to be resubmitted for approval..</p>
6/01/14	<p><u>Term Maintenance Contracts for Specialist Highway Surface Treatments (K Walker)</u></p> <p>Following a recommendation from the Cabinet Member for Highways and Transport the Executive Cabinet Member NOTED the report and gave APPROVED that officers be permitted to procure a new term maintenance contract for surface dressing and also in respect of a new term maintenance contract for micro asphalt and slurry works.</p>	<p>Surface Dressing Tender now written and approved by Procurement.</p> <p>Awaiting final sign off from Legal before release. KJW</p>
06/01/14	<p><u>Proposals for increased Period of Validation of Private Hire and Hackney Carriage Vehicle Licenses (Elizabeth Pritchard).</u></p> <p>The Executive Cabinet Member considered the proposals and APPROVED the report subject to the deletion of the word revoke in paragraph 2.7 of the report and the insertion therefor of the word suspend.</p>	<p>Aiming to put procedures in place and implement new proposals from April 2014.</p> <p>Implementation will need to be deferred until fees and charges agreed, aim to introduce 1st September 14</p>

27/01/14/	<p><u>Tendering Process for the Anti-Social Behaviour Victim Champion Service (Rafael Martinez)</u></p> <p>The Executive Cabinet Member APPROVED the tendering process, as detailed in the report, and AGREED to delegate authority to the Director of Environmental Services, in conjunction with the Cabinet Member for Community Safety and Police, to award the contract based on the criteria, as detailed in the report.</p>	Corporate Procurement has revised the timescales for the tendering of this service. An extension to the existing contract will be made to allow enough time for robust tendering procedures to take place with a new expected contract start date 1st July, 2014.
03/02/14	<p><u>Street Lighting LED Lighting/Energy Efficiency Business Case (Mark Atherton)</u></p> <p>Following a recommendation from the Cabinet Member for Highways and Transport the Executive Cabinet Member Leader APPROVED the report including the proposed 75% setting profile, the three year installation programme and the ward based route sequence order approach.</p>	Complete
3/02/14	<p><u>Review of Policy for the Management of Trees Owned and Managed by the Council (Malcolm Russell)</u></p> <p>Following a recommendation from the Cabinet Member for Neighbourhood and Community Services the Executive Cabinet Member Leader AGREED the proposals contained in the report.</p>	Policy being implemented
03/02/14	<p><u>Review of the Management of Allotments (Malcolm Russell)</u></p> <p>Following a recommendation from the Cabinet Member for Neighbourhood and Community Services the Executive Cabinet Member Leader AGREED the proposals contained in the report, namely:-</p> <ul style="list-style-type: none"> (i) the request from Harpers Lane Allotments Ltd for a Business Tenancy for part or all of the Harpers Lane Allotments site. (ii) authorise the Director of Environmental Services to enter into 'Operational Management' arrangements with other allotment sites who wish to do so. 	Discussions ongoing
	<ul style="list-style-type: none"> (iii) the operational, process and procedural changes set out in the report. 	Being implemented

	(iv) authorise the Director of Environmental Services to enter into an arrangement with the Association of Bolton Allotment Societies (ABAS) for that organisation to take over the arrangement and management of the allotment competitions.	Discussions ongoing
03/02/14	<p><u>Tender for Plant Hire (Sean Croudace)</u></p> <p>The Executive Cabinet Member Leader APPROVED that Corporate Procurement is permitted to let the tender on behalf of the Environmental Services Department as set out in the report.</p>	Procurement currently being implemented
03/03/14	<p><u>Cornerstone Church, Bromley Cross – Direction Signs (John Davies)</u></p> <p>Following recommendation from the Cabinet Member for Highways and Transport the Executive Cabinet Member AGREED that:-</p> <ul style="list-style-type: none"> (i) The request for signing to the Cornerstone Baptist Church in Bromley Cross is not approved; and (ii) The policy for, Signing of Individual Premises and Tourism Signing is referred back to the Environment and Housing Policy Development Group to consider revising the information within the policy relating to places of worship. 	Report prepared and to be submitted to next available PDG for consideration
03/03/14	<p><u>Approval to Tender for the Supply of Tyres and Associated Services to Fleet Management (Andrew Wood)</u></p> <p>Following a recommendation from the Cabinet for Waste and Recycling the Executive Cabinet Member AGREED to grant approval for Vehicle Fleet Management to tender for the supply and fit of tyres and associated services provided and allow the Council to award the tender on a best value basis.</p>	<p>We have now received a proof copy of the Invitation to Tender Document from Procurement, a meeting is arranged for tomorrow morning to go through the document with myself & Jacqueline Lindley.</p> <p>Any amendments will be fed back to the Procurement Team.</p>

