

# **BOROUGH OF BARROW-IN-FURNESS**

## **EXECUTIVE COMMITTEE**

Meeting, Wednesday, 10th December, 2008  
at 2.00 p.m.

**NOTE:** Group Meetings at 1.15 p.m.

### **A G E N D A**

#### **PART ONE**

1. To note any items which the Chairman considers to be of an urgent nature.
2. To receive notice from Members who may wish to move any delegated matter non-delegated and which will be decided by a majority of Members present and voting at the meeting.

3. **Admission of Public and Press**

To consider whether the public and press should be excluded from the meeting during consideration of any of the items on the agenda.

4. Disclosure of Interests.

A Member with a personal interest in a matter to be considered at this meeting must either before the matter is discussed or when the interest becomes apparent disclose

1. ***The existence of that interest to the meeting.***
2. ***The nature of the interest.***
3. ***Decide whether they have a prejudicial interest.***

A note on declaring interests at meetings, which incorporates certain other aspects of the Code of Conduct and a pro-forma for completion where interests are disclosed accompanies the agenda and reports for this meeting.

5. To confirm the Minutes of the meeting held on 12th November, 2008 (copy attached).
6. Apologies for Absence/Attendance of Substitute Members.
7. Minutes of the Early Retirement Panel, 6th November, 2008 (copy attached).

## **FOR DECISION**

- (D) 8. Recommendations of the Housing Management Forum, 27th November, 2008.
- (D) 9. Council Tax Base 2009-10.
- (R) 10. Waste Minimisation Strategy.
- (D) 11. Criminal Justice and Police Act 2001 – Alcohol Consumption and Designated Places Orders.
- (D) 12. Membership of the Court of Lancaster University and other Outside Bodies.
- (R) 13. Retention Policy.
- (R) 14. Private Sector Housing Grants Policy.

## **PART TWO**

- (R) 15. Re-grading of Post of Planning Assistant DPL 047.

**NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH 2 OF PART ONE OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND ACCESS TO INFORMATION (VARIATION) ORDER 2006**

- (R) 16. Barrow Town Link Road Phase II: Purchase of Land.

**NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH 3 OF PART ONE OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND ACCESS TO INFORMATION (VARIATION) ORDER 2006**

- (R) 17. Deputy Monitoring Officer.

**NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH 2 OF PART ONE OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND ACCESS TO INFORMATION (VARIATION) ORDER 2006**

**NOTE**            (D) - Delegated  
                      (R) - For Referral to Council

## **Membership of Committee**

Councillors Guselli (Chairman)  
Williams (Vice-Chairman)  
Barlow  
Flitcroft  
Garnett  
J. Hamezeian  
Marcus  
Millar  
Pemberton  
Pidduck  
Richardson  
Stephenson

## **EXECUTIVE COMMITTEE**

Meeting: 12th November, 2008  
at 2.00 p.m.

PRESENT:- Councillors Guselli (Chairman), Williams (Vice-Chairman), Barlow, Garnett, J. Hamezeian, Maltman, Marcus, Millar, Pemberton, Pidduck, Richardson and Stephenson.

### **97 – The Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985 and Access to Information (Variation) Order 2006**

Discussion arising hereon it was

RESOLVED:- That under Section 100A(4) of the Local Government Act, 1972 the public and press be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 1 (Minute No. 104), Paragraphs 1 and 2 (Minute No. 103) and Paragraph 3 (Minute No. 101) of Part One of Schedule 12A of the said Act.

### **98 – Minutes**

The Minutes of the meeting held on 15th October, 2008 were agreed as a correct record.

### **99 – Apologies for Absence/Attendance of Substitute Members**

An apology for absence was received from Councillor Flitcroft.

Councillor Maltman attended the meeting as a substitute for Councillor Flitcroft.

### **100 – Council Finances Report – Quarter 2 2008-2009**

The Committee considered a detailed report of the Borough Treasurer regarding financial information for the first half of the financial year. It contained summary information and key data for the General Fund, Treasury Management, Capital Expenditure and Financing, Housing Revenue Account, Collection Fund, Bad Debt Provisions and Write Offs, Reserves, Balances and Provisions.

RESOLVED:- (i) To note the information contained in the report; and

(ii) To approve the write offs in Section F of the report.

## 101 – Fax-a-Snack

The Director of Regeneration and Community Services reminded the Committee that the Council had acquired the premises at 250 Duke Street, currently occupied by Fax-a-Snack, in 2005 as part of a larger acquisition programme for Hindpool Urban Park. The first phase of the park, excluding the Fax-a-Snack premises had been completed in 2007. In addition, the Council had also acquired an area of land abutting Fax-a-Snack, with the intention of relocating the business on to that land. In late 2006 Officers had agreed a package to relocate Fax-a-Snack on to the adjacent land and pay 30% of the relocation costs. That offer had been formally made to the owner of Fax-a-Snack on 15<sup>th</sup> June 2007, and he requested the necessary formal approval of the Committee be sought. The matter had been considered by the Committee on 27<sup>th</sup> June 2007 when Members, concerned at the overall costs of the package, deferred the item for further information to be obtained.

Notwithstanding further discussions, no agreement to a scheme which would allow a reduced level of public sector funding, could be agreed and, under delegated powers, the Projects and Property Manager had issued instructions to terminate Fax-a-Snacks tenancy on 5<sup>th</sup> November 2007. In view of the duration of the discussion on relocation and the considerable abortive costs the owner of the business had incurred, he had agreed to recompense his reasonable costs, incurred in good faith.

The premises would require substantial capital investment were it to be retained as a commercial property.

The owner of Fax-a-Snack had referred the matter to the Local Government Ombudsman. The Ombudsman had issued an interim letter to the complainant in June 2008, and had found fault with the Council insofar as the matter had not been reconsidered by the Committee following its deferral in June 2007, and that the minute of the meeting had not recorded the reason for deferral.

The Committee considered the Ombudsman letter.

The period of notice terminated on 31<sup>st</sup> December, 2008 and Fax-a-Snack, with the assistance of Officers were currently looking for alternative premises.

RESOLVED:- (i) To agree not to relocate Fax-a-Snack onto land in the Council's ownership abutting to their current premises;

(ii) To endorse the action, taken by Officers using delegated powers, to serve Notice on the owners of Fax-a-Snack to vacate their current premises by 31<sup>st</sup> December, 2008; and

(iii) To agree that the premises currently occupied by Fax-a-Snack be demolished and incorporated into Hindpool Urban Park.

## REFERRED ITEMS

### THE FOLLOWING MATTERS ARE REFERRED TO COUNCIL FOR DECISION

#### **102 – Representing the Council in Magistrates Courts**

The Borough Treasurer informed the Committee that under Section 223 of the Local Government Act 1972, local authorities had power to authorise Officers who were not qualified solicitors to attend Magistrates Courts to represent the Council on various matters.

For local taxation purposes, he recommended that the following Liberata employees be authorised to represent the Council at Magistrates Courts:-

Mr Robert Killip; Mrs Lesley Wood; Mrs Carol Wilson; and Mr Philip Thorne.

He also recommended that future alterations and amendments be delegated to the Section 151 Officer.

RECOMMENDED:- To recommend the Council:-

(i) To authorise Mr Robert Killip, Mrs Lesley Wood, Mrs Carol Wilson and Mr Philip Thorne to represent the Council at Magistrates Courts to deal with local taxation matters; and

(ii) To delegate any future changes to the list of Liberata employees to the Section 151 Officer.

#### **103 – Additional Resources – Licensing Administration and Enforcement**

The Director of Regeneration and Community Services reminded the Committee that the Licensing Act 2003 had significantly increased the Council's responsibility as a Licensing Authority from November 2004 resulting in excess of 300 premises being transferred from the Magistrates Court to the Council for the regulation of alcohol and take-away food sales.

It had been acknowledged by the licensing trade and the Crime and Disorder Reduction Partnership (CDRP) that the transition of the additional duties and their subsequent administration had been managed locally very effectively.

A significant contribution to that success had been the part played by the Licensing Officer within the Council.

The Licensing Officer had recently left the Council to undertake employment elsewhere and in considering the needs of the Licensing Authority in light of changes

since the Act of 2003 came into force Management Team had given approval for the vacant post of Licensing Officer on similar terms and conditions to be filled at the earliest opportunity.

Discussions with CDRP colleagues had also indicated that enforcement of licence conditions, a joint duty of the Licensing Authority and the Police Authority should now be considered an overriding priority of the partnership and with that in mind Management Team had indicated their support for the establishment of extra administrative support so that the newly appointed Licensing Officer would be in a position to concentrate on enforcement of licence conditions in partnership with the Police Authority.

In addition he had been asked to review the current arrangements employed to enforce Planning Application Approval conditions to identify any increased efficiencies arising from integrating Planning and Environmental Health enforcement.

He reported that the post holder of the Planning Enforcement Officer had demonstrated that he had the necessary skills and experience to supplement enforcement resources within the Department and that he be given additional enforcement duties within the Department and redesignated and regraded to Planning and Environmental Enforcement Officer Scale 5/6.

Management Team had recommended creation of a new post of Administrative Assistant from 1<sup>st</sup> April, 2009 costs to be met from efficiency savings elsewhere in the budget proposals.

**RECOMMENDED:-** To recommend the Council to agree that the Planning Enforcement Officer post currently graded at Scale 5 be redesignated and regraded to the Planning and Environmental Enforcement Officer Scale 5/6.

#### **104 – Termination of Contracts: Staff Employed by the Lake District Peninsulas Tourism Partnership**

The Director of Regeneration and Community Services reminded the Committee that the Lake District Peninsulas Partnership had been formed in 1992 to expand tourism in the Furness Peninsula, and had been successful in developing the tourism market to its current level. Throughout its lifetime the Partnership had adapted to new funding regimes, but had enjoyed core funding (currently) from the Council and South Lakeland District Council. As the Partnership was informal, the Council currently employed its two members of staff and was responsible for its financial systems.

The Partnership had met on 20<sup>th</sup> October 2008, and had resolved that it should wind up its operations with effect from 31<sup>st</sup> March 2009, largely because the likely available core funding for 2009/10 would only cover 52% of their core costs, and after an exhaustive process of researching other funding sources, it seemed unlikely any additional core costs could be attracted.

The Council employed the Partnership staff both on temporary contracts due to end on 31<sup>st</sup> March 2009. Any costs arising from winding up the Partnership would be shared equally with South Lakeland District Council.

**RECOMMENDED:-** To recommend the Council to agree to the Lake District Peninsulas Tourism Partnership being wound up effective from 31<sup>st</sup> March, 2009, and implementation of the Council's redundancy procedure for staff.

The meeting closed at 2.50 p.m.



## **EARLY RETIREMENT PANEL**

Meeting: 6<sup>th</sup> November, 2008  
at 2.00 p.m.

PRESENT:- Councillors Pidduck, Richardson, Solloway and Williams.

### **1 – Appointment of Chairman for 2008/09**

Councillor Richardson proposed that Councillor Williams be nominated as Chairman for the year 2008/09. Councillor Pidduck seconded this proposal.

RESOLVED:- To agree that Councillor Williams be appointed Chairman of the Panel for year 2008/09.

### **COUNCILLOR WILLIAMS IN THE CHAIR**

### **2 – The Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985 and Access to Information (Variation) Order 2006**

Discussion arising hereon it was

RESOLVED:- That under Section 100A(4) of the Local Government Act, 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 1 (Minute No. 4) of Part One of Schedule 12A of the Local Government (Access to Information) Act 1985 and Access to Information (Variation) Order 2006.

