

# Bolton Council

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

**Date:** 21st September, 2015

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

**Report No:**

**Contact Officer:** Ian D Mulholland

**Tele No:** 33 (1037)

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

**Confidential /  
Non Confidential:**

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

**Purpose:**

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

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

**Recommendations:**

The Executive Member is requested to note the report.

**Decision:**

For noting.

**Background Doc(s):**

**Signed:**

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

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

**Date:**

\_\_\_\_\_

\_\_\_\_\_

Date of Meeting	Item and Decision	Action and Progress
02/07/12	<p><u>Claim for Public Rights of Way – Edditch Farm (R Woods)</u></p> <p>A Claim was made for a public right of way from Hengist Street to Leverhulme Park via Edditch Farm. The Cabinet Member declined to make an order based on the evidence submitted by the Claimant.</p> <p>The Claimant appealed to the Planning Inspectorate who allowed the appeal. The Planning inspectorate has directed Bolton Council to make an order modifying the Definitive Map and Statement. . The order was made and advertised on 17<sup>th</sup> January 2014. The period for objection ended on 19<sup>th</sup> February, several objections were received.</p> <p>A public Inquiry was scheduled to take place on 1st September 2015.</p>	<p>The Public inquiry into this claim was concluded on 2<sup>nd</sup> September, it is likely the Planning Inspector will make their decision within the next two months.</p>
01/07/13	<p><u>Revised Service Charge Agreements for Bolton Market (Donna Ball)</u></p> <p>The Executive Cabinet Member for Environmental Services AUTHORISED the Markets Services to underwrite a service charge increase in 2014/15 and 2015/16 as outlined in paragraph 7.3 and 7.4 of the report and APPROVED the revised methodology for the calculation of the service charge as outlined in paragraph 6.0 of the report.</p>	<p>This will be progressed as part of the on-going redevelopment scheme.</p>
02/12/13	<p><u>AGMA Convictions Policy Relating to Private Hire and Hackney Carriage Licensing (Patricia Clyne)</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> <p>Further Development ongoing taking into consideration Rotherham report and Partnership working.</p>

Date of Meeting	Item and Decision	Action and Progress
06/01/14	<p data-bbox="376 342 1185 409"><u>Proposals for increased Period of Validation of Private Hire and Hackney Carriage Vehicle Licenses (Elizabeth Pritchard).</u></p> <p data-bbox="376 443 1185 577">The Executive Cabinet Member considered the proposals and APPROVED the report subject to the deletion of the word revoke in paragraph 2.7 of the report and the insertion therefore of the word suspend.</p>	<p data-bbox="1211 443 1511 611">Aiming to put procedures in place and implement new proposals from April 2014.</p> <p data-bbox="1211 629 1511 831">Implementation will need to be deferred until fees and charges agreed, aim to introduce 1<sup>st</sup> September 14.</p> <p data-bbox="1211 848 1511 983">Pilot to be conducted with one approved garage first, aiming for October 2014.</p> <p data-bbox="1211 1001 1511 1104">Awaiting Fees report approval aiming for October 2015</p>
03/03/14	<p data-bbox="376 1128 1185 1196"><u>Approval to Tender for the Supply of Tyres and Associated Services to Fleet Management (Andrew Wood)</u></p> <p data-bbox="376 1229 1185 1397">Following a recommendation from the Cabinet for Waste and Recycling the Executive Cabinet Member AGREED to grant approval for Vehicle Fleet Management to tender for the supply and fit of tyres and associated services provided and allow the Council to award the tender on a best value basis.</p>	<p data-bbox="1211 1229 1511 1498">Tender documents were reviewed on 29.10.14 and a Tyre Contractor has been nominated. (J.A Tyres LTD) Procurement &amp; Legal to award contract.</p> <p data-bbox="1211 1516 1511 1619">Contract started 01.04.15 with JA Tyres.</p>