03/03/14	<p><u>Review of Provision of Bowling Greens and Associated Facilities (Malcolm Russell)</u></p> <p>Following a recommendation from the Cabinet Member for Neighbourhood and Community Services Executive Cabinet Member –</p> <p>(i) APPROVED the criteria set out in the report for prioritising the retention of bowling greens and associated facilities.</p> <p>(ii) Authorise the Director of Environmental Services to utilise the criteria to identify sites for potential closure to achieve the savings required by the approved Neighbourhood and Regulatory Services and any subsequent budget reductions; and</p> <p>(iii) Authorise the Director of Environmental Services, in consultation with the Chief Executive Cabinet Member, to implement the closure and removal of greens and associated facilities identified by the application of the approved criteria to achieve the savings required by the approved Neighbourhood and Regulatory Services and any subsequent approved budget reductions.</p>	<p>To be actioned once 2014 usage identified.</p> <p>To follow from (ii) above.</p>
03/03/14	<p><u>Procurement of Fresh and Frozen Meat (Elaine Long)</u></p> <p>Following a recommendation from the Cabinet Member for Neighbourhood and Community Services, the Executive Cabinet Member gave approval to continue to purchase fresh and frozen meats through Clifton Meats via YPO until the new YPO/AGMA framework is in place to ensure best value is attained and noted that a mini competition will be required once the new YPO/AGMA framework is in place and gives approval for this to go ahead when required.</p>	<p>Tender outcomes finalised and contract award pending – report for July Executive</p>
03/03/14	<p><u>Approval to Tender the Bulky Waste Collection Service (Laura Swann)</u></p> <p>The Director of Environment Service submitted a report which sought approval to tender the bulky waste collection service.</p> <p>By way of background information, the report explained that the Council had a statutory duty to provide a bulky waste collection service to residents, however, the Controlled Waste Regulations 1992 permitted councils to make a charge for the collection of bulky waste.</p> <p>Following a recommendation from the Cabinet Member for Waste and Recycling, the Executive Cabinet Member APPROVED the tendering of the Bulky Waste Collection Service using the specification provided.</p>	<p>The tender has now closed and we have bids from 3 companies for the work. The tenders are currently being evaluated and the new contract will start from 1st August 2014</p>

03/03/14	<p><u>Missed Grey Bin and Food Waste Container Reporting Time (Laura Swann)</u></p> <p>Following a recommendation from the Cabinet Member for Waste and Recycling, the Executive Cabinet Member APPROVED that the cut off time for the reporting of missed grey bins is amended to 5.00pm the next working day after the collection was due to take place.</p>	Cut off time of 5pm in place. Complete.
03/03/14	<p><u>Sex Establishment Policy (Peter Tomkins)</u></p> <p>The Executive Cabinet Member for Environmental Services AGREED that the final Sex Establishment Policy, post consultation, to be submitted to full Council in order to adopt the provisions of Section 27 of the Policing and Crime Act 2009.</p>	Adopted at council April 14.
17/03/14	<p><u>Identifying and Responding to Domestic Abuse and Violence in General Practice Rafael Martinez</u></p> <p>The Executive Cabinet Member AUTHORISED -</p> <ul style="list-style-type: none"> (i) The Director of Environmental Services, in consultation with the Cabinet Member for Community Safety and Police, to use Police and Crime Commissioner funding and commission a specialist domestic abuse and violence (DVA) service, based on the nationally recognised Identification and Referral to Improve Safety (IRIS) model; and (ii) The Borough Solicitor to carry out all the necessary legal formalities. 	Tendering timescales have been agreed with Corporate Procurement, with an expected contract start date July, 2014.
07/04/14	<p><u>Bradshaw Area, Proposed Waiting Restrictions(J Jedrzejewski)</u></p> <p>Following a recommendation from the Cabinet Member for Highways and Transport, the Executive Cabinet Member, having considered the objections and views of ward members, agreed to the introduction of the proposed restrictions, as shown in Appendix A to the report.</p>	Implementation date currently being arranged.
07/04/2014	<p><u>Dearden Street / Lever Street / Ainsworth Road – Proposed Highway Alterations (Emma Slevin)</u></p> <p>Following a recommendation from the Cabinet Member for Highways and Transport, the Executive Cabinet Member, having considered the comments made in response to the local area consultation and views of ward members, approved the scheme shown on drawing 317072/03 for implementation.</p>	<p>Works being programmed for implementation.</p> <p>Meeting with contractor w/c 9/6/14.</p>