### **3 – Minutes**

The Minutes of the meeting held on 25<sup>th</sup> April, 2007 were agreed as a correct record.

### **4 – Application for Flexible Retirement**

The Panel considered an application for Flexible Retirement which had been received from postholder FIT050. The postholder had continuous service in Local Government from 1<sup>st</sup> January, 1987. The Assistant Director (Personnel and Performance) advised on the net capital cost provided by the County's Superannuation Fund should the postholder be allowed to reduce the working week to three days.

Management Team had supported the application on the basis that there would not be any resulting need to replace the reduced hours. The total cost of the flexible retirement would be met within a pay back period of just under two years.

Details of the postholder's current salary, pension entitlement and lump sum allowance were submitted.

RESOLVED:- To agree that the application for Flexible Retirement received from the holder of post number FIT050 be approved.

The meeting closed at 2.10 p.m.

**BOROUGH OF BARROW-IN-FURNESS**

**EXECUTIVE COMMITTEE**

**10<sup>th</sup> December, 2008**

**(D) AGENDA ITEM NO. 8**

**RECOMMENDATIONS**

**OF THE**

**HOUSING MANAGEMENT FORUM**

**27<sup>th</sup> November, 2008**

**\*Subject to the protocol agreed by Council**

The recommendations of the meeting of the Housing Management Forum held on 27<sup>th</sup> November, 2008 are attached.

**COPIES OF THE DETAILED REPORTS ON THESE ITEMS HAVE BEEN CIRCULATED PREVIOUSLY TO ALL MEMBERS OF THE COUNCIL.**

The Council has agreed that the following protocol should operate:-

- The Executive Committee shall automatically agree any such recommendation or refer it back for further consideration.
- If on re-submission the Executive Committee is still unwilling to approve the recommendation, it is automatically referred to full Council for decision.

<b>HOUSING MANAGEMENT FORUM</b>	<b>(D)</b>
<b>Date of Meeting: 27<sup>th</sup> November, 2008</b>	<b>(i)</b>
<b>Reporting Officer: Housing Manager</b>	
<p><b>Title: Equality Impact Assessments</b></p> <p><b>Summary and Conclusions:</b></p> <p>The purpose of the Housing Manager's report was to advise members of the background to the Equality Impact Assessment process and note the progress made to date.</p> <p><b>Recommendations:</b></p> <p>That Members agree that:-</p> <ul style="list-style-type: none"><li>(i) The information on Equality Impact Assessments be noted; and</li><li>(ii) The action taken by the Housing Service be endorsed.</li></ul>	

<b>HOUSING MANAGEMENT FORUM</b>	<b>(D)</b>
<b>Date of Meeting: 27<sup>th</sup> November, 2008</b>	<b>(ii)</b>
<b>Reporting Officer: Customer Services Manager</b>	
<p><b>Title: Sub Regional Choice Based Lettings Scheme</b></p> <p><b>Summary and Conclusions:</b></p> <p>The purpose of the Housing Manager's report was to provide an update on the progress of the sub regional choice based lettings scheme. It sought agreement for the Housing Service to agree in principle the Housing Manager's stance to support the sub regional choice based lettings bid.</p> <p><b>Recommendation:</b></p> <p>That Members:-</p> <ul style="list-style-type: none"> <li>(i) Note the information on Sub Regional Choice Based Lettings Scheme; and</li> <li>(ii) Endorse the Housing Manager's stance and agree to participate in principle in the Cumbria Scheme.</li> </ul>	

<b>HOUSING MANAGEMENT FORUM</b>	<b>(D)</b>
<b>Date of Meeting: 27<sup>th</sup> November, 2008</b>	<b>(iii)</b>
<b>Reporting Officer: Housing Manager</b>	
<b>Title: Stackwood Avenue Community Centre</b>	
<b>Summary and Conclusions:</b>	
The purpose of the Housing Manager's report was to seek approval to progress the conversion of the community centre into accommodation.	
<b>Recommendations:</b>	
That the production of detailed plans and the appointment of Capita to project manage the conversion of Stackwood Avenue Community Centre into a two-bedroomed bungalow be agreed.	

<b>HOUSING MANAGEMENT FORUM</b>	<b>(D)</b>
<b>Date of Meeting: 27<sup>th</sup> November, 2008</b>	<b>(iv)</b>
<b>Reporting Officer: Housing Manager</b>	
<p><b>Title: Ocean Wave Community Centre</b></p> <p><b>Summary and Conclusions:</b></p> <p>The purpose of the Housing Manager's report was to update Members of the usage of the Community Centre and to seek approval to continue management of the Centre by Ocean Wave Group and request further upgrading of the building.</p> <p><b>Recommendations:</b></p> <p>Members agree that:-</p> <ul style="list-style-type: none"> <li>(i) Alterations be carried out to the toilet facilities in order to meet the Disability Discrimination Act and the Council meet the full costs of approx. £6,300; and</li> <li>(ii) Ocean Wave Group manage the Centre on a day-to-day basis and meet all outgoings.</li> </ul>	



<b>HOUSING MANAGEMENT FORUM</b>	<b>(D)</b>
<b>Date of Meeting: 27<sup>th</sup> November, 2008</b>	<b>(v)</b>
<b>Reporting Officer: Housing Manager</b>	
<b>Title: Mediation Services</b>	
<b>Summary and Conclusions:</b>	
The purpose of the Housing Manager's report was to seek approval to pursue alternative arrangements for the provision of mediation services.	
<b>Recommendations:</b>	
That consideration of this item be deferred until the next meeting for further information to be provided on the work of CADAS.	

<b>HOUSING MANAGEMENT FORUM</b>	<b>(D)</b>
<b>Date of Meeting: 27<sup>th</sup> November, 2008</b>	<b>(vi)</b>
<b>Reporting Officer: Housing Manager</b>	
<b>Title: Financial Inclusion: Development of a Credit Union</b>	
<b>Summary and Conclusions:</b>	
The purpose of the Housing Manager's report was to advise Members of the progress so far in considering the options for establishing a new Credit Union in Barrow.	
<b>Recommendations:</b>	
That support be given to the creation of a Credit Union in principle and to work with the organisations mentioned in the Housing Manager's report to develop a proposal for further consideration.	

<b>HOUSING MANAGEMENT FORUM</b>	<b>(D)</b>
<b>Date of Meeting: 27<sup>th</sup> November, 2008</b>	<b>(vii)</b>
<b>Reporting Officer: Housing Manager</b>	
<p><b>Title:     Status Survey</b></p> <p><b>Summary and Conclusions:</b></p> <p>The purpose of the Housing Manager’s report was to provide Members with initial information from the recently completed Status Survey.</p> <p>He reported that overall satisfaction with landlord services had increased from 81% to 87%. The report also provided further information on other key information collected in the survey.</p> <p><b>Recommendations:</b></p> <p>Members agree that:-</p> <ul style="list-style-type: none"> <li>(i) The information shown in the Report be noted; and</li> <li>(ii) The Tenant Compact Working Party consider the results in more detail and use the information to influence the development of future Service Delivery Plans.</li> </ul>	

<b>HOUSING MANAGEMENT FORUM</b>	<b>(D)</b>
<b>Date of Meeting: 27<sup>th</sup> November, 2008</b>	<b>(viii)</b>
<b>Reporting Officer: Housing Manager</b>	
<p><b>Title: Supporting People: Older People Strategic Review</b></p> <p><b>Summary and Conclusions:</b></p> <p>The purpose of the Housing Manager's report was to consider the suggested changes to the way older persons services were provided through Supporting People. This further report was provided following receipt of additional information from the Supporting People Commissioning Team.</p> <p><b>Recommendations:</b></p> <p>That Members:-</p> <ul style="list-style-type: none"> <li>(i) Endorse the proposals of the Strategic Review;</li> <li>(ii) Accept the Supporting People Team's offer to complete a Workshop in Barrow; and</li> <li>(iii) Agree that Councillors James and Waiting be nominated to attend the above Workshop.</li> </ul>	

		<b>Part One</b>
<b>EXECUTIVE COMMITTEE</b>		<b>(D) Agenda Item 9</b>
<b>Date of Meeting: 10<sup>th</sup> December, 2008</b>		
<b>Reporting Officer: Borough Treasurer</b>		
<p><b>Title: Council Tax Base 2009-2010</b></p> <p><b>Summary and Conclusions:</b></p> <p>This report informs committee that I have calculated the Council Tax Base for the purpose of setting the Council Tax for the year 2009-2010.</p> <p><b>Recommendations:</b></p> <p>To note the report of the Borough Treasurer.</p>		

### **Report**

The Council Tax Base calculation is based on the number of dwellings on the valuation list adjusted by estimates for additions to and deletions from the list. Adjustments are also made for exempt dwellings, disabled reductions, discounts and successful appeals.

The Council Tax Base for the financial year 2009-2010 has been set at:

The whole Borough area	21,530.92
Barrow unparished area	17,657.70
Dalton with Newton Town Council	2,491.21
Askam and Ireleth Parish Council	1,116.23
Lindal and Marton Parish Council	265.78

The base will be used to set the Council Tax for the financial year 2009-2010.

(i) **Legal Implications**

Required to set a Council Tax Base by January and notify the precepting authority.

(ii) **Risk Assessment**

Not Applicable.

(iii) **Financial Implications**

Not Applicable.

(iv) Health and Safety Implications

Not Applicable.

(v) Key Priorities or Corporate Aims

Not Applicable.

(vi) Equal Opportunities

Not Applicable.

Background Papers

Not Applicable.

Background Papers

Nil.

<b>EXECUTIVE COMMITTEE</b>	<b>(R) Agenda Item 10</b>
<b>Date of Meeting: 10<sup>th</sup> December, 2008</b>	
<b>Reporting Officer: Chief Environmental Health Officer</b>	
<p><b>Title: Waste Minimisation Strategy</b></p> <p><b>Summary and Conclusions:</b></p> <p>To consider the proposals to use the Council Opportunity Reserve to procure recycling boxes and reusable bags as part of the Council Waste Minimisation Strategy to increase recycling performance and the views of the Regeneration and Community Services Overview and Scrutiny Committee.</p> <p><b>Recommendations:</b></p> <p>The views of the Committee will be requested.</p>	

## Report

### Background

Members will be aware that the Council has resolved to adopt a Waste Minimisation Strategy, effective from April 2009 which necessitates a change of container for residential waste from the current 240 litre wheelbin to a 120 litre wheelbin. In addition a supplementary kerbside recycling service for plastic and card is to be provided on a fortnightly basis to encourage recycling of this material from the residential waste stream.

It is anticipated that the uptake of kerbside recycling collection services will increase significantly as residents seek to use the restricted capacity for residential waste responsibly.

In order to be in a position to respond positively to increased demands for recycling boxes and bags I have an estimate of the maximum investment required for the following:-

20,000 x 1	55 litre recycling boxes for storage of can/glass recyclate – unit cost £3.65	= £73,000
20,000 x 1	Reusable light weight bag for storage of paper recyclate – unit cost £0.1505	= £3,010
34,000 x 1	Reusable heavy duty weighted bag for storage of card/plastic recyclate - unit cost £1.48	= £50,320
	<b>TOTAL COST</b>	<b>£126,330</b>

I have discussed with Management Team an appropriate funding strategy for the procurement of the containers and they have recommended use of the Council's Opportunity Reserve subject to consideration by the Regeneration and Community Services Overview and Scrutiny Committee.