Date of Meeting	Item and Decision	Action and Progress
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"> <li>(i) The extension of the terms of the framework agreement for a further two twelve month periods from 1st September, 2014; and</li> <li>(ii) Prior to the extension, allow providers on the framework the opportunity to refresh their vehicle information and pricing schedule, as indicated in the report.</li> </ul>	Complete. Need to re-tender whole in 2016.
07/04/2014	<p><u>Approval to Tender for Bin Cleaning, Repair and Refurbishment (Mark Hoban)</u></p> <p>Following a recommendation from the Cabinet Member for Waste, Recycling and Housing, the Executive Cabinet Member AGREED –</p> <ul style="list-style-type: none"> <li>(i) To tender for bin cleaning, repair and refurbishment services using the specification provided in Appendix 1; and</li> <li>(ii) Delegate authority to the Director of Environmental Services to award the successful tenderer on a best value basis.</li> </ul>	<p>Tender process and award now complete.</p> <p>Tender started 8 July 2015</p>
14/07/2014	<p><u>Behaviour Change Enforcement (Andy Bolan)</u></p> <p>Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member for Environmental Services NOTED the information presented in the report and APPROVED the process flow chart appended to the report.</p>	<p>Aiming to put procedures in place and implement new proposals from September 2014.</p> <p>The new Section 46 Notices are currently in production.</p>

Date of Meeting	Item and Decision	Action and Progress
22/09/2014	<p data-bbox="371 376 1190 443"><u>Approval for Procurement of Horticultural Machinery (John Sharrock)</u></p> <p data-bbox="371 477 1190 611">(a) Following a recommendation from the Cabinet Member for Community Services, the Executive Cabinet Member authorised the Director of Environmental Services to:</p> <ul style="list-style-type: none"> <li data-bbox="475 645 1190 779">(i) Procure horticultural machinery (via the Corporate Procurement Team) in accordance with the Council's Standing Orders relating to procurement; or</li> <li data-bbox="475 813 1190 981">(ii) Carry out a mini tender under and then place an order under an existing framework agreement (which has been made available to the Council) for horticultural machinery hire and maintenance;</li> <li data-bbox="475 1014 1190 1115">(iii) Appoint the successful tenderer to supply horticultural machinery in accordance with the tender documents; and</li> </ul> <p data-bbox="371 1149 1190 1283">(b) Following a recommendation from the Cabinet Member for Community Services, the Executive Cabinet Member authorised the Borough Solicitor to carry out all the necessary legal formalities.</p>	<p data-bbox="1206 477 1514 577">Tender on the Chest. Tenders due back 7 Jan 2015.</p>
22/09/2014	<p data-bbox="371 1317 1190 1384"><u>Approval for Procurement of the Weeds Spraying Service (John Sharrock)</u></p> <p data-bbox="371 1417 1190 1485">Following a recommendation from the Cabinet Member for Community Services, the Executive Cabinet Member -</p> <ul style="list-style-type: none"> <li data-bbox="475 1630 1190 1798">(i) Authorised the Director of Environmental Services to procure a weed spraying service (via the Corporate Procurement Team) in accordance with the Council's Standing Orders relating to Contracts;</li> <li data-bbox="475 1832 1190 1933">(ii) Appoint the successful tenderer to deliver a weed spraying service in accordance with the tender documents; and</li> <li data-bbox="475 1966 1190 2033">(iii) Authorised the Borough Solicitor to carry out all necessary legal formalities.</li> </ul>	<p data-bbox="1206 1417 1514 1485">Tender documents being prepared.</p> <p data-bbox="1206 1507 1514 1597">Tender due on Chest early December for return in January.</p>

Date of Meeting	Item and Decision	Action and Progress
	<p>Following a recommendation from the Cabinet Member for Community Services, the Executive Cabinet Member AUTHORISED -</p> <p>(i) The Director of Environmental Services to determine the most effective procurement route in respect of the required pavement sweeper replacements and to either:</p> <p>(b) Join, carry out a mini tender under and then place an order under an existing framework agreement (which has been made available to the Council) for pavement sweeper hire and maintenance.</p> <p>(ii) That the Borough Solicitor be asked to carry out all necessary legal formalities.</p>	<p>Tender documents being prepared.</p> <p>Tender Documents have now been prepared with the assistance of our Procurement Team. Hoping to be advertised on the "Chest" &amp; European Journal in the next 2 weeks. Andrew Wood / Bill Moran leading on this.</p>
26/01/2015	<p><u>Unauthorised Memorial and Tribute Removal Policy (Kevan Roberts)</u></p> <p>The Executive Cabinet Member APPROVED the implementation of a policy for the removal of unauthorised memorials and tributes in cemeteries, as set out in the report.</p> <p>Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member AGREED to -</p> <p>(iii) Authorise the Borough Solicitor to carry out the necessary legal formalities.</p>	Completed