07/04/2014	<p><u>Approval for Procurement of High Speed Road Traffic Management and Associated Verge Maintenance Services (John Sharrock)</u></p> <p>Following a recommendation from the Cabinet Member for Neighbourhood and Community Services, the Executive Member agreed to –</p> <ul style="list-style-type: none"> (i) Procure high speed road traffic management and associated verge maintenance services (via the Corporate Procurement Team) in accordance with the Council's Standing Orders relating to procurement; (ii) Appoint the successful tenderer to deliver high speed road traffic management and associated verge maintenance services in accordance with the tender documents; and (iii) Authorise the Borough Solicitor to carry out all necessary legal formalities. 	<p>Tender placed on Chest on 17th April.</p> <p>Closing date for tender returns is 14th May.</p>
07/04/2014	<p><u>Framework of Approved Contractors for Social Needs Transport (Kevan Roberts)</u></p> <p>Following a recommendation from the Cabinet Member for Neighbourhood and Community Services, the Executive Member APPROVED –</p> <ul style="list-style-type: none"> (i) The extension of the terms of the framework agreement for a further two twelve month periods from 1st September, 2014; and (ii) Prior to the extension, allow providers on the framework the opportunity to refresh their vehicle information and pricing schedule, as indicated in the report. 	<p>Closing date for framework contractors to update vehicle information and prices is 4th June.</p>
07/04/2014	<p><u>Approval to Tender for Bin Cleaning, Repair and Refurbishment (Jackie Lindley/Mark Hoban)</u></p> <p>Following a recommendation from the Cabinet Member for Waste, Recycling and Housing, the Executive Cabinet Member AGREED –</p> <ul style="list-style-type: none"> (i) To tender for bin cleaning, repair and refurbishment services using the specification provided in Appendix 1; and (ii) Delegate authority to the Director of Environmental Services to award the successful tenderer on a best value basis. 	<p>Tender Evaluation questions being finalised. Will go out to tender April/May.</p>
07/04/2014	<u>Draft Charity Collections Policy (Peter Tomkins)</u>	

	<p>The Executive Cabinet Member APPROVED the draft Policy for the purposes of consultation.</p>	<p>The consultation documents went live on the Bolton Council website on 10/04/2014 and were sent to the e-view panel. The consultation has also been sent to local businesses and to all organisations which were issued with a street collection permit in 2013. The consultation will run for four weeks. Donna Cooper from Communications and Marketing is collating the consultation responses.</p> <p>Consultations responses being considered.</p>
12/05/14	<p><u>The Replacement Grey Bin Policy (Laura Swann)</u></p> <p>Following a recommendation from the Cabinet Member for Waste, Recycling and Housing, the Executive Cabinet Member APPROVED -</p> <p>(i) Option 1, as detailed in the report, with a £10 charge for a 140 litre bin and a £40 charge for a 240 litre bin; and</p>	<p>Option 1 will be implemented from 1st July 2014.</p> <p>Option3 will be formally implemented and advertised from 1st July 2014.</p>

	(ii) The implementation of Option 3, as detailed in the report.	
12/05/14	<p><u>Adoption of New Waste and Recycling Storage and Collection Guidance (Laura Swann)</u></p> <p>Following a recommendation from the Cabinet Member for Waste, Recycling and Housing, the Executive Cabinet Member NOTED -</p> <p>(i) The new Waste and Recycling Storage and Collection Guidance that has been produced; and</p> <p>(ii) The intention to work with planning to see if elements of the attached guidance can be built into the approval process for new developments.</p>	<p>New guidance now being used and will be uploaded to the web site in June 2014.</p> <p>Work with planning ongoing.</p>
12/05/14	<p><u>Approval to Tender for the Distribution of Waste and Recycling Information (Laura Swann)</u></p> <p>Following a recommendation from the Cabinet Member for Waste, Recycling and Housing, the Executive Cabinet Member AGREED to:-</p> <p>(i) Grant approval for the Assistant Director of Waste and Fleet Management to tender the distribution of waste and recycling information; and</p> <p>(ii) Delegate authority to the Director of Environmental Services to award the contract to the successful tenderer.</p>	<p>This is currently out to tender and closes on 20th June. The contract will comment on 4th August 2014</p>
12/05/14	<p><u>Approval to Tender for Doorstep Engagement (Laura Swann)</u></p> <p>Following a recommendation from the Cabinet Member for Waste, Recycling and Housing, the Executive Cabinet Member AGREED to:-</p> <p>(i) Grant approval for the Assistant Director of Waste and Fleet Management to tender for Doorstep Engagement; and</p>	<p>The tender documents are being finalised and this will go out to tender in June 2014</p>

	(ii) Delegate authority to the Director of Environmental Services to award the contract to the successful tenderer.	
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