It is evident that the more opportunities that we can provide for local residents to recycle the greater the reward arising from the Cumbria County Council Recycling Reward Scheme that will come into being in April 2009 and I consider that it is essential for the Council to have available the necessary containers in stock to ensure that we can maximise the potential for recycling arising from the Waste Minimisation Strategy changes.

I can confirm that this matter will be considered by the Regeneration and Community Services Overview and Scrutiny Committee at its meeting on 3rd December 2008 and their views will be reported at the meeting.

(i) Legal Implications

Compliance with Financial Regulations and Contract Standing Orders.

(ii) Risk Assessment

Success of Waste Minimisation Strategy relies on ensuring residents have the necessary containers to facilitate increased kerbside recycling.

(iii) Financial Implications

Improved recycling performance will result in significant financial reward.

(iv) Health and Safety Implications

Not Applicable.

(v) Key Priorities or Corporate Aims

KP1 Reduce household waste to landfill

(vi) Equal Opportunities

Not Applicable.

Background Papers

Nil



<b>EXECUTIVE COMMITTEE</b>	<b>(D) Agenda Item 11</b>
<b>Date of Meeting: 10<sup>th</sup> December, 2008</b>	
<b>Reporting Officer: Chief Environmental Health Officer</b>	
<b>Title: Criminal Justice and Police Act 2001 – Alcohol Consumption and Designated Places Orders</b>	
<b>Summary and Conclusions:</b>	
<p>This report requests delegated authority to make Orders to prohibit drinking in designated places in respect of three specific locations in the Borough subject to no objections being received following conclusion of the statutory consultation procedure.</p>	
<b>Recommendations:</b>	
<p>That the Director of Corporate Services be delegated authority to make Orders to control alcohol consumption in designated places in respect of locations in Dalton-in-Furness, Marsh Street Gardens and the Vulcan estate as outlined in plans appended to the report subject to no objections being received following consultation.</p>	

**Report**

**Background**

Members will be aware that in December, 2005 following a number of years of controlling consumption of alcohol in Barrow Town Centre using Home Office byelaws powers, the Borough Council made Orders under the provisions of the Criminal Justice and Police Act 2001 which provided equivalent controls by the consumption of alcohol when it became evident that the bylaw controls were to lapse in 2006.

I can report that from December, 2005 onwards the controls have been used infrequently but continue to provide a valuable contribution to the strategy used by the local Crime and Disorder Reduction Partnership to control nuisance and disorder arising from the consumption of alcohol.

I can further report that I have been in discussion with Barrow Police representatives who are keen to further control the consumption of alcohol designated places in specific locations to control the occurrence of significant nuisance and disorder.

Three specific areas of the Borough have been identified as suitable and necessary for the relevant controls on the consumption of alcohol in designated places and I give below specific definitions of the relevant designated places:-

Dalton-in-Furness Town Centre as outlined at **Appendix 1**.

Vulcan Estate as outlined at **Appendix 2**.

Marsh Street Gardens as outlined at **Appendix 3**.

I would remind Members that the controls provided by the Orders made under Section 13 of the Criminal Justice and Police Act 2001 are exercised only when an individual fails to comply with a request made by a constable to

- a) not consume in the designated place anything which is, or which the constable reasonably believes to be, intoxicating liquor;
- b) to surrender anything in his possession which is, or which the constable believes to be, intoxicating liquor or a container for such liquor (other than a sealed container).

A person who fails without reasonable excuse to comply with a requirement imposed on him commits an offence and is liable on summary conviction to a fine not exceeding level 2 of the standard scale, currently £100.

The legislation requires that a consultation process is taken to assess the view of business operators and residents living in the areas concerned. I would ask Executive Committee to agree to the carrying out of the relevant consultations and delegate to the Director of Corporate Services the making of relevant Orders subject to no objections to the making of the Orders being received.

(i) Legal Implications

The Orders are enforced by the local constabulary

(ii) Risk Assessment

Risks to the public if no Order is made outweighs the restrictions imposed by the Order.

(iii) Financial Implications

No additional resources other than the provision of signage are involved in this proposal.

(iv) Health and Safety Implications

Not Applicable.

(v) Key Priorities or Corporate Aims

KP1

(vi) Equal Opportunities

Not Applicable.

Background Papers

Police logs of anti social behaviour in the relevant areas.

<b>EXECUTIVE COMMITTEE</b>	<b>(D) Agenda Item 12</b>
<b>Date of Meeting: 10<sup>th</sup> December 2008</b>	
<b>Reporting Officer: Director of Corporate Services</b>	
<b>Title: Membership of the Court of Lancaster University and other Outside Bodies</b>	
<b>Summary and Conclusions:</b>	
<p>The Council on 14<sup>th</sup> May, 2008 gave delegated authority to Committees to make appointments to Outside Bodies, Forums (except Housing Management Forum), Panels etc. in accordance with the number and allocation of seats to political groups agreed at the Annual meeting.</p> <p>The report deals with changes to appointments on Outside Bodies.</p>	
<b>Recommendations:</b>	
<ol style="list-style-type: none"><li>1. To agree whether to appoint a representative to serve on the new Class (f) (4) of the Court of Lancaster University;</li><li>2. To appoint representatives to serve on the Allotments Liaison Committee and Barrow Borough Disability Sport and Leisure Forum: General Committee (Substitute); and</li><li>3. To nominate two representatives to serve of the Fairtrade Working Group.</li></ol>	

## **Report**

### Background

A letter has been received from Lancaster University regarding the Membership of the Court of Lancaster University.

In January 2007, Lancaster University established a Working Party to undertake a review of the effectiveness of its court, to consider the role and membership. The membership of the Court had not been subject to any major review since it was established, and so reflected the society of the 1960s, and it was concluded that some changes would be appropriate.

The Working party recommended that all district councillors should no longer be members of the University Court, and the Privy Council agreed to the deletion of the current Class III (h)(4). Unfortunately the Council's

representative, the Mayor, is therefore no longer eligible for membership under the Class.

However, There will be a revised Class III (h) (4) (now Class (f) (4): representatives of local and regional bodies such as NWDA, regeneration companies and such other parts of the regional government as may exist, given the University's involvement with business and the economy of the region, and this will include representatives from both Cumbria and the Lancashire Associations of District Councils. A representative from this Council would therefore be eligible for appointment under this new category.

Due to the death of Councillor Liversedge it is also necessary to appoint representatives to the under-mentioned Liaison Committee and Forum:-

Allotments Liaison Committee; and  
Barrow Borough Disability Sport and Leisure Forum: General Committee (Substitute).

At its meeting on 21<sup>st</sup> May 2008 Councillor Marcus plus one additional representative from the Conservative Group was elected to serve on the Fairtrade Working Group. Councillor Marcus has indicated that he is unable to fulfil this commitment. Two representatives are therefore required to represent the Council on this Working Group. The Committee is asked to nominate two further representatives from any political group.

(i) Legal Implications

Not Applicable.

(ii) Risk Assessment

Not Applicable.

(iii) Financial Implications

Not Applicable.

(iv) Health and Safety Implications

Not Applicable.

(v) Key Priorities or Corporate Aims

Not Applicable.

(vi) Equal Opportunities

Not Applicable.

Background Papers

Letter held by the Director of Corporate Services.

<b>EXECUTIVE COMMITTEE</b>		<b>Part One (R) Agenda Item 13</b>
<b>Date of Meeting: 10<sup>th</sup> December 2008</b>		
<b>Reporting Officer: Corporate Services Officer</b>		
<p><b>Title: Retention Policy</b></p> <p><b>Summary and Conclusions:</b></p> <p>To assist the Council in complying with the various Access to Information regimes and other legislation a Retention Policy has been drafted for use throughout the Council.</p> <p><b>Recommendation:</b></p> <p>To recommend the Council to adopt the Retention Policy.</p>		

## **Report**

### **Background**

The Council needs to have a Retention Policy for all corporate records.

In the course of carrying out its various functions and activities, the Council collects information from individuals and external organisations and generates a wide range of data/information which is recorded. These records can take many different forms.

Retention of specific documents may be necessary to:

- Fulfil statutory or regulatory requirements
- Evidence events/agreements in the case of disputes
- Meet operational needs
- Ensure the preservation of documents of historic or other value.

Untimely destruction of documents could cause the Council:

- Difficulty in defending litigious claims
- Operational problems
- Embarrassment
- Failure to comply with the Freedom of Information Act or the Data Protection Act.

This schedule contains retention periods for records created and maintained by the Council. The schedule refers to all information regardless of the media

in which it is stored i.e. Manual Files, Photographs, Computer Files etc. A copy of which is attached at **Appendix 4**.

Many of the retention periods are laid down by statute, whilst others are guidelines following best practice in our Departments. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000.

This policy relates to data/information, created/gathered and stored whilst undertaking Council business by both employees and members.

(i) Legal Implications

Untimely destruction could lead to criticism from the Information Commissioner or in certain circumstances litigation.

(ii) Risk Assessment

Not Applicable.

(iii) Financial Implications

In relation to funded projects, – untimely destruction could result in the funding having to be paid back

(iv) Health and Safety Implications

Not Applicable

(v) Key Priorities or Corporate Aims

KP5 – Improve the effectiveness and efficiency of the Council

(vi) Equal Opportunities

Not Applicable

Background Papers

Nil

		<b>Part One</b>
<b>EXECUTIVE COMMITTEE</b>		<b>(R) Agenda Item 14</b>
<b>Date of Meeting: 10th December, 2008</b>		
<b>Reporting Officer: Chief Environmental Health Officer</b>		
<p><b>Title: Private Sector Housing Grants Policy</b></p> <p><b>Summary and Conclusions:</b></p> <p>The report presents a consolidated and amended policy for private sector housing grants. In particular, it establishes “Decent Homes” grants within the North Central Renewal Area.</p> <p><b>Recommendations:</b></p> <p>To recommend the Council to adopt the Private Sector Housing Grants Policy as the Council’s policy under the terms of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002.</p>		

## **Background**

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 reformed the arrangements governing the provision of grants for housing in the private sector. Current Council policy under this order was determined at the time the Order came into force (Executive Committee Minute 44; 7/07/03 refers). This policy has subsequently been amended, particularly in the light of the North Central Renewal Area. As part of the North Central Renewal Area, it has also been agreed to implement “Decent Homes” grants, to provide internal improvements to help properties to meet the decency standard (Executive Minute 73 17/09/08 refers).

The policy document attached as **Appendix 5** consolidates the existing policies within a single document, and sets out the terms on which Decent Homes Grants would be offered.

This policy is intended to consolidate and amend the current position under the Regulatory Reform Order. It does not deal with Disabled Facilities Grants, which are covered by separate statutory provisions.

### (i) Legal Implications

The report consolidates the Council’s policy within the terms of The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002.



(ii) Risk Assessment

Individual elements of the programme will need to be subject to risk assessments.

(iii) Financial Implications

The provision of grants will be carried out within the scope of the approved Capital Programme.