Date of Meeting	Item and Decision	Action and Progress
23/03/2015	<p><u>Petition requesting additional signage and waiting restrictions around Moss Bank Park, Smithills (Joe Fox)</u></p> <p>Following a recommendation from the Cabinet Member for Highways and Transport the Executive Cabinet Member APPROVED –</p> <ul style="list-style-type: none"> <li>(i) The introduction of waiting restrictions in the area is supported in principle subject to funding being made available;</li> <li>(ii) The installation of improved signage to the overflow car park is supported in principle subject to funding being made available;</li> <li>(iii) The introduction of a, Residents only Parking, on an informal basis is not supported and;</li> <li>(iv) That the Director of Environmental Services be asked to look into the general parking arrangements at Moss Bank Park.</li> </ul>	<p>Parking arrangements in Moss Bank Park to be investigated by Head of Neighbourhood Services (M Russell)</p>
23/03/2015	<p><u>Outcomes of Tenders for the supply of fresh and frozen Halal meat, meat products and poultry (Elaine Long)</u></p> <p>Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member AGREED, based on the ability to provide a sustained service as from the previous contract experience and the specific needs of HMC Halal provision, to award the contract the J.W. Young (Butchers) Ltd, as set out in the report.</p>	<p>The tender process is complete and contracted start date from September 2015</p>
27/04/2015	<p><u>Procurement of Kitchen Extraction Systems Cleaning Services as required for School Meals Service and Civic Catering(Elaine Long )</u></p> <p>Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member AGREED to:-</p> <ul style="list-style-type: none"> <li>(a) Grant approval for the Assistant Director of Community Services to tender for Fan Cleaning in School Kitchens.</li> <li>(b) Delegate authority to the Director of Environmental Services to award the contract to the successful tenderer.</li> </ul>	<p>The tender process is complete and contracted start date from September 2015</p>

Date of Meeting	Item and Decision	Action and Progress
15/06/2015	<p><u>Petition Requesting Waiting Restrictions outside The Businesses No 534 – 556 Chorley Old Road (Joe Fox)</u></p> <p>Following a recommendation from the Cabinet Member for Highways, Transport and Community Services the Executive Cabinet Member APPROVED –</p> <p>The introduction of limited waiting parking restrictions in the areas supported in principle subject to pre-consultation with local businesses and funding being made available.</p>	<p>A study is being undertaken with a view to consulting in the coming months on a wider review of Chorley Old Road.</p>
15/06/2015	<p><u>Washington Street/Hove Street North/Fern Street – Proposed Waiting Restrictions/Loading Bay Order – Objection (Sean Bamber)</u></p> <p>Following a recommendation from the Cabinet Member for Highways, Transport and Community Services the Executive Cabinet Member APPROVED –</p> <p>Having considered the objections received and the views of ward members the introduction of the proposed no waiting at any time restriction/loading bay order with the amendments indicated in the report to the ones advertised in March/April 2015.</p>	<p>The highway works to be completed prior to the TRO being made.</p>
13/07/2015	<p><u>Great Bank Road Traffic Regulation Order, Objections(Harry Booth)</u></p> <p>Following a recommendation from the Cabinet Member for Highways, Transport and Community Services the Executive Cabinet Member APPROVED that the waiting restrictions proposals be confirmed as advertised and that the Borough Solicitor be authorised to make the order.</p>	<p>The Traffic Regulation Order has been Made and the lines have been installed</p>
	<p><b>PETITION FROM RESIDENTS OF MANCROFT AVENE REGARDING DECOMMISSIONING OF BOLTON AT HOME CCTV (John Pye)</b></p> <p>Following a recommendation from the Cabinet Member for Neighbourhood Police and Community Safety the Executive Cabinet Member CONFIRMED the approach taken by the Council to continue using portable CCTV equipment and that Bolton at Home be recommended to help establish an active neighbourhood Watch in this area.</p>	