(iv) Health and Safety Implications

Not Applicable

(v) Key Priorities or Corporate Aims

This supports:

KP 2: Meet the housing needs of the Borough and make decent housing more accessible

Annual Objective 3: Deliver year 3 Housing Market Renewal programme

(vi) Equal Opportunities

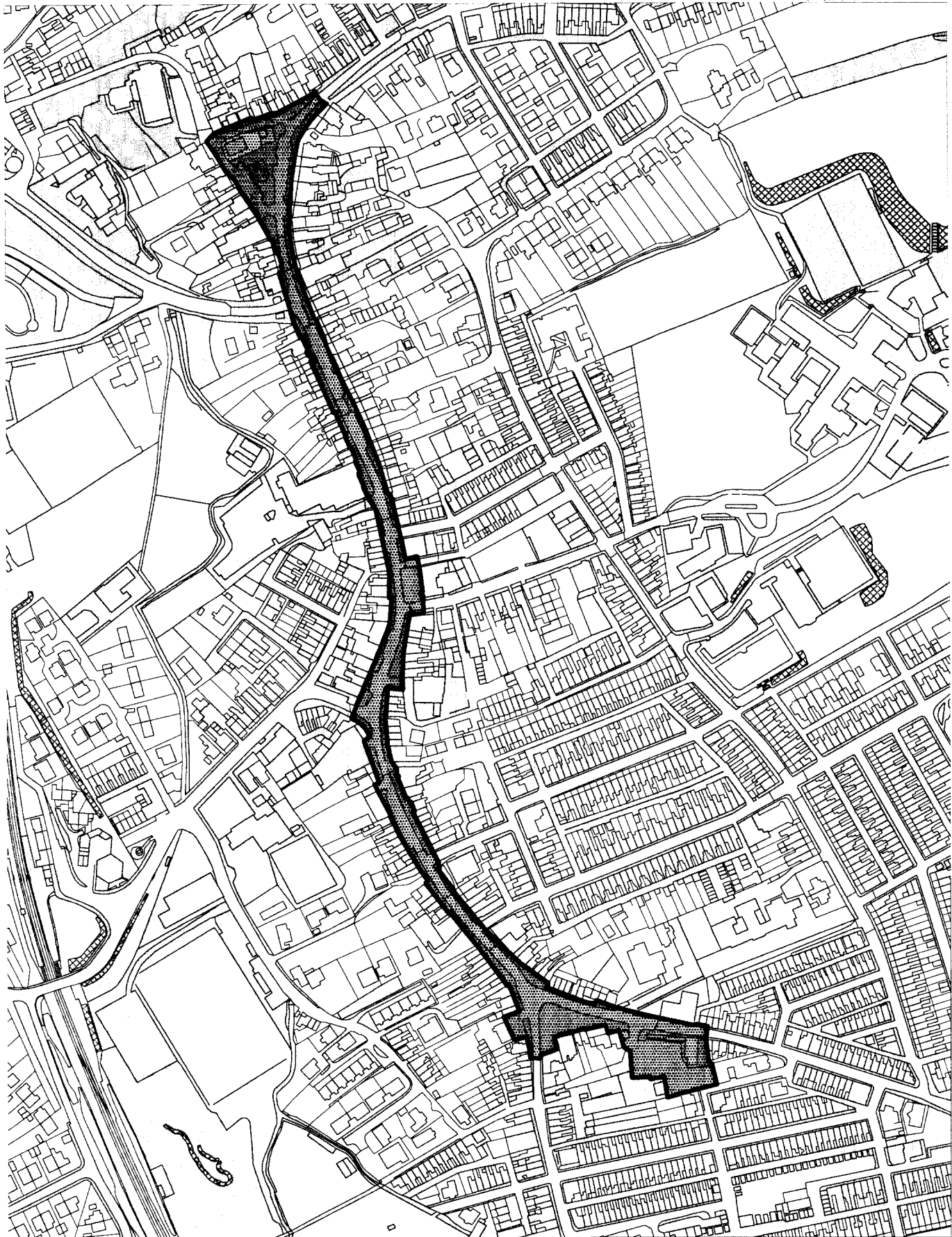
Not Applicable

Background Papers

Not Applicable



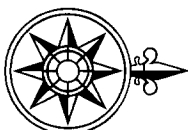
# Dalton Town Centre Designated Non-Drinking Areas



**BOROUGH OF  
BARROW IN  
FURNESS**

Scale : Not to Scale

Grid : None

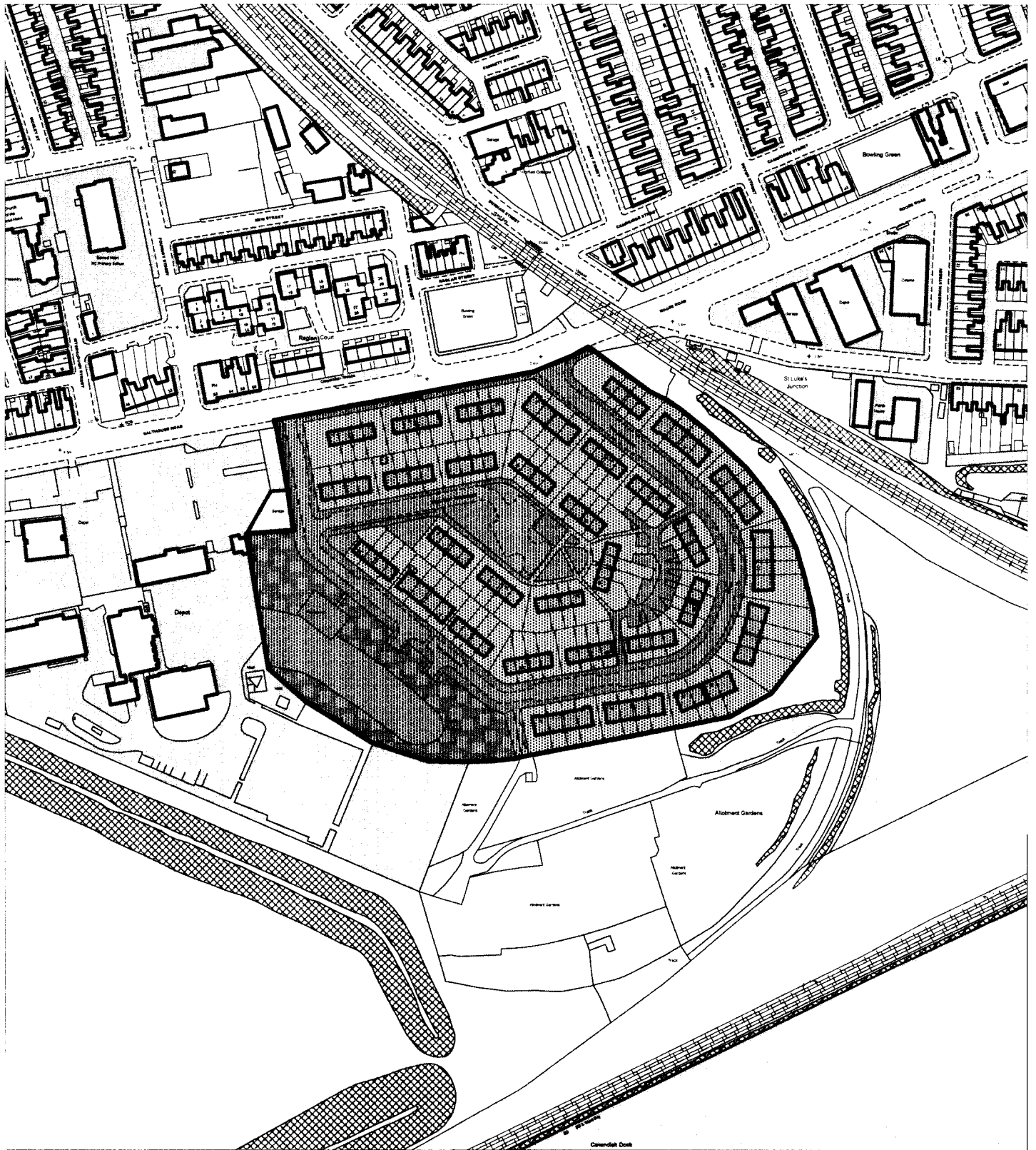


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# Vulcan Designated Non-Drinking Area



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Scale : 1:2500

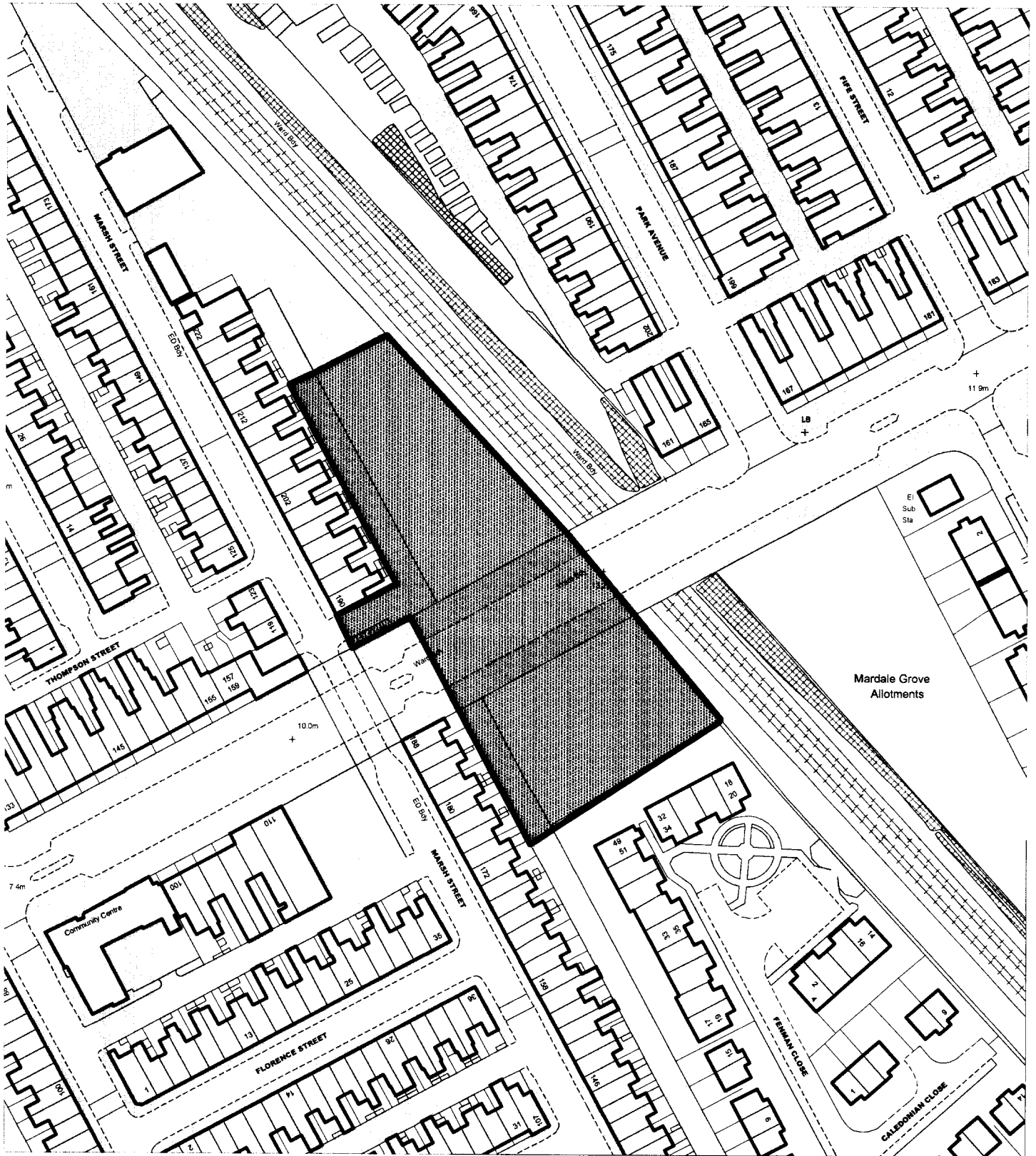
Grid : None



Produced on : 27/11/2008



# Green Heart Den Designated Non-Drinking Area

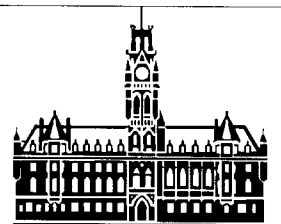


Scale : 1:1250

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**Barrow-in-Furness Borough Council**

**Record Retention Policy (Draft Version 0.07)**

**November 2008**

**Version Control**

<b>Date</b>	<b>Author</b>	<b>Description</b>	<b>Version</b>
6 January 2006	Jane Holden	First Circulation Draft	0.01
27 April 2006	Jane Holden	Revised Draft	0.02
05 May 2006	Jane Holden	Final Draft	0.03
17/05/06	Jane Holden	Amendment – Final Draft	0.04
05/01/07	Jane Holden	Amendments	0.05
11/01/08	Jane Holden	Amendments	0.06
19/11/08	Jane Holden	Amendments	0.07

**Version Control**

<b>Date</b>	<b>Version</b>	<b>Distributed to:</b>
17 January 2006	0.01	Management Group & Internal Audit
28 April 2006	0.02	Internal Audit
16 May 2006	0.03	IT, Mick McKinnell, Gill Punton, Liberata
01 January 2008	0.05	Val Holden, Phil Huck
25 November 2008	0.07	Management Team

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### Part 1 - Introduction

#### Scope of the Guidelines

These Retention Guidelines have been issued to support Barrow-in-Furness Borough Council in the areas of Data Protection, Freedom of Information and the Local Government Act.

The Guidelines have been developed to reflect an understanding of the administrative processes that give rise to record creation and maintenance. For this reason the Guidelines can be applied to all records regardless of format (e.g. paper, electronic).

Backup copies stored on alternative media (server/microfilm) should also be destroyed. This is vital to ensure compliance with the requirements of Data Protection and Freedom of Information legislation. Departments should hold a register of the records destroyed in accordance with the Guidelines. It should be remembered that all records – from creation to destruction - remain the property of Barrow Borough Council and should be handled appropriately.

#### Limitation of Scope

These Guidelines should only be used by departments for the disposal of common administrative records.

#### Objectives

These Guidelines have been designed to:

- Assist in identifying records that may be worth preserving permanently to either account for the actions of the Council or to preserve the heritage of the Borough of Barrow-in-Furness
- Prevent the premature or haphazard destruction of vital records
- Provide consistency for the destruction of those records not required permanently
- Promote improved records management practices within Barrow Borough Council

### Part 2 – Records Retention: The Basics

Records, whether in paper or electronic format, cannot be kept indefinitely. Storage and continued maintenance over time is labour intensive and expensive, leading to a lack of control where growing volume begins to affect access to vital information. A lack of formal, centralised control leads to ad hoc solutions being sought locally, with decisions not being taken until storage accommodation is full. These decisions are arbitrary and lead to the retention of useless information and the premature destruction of vital records.

The Council must be able to pull together documentation to:

- respond to daily business needs
- promote organisational accountability and efficiency
- defend itself against litigation
- recover in the event of a disaster
- manage decision making and plan resources, personnel and finance for the future
- preserve the corporate memory
- provide historic and cultural reference material

**Records created by employees are the property of the Council** and are not only used internally for administration purposes but also may be subject to public inspection due to new access rights granted by the Freedom of Information Act 2000, Data Protection Act 1998 and Environmental Information Regulations 2004. For this reason records must be created, maintained in an accessible and intelligible format for as long as they are needed and then either disposed of in a timely and secure manner or transferred to Archive for long term preservation.

Records created by Council employees should be managed throughout their active life or lifecycle to retain their evidential and informational value:

### Part 3 – The Retention Schedule

<b>MEMBER SERVICES</b>	
<b>Elections</b>	
<b>Preparation</b>	

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Summary certification of those eligible to vote	<b>Permanent until superseded.</b>	<ul style="list-style-type: none"> <li>Register of Electors</li> </ul>	Common practice
Voting	<b>Destroy after 12 months</b>  <b>Offer to Archivist after administrative use is concluded.</b> <b>Destroy 6 months after day of election</b>	<ul style="list-style-type: none"> <li>Postal/Proxy application forms</li> <li>Form A's and Voter Registration Forms</li> <li>Marked copies of the Register</li> </ul>	Statutory (Representation of the Peoples Act 1983)  Statutory – Local Election of Principal Area Rules 1986 (Rule 48)
Voting (Local Elections only)	<b>Destroy 6 months from close of poll</b>	<ul style="list-style-type: none"> <li>Ballot papers ( and any other material)</li> </ul>	Statutory (RPA 1983)
Voting (Parliamentary)	<b>Pass to Clerk of the Crown</b>	<ul style="list-style-type: none"> <li>Ballot papers (and any other material)</li> </ul>	Statutory (RPA 1983 section 55)
Voting (European)	<b>Destroy 12 months after date of Election unless all postal vote then destroy 2 years after Election date</b>	<ul style="list-style-type: none"> <li>Ballot papers (and any other material)</li> </ul>	Statutory (RPA 1983)
Voting (Referendum)	<b>Pass to Central Government</b>	<ul style="list-style-type: none"> <li>Ballot papers (and any other material)</li> </ul>	Statutory (RPA 1983)

<b>Results</b>	
----------------	--

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Declaration of results (local elections only)	<b>Destroy 6 months from date of election</b>	<ul style="list-style-type: none"> <li>Election Notices</li> <li>Ballot paper Accounts</li> </ul>	Statutory (RPA 1983)

<b>Advice</b>	
---------------	--

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
------	------------------	---------------------	-------

Directions/advice for Procedures

Permanent until superseded

- Legislation
- EC Circulars
- Government Circulars

## Candidates

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Candidates Summary of Election Expenses – <b>Local and Parliamentary</b>	Return to candidates (if requested) or destroy <b>2 years</b> from the date of receipt	<ul style="list-style-type: none"> <li>• Candidates Election Expenses</li> </ul>	Statutory (RPA 1983)
Candidates' Summary of Election Expenses – <b>European</b>	Political Party returns – pass to Sec. Of State  Individual Candidates returns destroy after <b>12 months</b> or return to candidate if requested	<ul style="list-style-type: none"> <li>• Candidates Election Expenses</li> </ul>	Statutory (RPA 1983) as applied by European Parliamentary Regulations 1999
Candidate Details	Destroy <b>6 months</b> from date of election.	<ul style="list-style-type: none"> <li>• Candidates nomination papers and consent to nomination forms</li> </ul>	Statutory (RPA 1983) <b>NB</b> Not open for inspection before close of nomination and up until day of election

## Council and Committee Meetings

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The formal process of preparing business for meetings of Council, Committees and Sub-Committees and making the record of discussion, debate and resolutions	<b>Permanent.</b> Transfer to Place of Deposit after administrative use is concluded.	<ul style="list-style-type: none"> <li>• Council Minutes, Agenda and Indexes</li> <li>• Business Papers</li> <li>• Council Notice Papers and Proceedings</li> <li>• Committee Minutes</li> <li>• Registers of Delegations to Special Committees</li> </ul>	Common Practice/Access to Information Act 1985  Minutes should be held in perpetuity. Reports and background documents form part of the minutes and should therefore be retained for a minimum period of <b>4 years.</b>
Minute taking	<b>Destroy after date of confirmation of the minutes</b>	<ul style="list-style-type: none"> <li>• Draft/Rough Minutes</li> <li>• Audio Tapes</li> </ul>	Common Practice

## **Partnership, Agency and External Meetings**

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, where the local authority legally owns the record.	<b>Permanent. Transfer to Place of Deposit after administrative use is concluded.</b>	<ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Minutes</li> <li>• Agendas</li> <li>• Council reports</li> <li>• Recommendations</li> <li>• Supporting documents such as Council briefing and discussion papers.</li> </ul>	Common Practice
The process of preparing business for External Committees consideration and making the record of discussion, debate and resolutions, where the local authority does not own the record.	<b>Destroy 3 years after last action</b>	<ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Reports</li> <li>• Recommendations</li> <li>• Supporting documents such as briefing and discussion papers.</li> </ul>	Common Practice

## **Honours and Submissions**

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of preparing of honours submission.	<b>Destroy 5 years after last action</b>	<ul style="list-style-type: none"> <li>• Honors nomination form</li> <li>• Covering documentation</li> <li>• Letters of support</li> <li>• Referral for comment from lord lieutenant</li> </ul>	Common Practice

## **Political Parties Papers**

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
------	------------------	---------------------	-------

The process of undertaking representation of the local authority. - Local Authority representatives

Destroy **3 years** after last action

- Leader of opposition papers
- Leader of council papers

Common Practice



## CORPORATE MANAGEMENT

### Corporate Planning and Reporting

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The corporate planning and reporting activities of Local Authorities	<b>7 years. Offer to Archivist.</b> Transfer to Place of Deposit after administrative use is concluded.	<ul style="list-style-type: none"> <li>• Corporate Plans</li> <li>• Strategy Plans</li> <li>• Annual Reports</li> <li>• Best Value Performance Plan</li> </ul>	Common Practice
The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions	<b>Permanent.</b> Transfer to Place of Deposit after administrative use is concluded.	<ul style="list-style-type: none"> <li>• Strategic Management Team minutes</li> <li>• Business Plans</li> </ul>	Common Practice
The process of preparing business for cross departmental consideration and making the record of discussion, debate and resolutions	<b>Destroy 3 years from closure</b>	<ul style="list-style-type: none"> <li>• Management Board minutes</li> </ul>	Common Practice
The process of preparing business for departmental consideration and making the record of discussion, debate and resolutions	<b>Destroy 3 years from closure</b>	<ul style="list-style-type: none"> <li>• Departmental Team meeting minutes</li> </ul>	Common Practice

### Statutory Returns

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of preparing information to be passed on to central government as part of statutory requirements	<b>Destroy 7 years from closure</b>	<ul style="list-style-type: none"> <li>• Reports to Central Government</li> </ul>	Common Practice

### Policy, Procedures, Strategy and Structure

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
------	------------------	---------------------	-------

Records/activities that develop policies, procedures, strategies and structures for the Local Authorities.	<b>Permanent.</b> Transfer to Place of Deposit after administrative use is concluded.	<ul style="list-style-type: none"> <li>• Policy, Procedure, Precedent, Instructions</li> <li>• Asset management plan</li> <li>• Organisation Charts</li> <li>• Community Plan</li> <li>• Community safety plan</li> </ul>	Common Practice
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The process of monitoring and reviewing strategic plans, policies or procedure to assess their compliance with guidelines	<b>Destroy 5 years from closure</b>		Common Practice
---	-------------------------------------	--	-----------------

### Public/Staff Consultation

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of consulting the public and staff in the development of significant policies of the local authority	<b>Destroy 5 years from process</b>		Common Practice.
The process of consulting the public and staff in the development of minor policies of the local authority	<b>Destroy 1 year from process</b>		Common Practice

### Information Management

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively.	<b>Permanent.</b> Transfer to Place of Deposit after administrative use is concluded.	<ul style="list-style-type: none"> <li>• Classification Schemes</li> <li>• Registers</li> <li>• Indexes</li> <li>• Authorised Lists of File Headings</li> </ul>	Common Practice
The management of collections of records transferred to the archives	<b>Permanent.</b> Transfer to Place of Deposit after administrative use is concluded.	<ul style="list-style-type: none"> <li>• Accession registers</li> <li>• Depositor files</li> <li>• Entry &amp; Exit Forms</li> </ul>	Common Practice

The process that records the disposal of records.