Date of Meeting	Item and Decision	Action and Progress
13/07/2015	<p><u>Home Office Police innovation fund: Domestic Abuse Early Help Project (Rafael Martinez)</u></p> <p>Following a recommendation from the Cabinet Member for Neighbourhood Police and Community Safety the Executive Cabinet Member AUTHORISED the Director of Environmental Services, in consultation with the Cabinet Member for Community Safety, to commission an early help domestic abuse offer (as described in paragraphs 2.7-2.10 of the report) and that the Borough Solicitor be asked to carry out all necessary legal formalities.</p>	<p>Tendering process is now underway with all project details going via the CHEST. The deadline for expressions has now gone and tenders are being assessed. It is anticipated that contract award will take place by the end of September.</p>
13/07/2015	<p><u>Bolton Food Service Plan, 2015/16 (Linda Duckworth)</u></p> <p>The Executive Cabinet Member for Environmental Services -</p> <ul style="list-style-type: none"> <li>(i) ENDORSED the Service's food safety delivery programme and that the Council be recommended to approve the Food Service Plan as part of the policy framework.</li> <li>(ii) AGREED that matters around the possible compulsory display of food hygiene certificates be explored further via the LGA.</li> <li>(iii) AGREED that matters around the possible charging for the Food Premises Inspection Service be explored via the LGA.</li> </ul>	
13/07/2015	<p><u>Highways Capital Programme for 2015/16 and Year End Outturn on the 2014/15 Programme (John Kelly)</u></p> <p>The Executive Cabinet Member NOTED the outturn on the 2015/15 Capital Programme APPROVED the adjustments to the Highways Capital Programme from the period 2015/16.</p>	<p>Completed</p>

Date of Meeting	Item and Decision	Action and Progress
13/07/2015	<p><u>Strategic Budget Report (Janet Pollard)</u></p> <p>The Executive Cabinet Member APPROVED -</p> <ul style="list-style-type: none"> <li>(i) The proposed revenue budget of £28,655m prior to the adoption of strategic options.</li> <li>(ii) The savings and efficiency options outlined in Appendix C to this report. The options were made up of two elements: <ul style="list-style-type: none"> <li>• Corporate Savings and Efficiency options (1.7m)</li> <li>• Demand Led (£0.081m) shown in Appendix A</li> </ul> </li> <li>(iii) The Strategic Budget after strategic options will amount to £26.874m.</li> <li>(iv) The capital programme of £32.007m.</li> </ul>	Approved Completed
17/08/2015	<p><u>Petition requesting Traffic Calming Measures on Dewhurst Road, Harwood (Harry Booth)</u></p> <p>Following a recommendation from the Cabinet Member for Highways, Transport and Community Services, the Cabinet Member AGREED –</p> <ul style="list-style-type: none"> <li>(i) The introduction of a 20mph speed limit within the Harwood area is supported in principle;</li> <li>(ii) Carriageway markings being placed on Dewhurst Road is supported in principle; and</li> <li>(iii) Neither scheme is progressed unless an appropriate funding method is identified.</li> </ul>	Completed
17/08/2015	<p><u>Municipal Funeral Contract (Kevan Roberts)</u></p> <p>Following a recommendation from the Cabinet Member for Highways, Transport and Community Services, the Cabinet Member AGREED –</p> <ul style="list-style-type: none"> <li>(i) Grant approval for the Assistant Director of Community Services to tender the Municipal Funeral Contract; and</li> <li>(ii) Delegate authority to the Director of Environmental Services to award the contract to the successful tenderer to commence December, 2015.</li> </ul>	Procurement process commenced to award tender from 1st December 2015

Date of Meeting	Item and Decision	Action and Progress
17/08/2015	<p><u>Winter Gritting Service Provision (Mark Atherton)</u></p> <p>The Executive Cabinet Member APPROVED the updated policy in respect to the following options:-</p> <ul style="list-style-type: none"> <li>(i) Option 1 – Reduction of staff on secondary standby (proposed standby arrangements A);</li> <li>(ii) Option 2 – Introduce salt spread rates in line with Appendix H recommendations;</li> <li>(iii) Option 3 – Gritters procurement; and</li> <li>(iv) Option 4 – Salt bin review – this option will not be pursued at this time.</li> </ul>	Implemented and complete.
17/08/2015	<p><u>Recycling and Technical Support Team (Laura Swann)</u></p> <p>The Executive Cabinet Member APPROVED –</p> <ul style="list-style-type: none"> <li>(i) The establishment of 3 Waste Prevention and Recycling Officers; and</li> <li>(ii) The establishment of 2 Technical Officers and the deletion of the existing Recycling Officer and Planning and Technical Support Officer positions.</li> </ul>	Job opportunities now out to internal advertisement to staff in waste and fleet with closing date of 18 <sup>th</sup> September.