**Destroy 12 years after last action**

- Disposal certificates

Common practice based on Limitation Act

## Enquiries and Complaints

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The management in summary form of enquiries and complaints directed to council.	<b>Permanent. Transfer to Place of Deposit after administrative use is concluded.</b>	<ul style="list-style-type: none"> <li>• Indexes</li> <li>• Registers</li> </ul>	Common Practice
The management of enquiries, submissions and complaints which result in <b>significant</b> changes to policy or procedures	<b>Permanent. Transfer to Place of Deposit after administrative use is concluded.</b>	<ul style="list-style-type: none"> <li>• Reports</li> <li>• Returns</li> <li>• Correspondence</li> </ul>	Common Practice
The management of detailed responses on Council actions, policy or procedures	<b>Destroy 6 years after administrative use is concluded</b>	<ul style="list-style-type: none"> <li>• Reports</li> <li>• Returns</li> <li>• Correspondence</li> <li>• Ombudsman</li> </ul>	Common Practice
The management of routine responses on Council actions, policy or procedures	<b>Destroy 2 years after administrative use is concluded</b>	<ul style="list-style-type: none"> <li>• Printed Material</li> <li>• Form Letters</li> </ul>	Common Practice
Investigations	<b>10 years</b>		Common Practice
Statistical Reports	<b>10 years</b>		Common Practice
Precedents	<b>10 years</b>		Common Practice
Register of Complaints	<b>10 years</b>		Common Practice
Correspondence/papers	<b>10 years</b>		Common Practice
Reports	<b>3 years</b>		Common Practice
Minutes of meetings of Complaints Meetings etc	<b>Permanent</b>		Common Practice

## Guidance

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Policy Statements	<b>When superseded</b>		Common Practice

**Quality and Performance Management**

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of monitoring or reviewing the quality, efficiency, or performance of a local authority service or unit.	<b>Destroy 5 years from closure</b>	<ul style="list-style-type: none"> <li>• Best Value Review</li> <li>• Best Value Performance Plan</li> </ul>	Common Practice
The process of assessing the quality, efficiency, or performance of a local authority service or unit.	<b>Destroy 2 years from closure</b>	<ul style="list-style-type: none"> <li>• Assessment form</li> </ul>	Common Practice

## MEDIA/PUBLIC RELATIONS

### Publications

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of designing setting information for publication.	Destroy <b>3 years</b> from last action	<ul style="list-style-type: none"> <li>Production of Council publications</li> </ul>	Common Practice
The published work of the local authority	Destroy after administrative use is concluded. <b>Note: One copy from the initial print run should go directly to the archive.</b>		Common Practice
Press releases	Destroy after <b>7 years</b>		Common Practice
Press cuttings	Destroy after <b>1 month</b>		Common Practice
Press conference reports/previews	Destroy after <b>3 years</b>		Common Practice
Press report digests	Destroy after <b>7 years</b>		Common Practice
Correspondence with branches of the media	Destroy after <b>7 years</b>		Common Practice
Policy and administrative records	<b>25 years</b> – Archive when administrative use concluded		Common Practice
Reports on media/public relations	<b>7 years</b>		Common Practice

### Media Relations

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Media publications concerning Local Authorities	<b>Permanent.</b> Transfer to place of deposit after administrative use is concluded.	<ul style="list-style-type: none"> <li>Media reports</li> <li>Photographs</li> </ul>	Common Practice

### Marketing

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
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The process of developing and promotion of Local Authorities Campaigns and events

**Permanent.** Transfer to place of deposit after administrative use is concluded.

Common Practice

## **Civic and Royal Events**

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The recording of ceremonial events and civic occasions	<b>Permanent. One copy to be archived.</b> Transfer to Place of Deposit after administrative use is concluded.	<ul style="list-style-type: none"><li>• Visitors Book</li><li>• Audio Tapes</li><li>• Video Tapes</li><li>• Photographs</li><li>• Publicity material</li></ul>	Common Practice
The process of organising a ceremonial event or civic occasions	<b>Destroy 7 years after administrative use is concluded</b>	<ul style="list-style-type: none"><li>• Correspondence</li><li>• Papers</li><li>• Reports</li></ul>	Common Practice

HOUSING PROVISION			
<i>Housing Tenancies/ Applications</i>			
TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of the allocation and management of welfare housing by the local authority and the associated issues of homelessness			
The registration of individuals housing applications.	<b>Permanent.</b>	<ul style="list-style-type: none"> <li>Council House Register</li> </ul>	Common practice
The process for applying for council housing. (Unsuccessful applications only, successful applications will generally be placed on the tenancy file)	<b>Destroy 6 months after closure</b>	<ul style="list-style-type: none"> <li>Council housing Application forms and supporting material</li> <li>Application for transfer of tenancy and supporting papers</li> </ul>	Common practice
Tenancy Management			
The process for managing the tenancy of an individual tenant.	<b>Destroy 12 years after termination of tenancy.</b>	<ul style="list-style-type: none"> <li>Correspondence re tenancy</li> <li>Tenancy Files</li> <li>Council housing application forms and supporting material</li> <li>Application for transfer of tenancy and supporting papers</li> <li>Application for emergency housing or referral from another agency</li> </ul>	<p>Common practice</p> <p>Details may need to be kept for a longer period of time in order to prove that the tenant was actually housed properly by the authority</p>

## Homelessness/ Advisory Service

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
<p>The process of the allocation and management of welfare housing by the local authority and the associated issues of homelessness</p>	<p>Destroy <b>3 years</b> after closure of homeless/housing advice enquiry including associated records concerning temporary accommodation</p>	<ul style="list-style-type: none"> <li>• Homeless application/enquiry forms and supporting material</li> <li>• Inter authority homeless referrals</li> <li>• Tenancy Relations case enquiries and supporting information</li> <li>• Records of households in temporary accommodation</li> <li>• Closed case summary sheets</li> <li>• Appointment diary</li> <li>• Reception</li> </ul>	
<p>Administration of homelessness and housing advisory services by reception The process of collating statistics concerning the work of Housing Advisory Service for a range of internal and external reports and returns</p>	<p>Destroy <b>1 year</b> after the conclusion of the financial year to which the records relate Destroy <b>7 years</b> after the year end to which the statistics relate</p>	<ul style="list-style-type: none"> <li>• Homelessness returns to ODPM</li> <li>• Contribution to HIP and CIPFA returns</li> <li>• EU accession treat and B&amp;B usage reports</li> </ul>	



## Temporary Accommodation

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The management and administration of temporary accommodation and removal and storage of clients belongings/furniture	<b>Destroy 7 years after the conclusion of the financial year to which the records relates</b>	<ul style="list-style-type: none"> <li>• Rent records</li> <li>• Management payments to external providers of temporary accommodation</li> <li>• Orders and invoices for goods and services associated with the provision of temporary accommodation</li> <li>• As above concerning storage obligations</li> </ul>	

## Right to Buy

Role of Housing Advice in the receipt and administration of right to buy applications	<b>Destroy 12 years after sale completed</b>	<ul style="list-style-type: none"> <li>• Request for valuations and Valuation sheets</li> <li>• Tenants notices of intention</li> <li>• Sale Notices</li> <li>• Property register</li> <li>• Ledgers of property sold and RTB applications</li> </ul>	
Administration – sources of information and outcomes of applications	<b>Permanent</b>		

## Housing Management

The planning, delivery, management and improvement of services	<b>Destroy 3 years after the end of the financial year to which the record relates</b>	<ul style="list-style-type: none"> <li>• Homelessness strategy and review</li> <li>• Service delivery plan</li> <li>• Homelessness directory</li> <li>• Single Homeless Strategy</li> <li>• Service improvement Plan of advice services</li> </ul>	
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## LEGAL SERVICES

### Litigation

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of managing, undertaking or defending for or against litigation on behalf of the Barrow Borough Council	<b>Destroy 7 years after last action.</b>	<ul style="list-style-type: none"> <li>• Criminal case file</li> <li>• Civil case file</li> <li>• Correspondence</li> </ul>	Common practice
Major litigation	<b>Permanent offer to Archivist for review</b>		

### Legal Advice

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of providing legal advice on a point of law	<b>Destroy 3 years after last action.</b>	All Council business etc such as: - Housing Planning Community Safety	Common practice
Major precedents	<b>Permanent - Offer to Archivist</b>		

### Agreements

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Process of agreeing terms between organisations. <b>Note</b> this does not include contractual agreements	<b>Destroy 6 years after agreement expires or is terminated</b>		Common practice Depends on value of agreement Mainly to do with agreements between public bodies. Not in regards to contracts

## CONTRACTS AND TENDERING

### Considerations:-

“The Acts” (Limitation Act 1980, Prescription and Limitation (Scotland) Act 1973) have the effect that proceedings to recover money must be instituted within 6 YEARS of the money becoming due. If the proceedings are not instituted within the relevant period the claim is statute barred.

The direct effect of the acts is that many contractual records need to be retained for **at least six years** after the end of the contract.

A lesser period of retention can be considered for some contractual records: -

- records relating to contracts **worth less than £5,000** should be kept for no longer than **2 YEARS** after the end of the contract

- records relating to contracts that are for a period of **ten years or more** should be reviewed when they are five years old to determine continued business use and retention
- records relating to contracts worth more than £5,000 relating to **goods** should be kept according to the attached schedule
- records relating to contracts dealing with **services** should be retained for two years after payment of the last account

This action is dependant on the nature of the contract – once the records have reached their **six-year limit** a decision must be taken regarding the importance of the contract.

Papers regarding **major** (large, important or controversial or incite media/public interest) development works should be kept to support accountability and also to support historical consistency.

Papers regarding **minor** developments can be reviewed then destroyed upon reaching their six-year maturity.

**CONTRACTS AND TENDERS RELATING TO EXTERNALLY FUNDING PROJECTS HAVE DIFFERENT RETENTION PERIODS**

- **SEE SEPARATE GUIDANCE AT THE END OF THIS POLICY**

## Contracts and Tendering

### Agreements

Process of agreeing terms between organisation (this does not include contractual agreements).

Destroy **6 years** after closure

Common Practice

### Conveyancing

#### TYPE

The process of changing ownership of land or property.

#### RETENTION ACTION

Destroy **12 years** after closure

#### EXAMPLES OF RECORDS

- Legal files relating to land Council land and property transactions

#### NOTES

Section 15 Limitation Act 1980

### Pre Contract Advice

#### TYPE

The process of calling for expressions of interest

#### RETENTION ACTION

Destroy **3 years** after contract let or not proceeded with

#### EXAMPLES OF RECORDS

- Expressions of Interest

#### NOTES

Common practice

### Specification and Contract Development

#### TYPE

The process involved in the development and specification of a contract

#### RETENTION ACTION

Ordinary Contracts  
Destroy **6 years** after the terms of contract have expired.  
Contracts Under Seal  
Destroy **12 years** after the terms of contract have expired

#### EXAMPLES OF RECORDS

- Tender specification
- Note: For project files containing drafts leading to a final version these records can be destroyed.

#### NOTES

Section 5 Limitations Act 1980

Section 8 Limitations Act 1980

### Tender Issuing and Return

#### TYPE

The processes involved in the issuing and return of a tender.

#### RETENTION ACTION

Destroy **1 year** after start of Contract

#### EXAMPLES OF RECORDS

- Opening notice
- Tender envelope

#### NOTES

Common practice

## Evaluation of Tender

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Summary tender evaluation criteria	<ul style="list-style-type: none"> <li>• <u>Ordinary Contracts</u> Destroy <b>6 years</b> after the terms of contract have expired.</li> <li>• <u>Contracts Under Seal</u> Destroy <b>12 years</b> after the terms of contract have expired</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation criteria</li> </ul>	<p>Section 5 Limitations Act 1980</p> <p>Section 8 Limitations Act 1980</p>
Successful tender document	<ul style="list-style-type: none"> <li>• <u>Ordinary Contracts</u> Destroy <b>6 years</b> after the terms of contract have expired.</li> <li>• <u>Contracts Under Seal</u> Destroy <b>12 years</b> after the terms of contract have expired</li> </ul>	<ul style="list-style-type: none"> <li>• Tender documents</li> <li>• Quotations</li> <li>• Evaluation Criteria</li> </ul>	<p>Section 5 Limitations Act 1980</p> <p>Section 8 Limitations Act 1980</p>
Unsuccessful tender documents	Destroy <b>1 year</b> after start of Contract	<ul style="list-style-type: none"> <li>• Tender documents</li> <li>• Quotations</li> <li>• Evaluation Criteria</li> </ul>	Common practice

## Post Tender Negotiation

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process in negotiation of a contract after a preferred tender is selected.	<ul style="list-style-type: none"> <li>• <u>Ordinary Contracts</u> Destroy <b>6 years</b> after the terms of contract have expired.</li> <li>• <u>Contracts Under Seal</u> Destroy <b>12 years</b> after the terms of contract have expired</li> </ul>	<ul style="list-style-type: none"> <li>• clarification of contract</li> <li>• post tender negotiation minutes</li> </ul>	<p>Section 5 Limitations Act 1980</p> <p>Section 8 Limitations Act 1980</p>

## Awarding of contract

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process awarding of contract	<ul style="list-style-type: none"> <li>• <u>Ordinary Contracts</u> Destroy <b>6 years</b> after the terms of contract have expired.</li> <li>• <u>Contracts Under Seal</u> Destroy <b>12 years</b> after the terms of contract have expired</li> </ul>	<ul style="list-style-type: none"> <li>• Signed contract</li> </ul>	Section 8 Limitations Act 1980

## Contract Management

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Contract operation and monitoring	<ul style="list-style-type: none"> <li>• <u>Ordinary Contracts</u> Destroy <b>6 years</b> after the terms of contract have expired.</li> <li>• <u>Contracts Under Seal</u> Destroy <b>12 years</b> after the terms of contract have expired</li> </ul>	<ul style="list-style-type: none"> <li>• Service Level Agreements</li> <li>• Compliance reports</li> <li>• Performance reports</li> </ul>	<p>Section 5 Limitations Act 1980</p> <p>Section 8 Limitations Act 1980</p>
Management and amendment of contract	<p>(a) <u>Ordinary Contracts</u> Destroy <b>6 years</b> after the terms of contract have expired.</p> <p>(b) <u>Contracts Under Seal</u> Destroy <b>12 years</b> after the terms of contract have expired</p>	<ul style="list-style-type: none"> <li>• Minutes and papers of meetings</li> <li>• Changes to requirements</li> <li>• Variation forms</li> <li>• Extension of contract</li> <li>• Complaints</li> <li>• Disputes on payment</li> </ul>	<p>Section 5 Limitations Act 1980</p> <p>Section 8 Limitations Act 1980</p>

## Tenancy Agreements

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of awarding tenancies in welfare housing	a) <u>Ordinary Tenancy</u> Destroy <b>6 years</b> after the terms of agreement have expired. b) <u>Tenancy Under Seal</u> Destroy <b>12 years</b> after the terms of agreement have expired	<ul style="list-style-type: none"> <li>Signed tenancy agreements</li> <li>Sealed tenancy agreements</li> </ul>	Section 5 Limitations Act 1980  Section 8 Limitations Act 1980

**Note:** Halsburys Law of England Vol.28 para.882 defines a contract under seal as a 'speciality'.

Halsburys Statutes Vol.27 page 942. S.8 Limitations Act states actions for specialities limited to 12 years. It now also includes action under Contract (Right of Third Parties) Act 1999.

## ESTATES MANAGEMENT

### Property and Land Management

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Reports to management on overall property of the Local Authority	<b>Permanent. Offer to Archivist.</b> Transfer to Place of Deposit after administrative use is concluded.	<ul style="list-style-type: none"> <li>Consolidated Property &amp; Buildings Annual Reports</li> <li>Summary of Leased Property</li> <li>Summary of Local Authorities Owned Property</li> <li>Site Register</li> <li>Register of Leases</li> </ul>	Common practice

### Property Acquisition and Disposal

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Management of the acquisition (by financial lease or purchase) process for real property	<b>Retain for life of property or building + 12 years.</b> Offer material re major/significant properties to Archivist for review	<ul style="list-style-type: none"> <li>Plans</li> <li>Transfer</li> </ul>	Common practice
Management of the disposal (by sale or write off) process for real Property	<b>Destroy 15 years after all obligations/entitlements are concluded.</b> Offer material re major/significant properties to Archivist for review	<ul style="list-style-type: none"> <li>Legal Documents relating to the Sale</li> <li>Particulars of Sale Documents</li> <li>Board of Survey</li> <li>Tender Documents</li> <li>Conditions of Contracts</li> </ul>	Common practice



## Property Development and Renovation

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of managing and undertaking renovations and development of property			
Management <ul style="list-style-type: none"> <li>Buildings and estates of "special interest"</li> </ul>	<b>Permanent. Transfer to Place of Deposit after administrative use is concluded.</b>	<ul style="list-style-type: none"> <li>Project Specifications</li> <li>Plans</li> <li>Installation Manuals</li> <li>Certificates of Approval</li> </ul>	Common Practice
Management <ul style="list-style-type: none"> <li>All other buildings and estates</li> </ul>	<b>Retain for life of property or building</b>	<ul style="list-style-type: none"> <li>Project Specifications</li> <li>Plans</li> <li>Installation Manuals</li> <li>Certificates of Approval</li> </ul>	Common Practice For asbestos see health and safety under general public services
	<b>Permanent</b>	<ul style="list-style-type: none"> <li>Asbestos records</li> </ul>	Common Practice
Action process involved in the development and renovation of property	<b>Destroy after 7 years</b>	<ul style="list-style-type: none"> <li>Work orders</li> <li>Tenders documents</li> <li>Conditions of contracts</li> </ul>	Common Practice

## Leasing and Occupancy

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of managing leased property	<b>Destroy 15 years after the expiry of the lease</b>	<ul style="list-style-type: none"> <li>Lease Agreements</li> <li>Rental Expenditure Authorities</li> <li>Valuation Queries</li> <li>Applications for Leases, Licences &amp; Rental Revision</li> </ul>	Common practice
The process of managing the occupancy of property	<b>Destroy 7 years after the conclusion of the transaction that the record supports</b>	<ul style="list-style-type: none"> <li>Requests for Works, Cleaning, etc.</li> </ul>	Common practice

## Housing Provision

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of managing local authority welfare housing estates	Destroy <b>4 years</b> after last action.	<ul style="list-style-type: none"> <li>• Stock monitoring records</li> </ul>	Common practice
The action process involved in the development and renovation of property.	Destroy <b>7 years</b> after the conclusion of the transaction that the record supports	<ul style="list-style-type: none"> <li>• Work Orders</li> <li>• Tender Documents</li> <li>• Conditions of Contracts</li> </ul>	Common practice
	Destroy <b>6 years</b> after final action contracts executed underhand and <b>12 years</b> after final action contracts executed under seal	<ul style="list-style-type: none"> <li>• Final accounts</li> <li>• Conditions of contract</li> </ul>	Common practice

## HUMAN RESOURCES

### Personnel General Administration

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Record limited information about employees and posts including names, dates of birth, post(s) and dates held, start/finish dates, summary work histories, post histories etc	<b>Permanent. Transfer to archive once administrative use is concluded</b>	<ul style="list-style-type: none"> <li>• Employment Registers for permanent, temporary, casual staff</li> <li>• Register of personnel files</li> <li>• History Cards</li> </ul>	Common practice
<b>Criminal Records Bureau</b> Check - when required (Staff working with children or vulnerable adults)	<b>Destroy 6 months after issue date</b>  <b>Permanent – retain on Personnel File</b>	<ul style="list-style-type: none"> <li>• CRB Disclosure document</li> <li>• CRB Record of Disclosure having been obtained</li> </ul>	Requirement under CRB Code of Practice  Permitted under CRB Code of Practice

### Employment Records

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of administering employees to ensure that entitlements & obligations are in accordance with agreed employment requirements.	<b>Destroy 6 years from date of last pension payment or 6 years from the date of termination of employment if non-pension contributor</b>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Job Description</li> <li>• Job Specification</li> <li>• Medical Clearance</li> <li>• Letter of Appointment</li> <li>• Probation Report</li> <li>• Personal particulars</li> <li>• Qualifications</li> <li>• Declaration of pecuniary interests</li> <li>• Employment Contracts</li> </ul>	Common Practice
<ul style="list-style-type: none"> <li>• Records containing superannuating information</li> <li>• Records of Staff Working with Children</li> <li>• All other records</li> </ul>	<b>Terminations +25 years</b>  <b>Termination +6 years</b>		

## Employee and Industrial Relations

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Identification & development of significant directions concerning industrial matters	<b>Permanent. Transfer to Place of deposit after administrative use is concluded.</b>	<ul style="list-style-type: none"> <li>• Generic Agreements (White, Green and Purple Books)</li> <li>• Negotiations/ Consultations</li> <li>• Disputes</li> <li>• Claims lodged by Unions</li> <li>• Locally Agreed Procedures (Disciplinary, grievance etc)</li> </ul>	Common Practice
Liaison processes of minor and routine industrial matters	<b>Destroy 2 years after administrative use is concluded.</b>	<ul style="list-style-type: none"> <li>• Daily Industrial Relations management e.g. new /updates to policies – flexible working, internet at work policy</li> </ul>	Common Practice

Process of disciplinary and grievances investigations (where proven)

**Oral Warning – 6 months**

**Written Warning - 1 year**

**Final Warning - 18 months**

The above warnings to be removed & destroyed after the relevant time have 'spent'.

**Warnings Involving Children – Placed on personal file permanently**

Destroy **6 years** from date of last pension payment or **6 years** from date of termination of employment if non-pension contributor

- Minutes of Meetings, investigation reports, letters formal notification of warning

Documents of this nature may also be held by work or union representatives and are covered by their document retention policy.

Process of disciplinary and grievances investigations (where unproven/unfounded)

Destroy within **6 months** after completion of the appeal or after the date for appeal.

- Investigation reports, witness statements, letters minutes of hearings etc

Common Practice

## Equal Employment Opportunities

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of investigation and reporting on specific cases to ensure that entitlements & obligations are in accordance with agreed Equal Employment Opportunities guidelines policies.	Destroy <b>5 years</b> after action completed	<ul style="list-style-type: none"> <li>• Equal Opportunity monitoring form</li> </ul>	Required by law for monitoring and comparison

## Occupational Health

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of checking and ensuring the health of staff.	<b>75 years (from date of birth)</b>	Employee medical screening records - <ul style="list-style-type: none"> <li>• Health questionnaires,</li> <li>• medical clearance,</li> <li>• Adjustment to work place</li> <li>• restrictions,</li> <li>• Medical recommendations</li> </ul>	Common Practice

## Recruitment

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The selection of an individual for an established position	<b>Destroy 1 year after recruitment has been finalised.</b>	<ul style="list-style-type: none"> <li>• Advertisements</li> <li>• Application Forms</li> <li>• Interview notes</li> <li>• Referee reports</li> <li>• Unsuccessful application forms</li> <li>• Shortlisting interview notes</li> </ul>	Common Practice

## Staff Monitoring

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Performance	<b>Destroy 5 years after action is completed</b>	<ul style="list-style-type: none"> <li>• Probation reports</li> <li>• Performance Management</li> </ul>	Common Practice
Process of monitoring staff leave and attendance.	<b>Destroy after 2 years</b>	<ul style="list-style-type: none"> <li>• Appraisals</li> <li>• Sick leave</li> <li>• Jury service</li> <li>• Study leave</li> <li>• Special/personal leave</li> <li>• Flexi sheets</li> <li>• Leave applications</li> <li>• Holiday purchase leave</li> </ul>	Common Practice
Statutory maternity pay records	<b>Destroy after 3 years</b>		Statutory Maternity Pay Regulations 1999
Staff Sickness Records	<b>Destroy after 3 years</b>		Statutory Sick Pay Regulations 1999

## Staff Retention

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Financial reward	Destroy <b>7 years</b> after action completed	Loyalty payments Long service awards	Common practice. All records relating to actual payments are dealt with under finance
Other strategy	Destroy <b>3 years</b> after action completed		Common Practice

## Termination

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of termination of staff through voluntary redundancy, dismissal and retirement.	Destroy <b>6 years</b> after termination  If a pension is paid then records should be destroyed <b>6 years</b> after last payment of pension	<ul style="list-style-type: none"> <li>• Resignation</li> <li>• Redundancy</li> <li>• Dismissal</li> <li>• Death</li> <li>• Retirement</li> </ul>	Common Practice

## Training and Development

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Routine staff training processes, not occupational health and safety or children related	Destroy <b>2 years</b> after action completed	<ul style="list-style-type: none"> <li>• Course bookings, Individual staff assessment of course attended. Any training materials</li> </ul>	Common Practice
Training (for those dealing with children)	Destroy <b>35 years</b> after training completed		Common Practice

Training (occupational health and safety training)	<p><b>Destroy 50 years after training completed</b></p> <p>Individual course assessment records should be destroyed once the training has been renewed every <b>3 years</b></p>	<ul style="list-style-type: none"> <li>• e.g. RIDDOR, COSHH, NEBOSH</li> <li>• Driver assessment</li> <li>• Manual Handling</li> </ul>	Common Practice
Training materials	<b>Destroy 1 year after course is superseded</b>		Common Practice
Training – Proof of Completion	<b>Retain on individuals employment file</b>	<ul style="list-style-type: none"> <li>• Training Log</li> <li>• Skills log</li> <li>• Certificates</li> <li>• Awards</li> <li>• Exam results</li> </ul>	Common Practice

## Appointment of Statutory Officers

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Summary management systems that allow the monitoring & management of statutory officers in summary form	<b>Permanent.</b> Transfer to place of deposit after administrative use concluded		<b>Statutory officers:</b> Head of Paid Service Chief Finance Officer Monitoring Officer
The process of administering employees to ensure that entitlements & obligations are in accordance with agreed employment requirements	<b>Destroy 6 years after departure from Employment</b>		
The process of selection of an individual for an statutory position	<b>Destroy 2 years after date of appointment</b>	<ul style="list-style-type: none"> <li>• Vacancies &amp; Applications Records</li> <li>• Interview notes</li> <li>• Prospective Staff Records</li> <li>• Registers of Applicants</li> <li>• Unsuccessful Applications Records</li> </ul>	
The appointment of an individual for an statutory position	<b>Permanent.</b> Transfer to a place of deposit after administrative use is concluded.	<ul style="list-style-type: none"> <li>• Appointment Offer/Acceptance</li> </ul>	



# Financial Management

All financial records must be retained for inspection for a minimum period of the current plus three financial years. However, in order to answer queries from HM Customs & excise and to respond to interest claimed under the late payment of Commercial Debts Act, Local Account records should be kept for **six years**.

In all cases original documents shall be retained and not photocopies, unless alternative arrangements are agreed.

**FINANCIAL INFORMATION RELATING TO EXTERNALLY FUNDING PROJECTS HAVE DIFFERENT RETENTION PERIODS - SEE SEPARATE GUIDANCE AT THE END OF THIS POLICY**

## Financial Management

### Reporting

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process that consolidates financial transactions on an annual basis for corporate reporting purposes.	<b>Permanent.</b> Transfer to Place of Deposit after administrative use is concluded.	<ul style="list-style-type: none"> <li>• Annual Statement of Accounts</li> <li>• Annual Summary Accounts</li> <li>• Annual Budget</li> <li>• Council Tax Report</li> <li>• General ledger</li> </ul>	Common practice
The process that supports and consolidates financial transactions on a periodic (less than annual) basis, superseding those from the previous period. Does <b>not</b> include journals and subsidiary ledgers and cash books	<b>Destroy after financial year's statement of accounts has been closed and audited.</b>	<ul style="list-style-type: none"> <li>• Consolidated monthly and quarterly reports</li> <li>• Consolidated monthly and quarterly financial statements</li> <li>• Working papers for the preparation of the above</li> <li>• Monthly accrual statements</li> <li>• Cashflow statements</li> </ul>	Common practice

## Transactions

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Management of the approvals process for purchases	Destroy <b>7 years</b> after the end of the financial year in which the records were created	<ul style="list-style-type: none"><li>• Appointments &amp; Delegations</li><li>• Arrangements for the Provision of Goods and/or Services</li></ul>	Statutory

## Reporting

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Management accounts and investigations	Destroy <b>6 years</b> after the end of the financial year in which the records were created  Permanent	<ul style="list-style-type: none"><li>• Management Accounts</li> <li>• Annual Accounts</li><li>• Audit Investigations</li><li>• Internal Audit Reports</li><li>• External Audit reports</li></ul>	Common Practice

Identification of the receipt, expenditure and write offs of public monies

**Destroy 6 years after the conclusion of the financial transaction that the record supports**

- Invoices
- Receipts
- Bank Statements
- Subsidiary Ledgers (Annual)
- Journals (Annual)
- Bank Reconciliation
- Cash books
- Bank Paying In Books
- Order and delivery notes
- Creditors invoices and credit notes
- Records of receipt books issued
- Sales records
- Periodic income reports
- Debtor accounts – non-current records

Statutory  
This period may be reduced with the agreement of Customs and Excise and/or the Inland Revenue

## Transactions

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Process involving the provision and support for individuals using public transportation	<b>Destroy 6 years after the conclusion of the financial transaction that the record supports</b>	<ul style="list-style-type: none"> <li>• Applications</li> <li>• Card Issue</li> <li>• Rail Warrants</li> </ul>	Statutory
Processes that balance & reconcile financial accounts	<b>Destroy 2 years after administrative use is concluded</b>	<ul style="list-style-type: none"> <li>• Reconciliation</li> <li>• Summaries of accounts</li> </ul>	Common practice
Taxation Records	<b>Destroy 5 years after the end of the financial year in which the records were created</b>	<ul style="list-style-type: none"> <li>• Taxation records</li> <li>• Motor vehicle logs</li> <li>• Fringe benefits tax records</li> <li>• Group certificates</li> </ul>	Statutory

## Payroll

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
<b>Accountable</b> processes relating to payment of employees	<b>Destroy 7 years after the conclusion of the financial transaction that the record supports</b>	<ul style="list-style-type: none"> <li>• Authority Sheets</li> <li>• Payroll Deduction Authorities</li> <li>• Payroll Disbursement</li> <li>• Employee Pay Records</li> <li>• Employee Taxation Records</li> </ul>	Statutory
<b>Non-accountable</b> processes relating to payment of employees	<b>Destroy after conclusion of the end process when this has been completed and audited</b>	<ul style="list-style-type: none"> <li>• Summary employee pay reports</li> </ul>	Common Practice

## Budgets and Estimates

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of finalising Local Authorities' annual budget	<b>Permanent. Transfer to Place of Deposit after administrative use is concluded.</b>	<ul style="list-style-type: none"> <li>• Annual Budget</li> </ul>	Common practice Only the final version of the annual budget needs to be kept
The process of developing Local Authorities' annual budget.	<b>Destroy 2 years after annual budget adopted by Local Authorities.</b>	<ul style="list-style-type: none"> <li>• Budget Working Papers</li> <li>• Draft Budgets</li> <li>• Departmental budgets</li> <li>• Draft estimates</li> </ul>	Common practice
The process of reporting which examines the budget in relation to actual revenue and expenditure	<b>Destroy after next year's annual budget has been adopted by local authorities</b>	<ul style="list-style-type: none"> <li>• Budget Control Reports</li> <li>• Quarterly Statements</li> </ul>	Common practice

## Loans/Borrowing

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The activity of borrowing money to enable Local Authorities to perform its functions and exercise its powers.	Destroy <b>7 years</b> after the loan has been repaid	<ul style="list-style-type: none"> <li>• Loan Files</li> </ul>	Statutory
Summary management of loans	<b>Permanent.</b> Transfer to Place of Deposit after administrative use is concluded.	<ul style="list-style-type: none"> <li>• Loans Registers</li> </ul>	Common practice

## Housing

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Mortgages	<p>Last payment + <b>6 years</b> if signed</p> <p>Last payment +<b>12 years</b> if sealed</p>	<ul style="list-style-type: none"> <li>• Mortgage agreements</li> <li>• Correspondence</li> </ul>	Statutory
“Right to Buy”	Destroy <b>12 years</b> after sale of house	<ul style="list-style-type: none"> <li>• Sale documents</li> <li>• Agreement concerning sale</li> </ul>	Common practice
Rent Payments	Destroy <b>7 years</b> after the end of the financial year in which created	<ul style="list-style-type: none"> <li>• Rent books</li> <li>• Correspondence concerning payment</li> <li>• Requests for payment</li> </ul>	Statutory

Home Improvement Grants	<p>Destroy <b>6 years</b> after the last payment for grants under 50k. For grants over 50k destroy <b>12 years</b> after last payment.</p> <p>Where plans and detailed drawings included, with the permission of the grant applicant, offer to Archivist.</p>	<ul style="list-style-type: none"> <li>• Grant Application</li> <li>• Details of payments</li> <li>• Correspondence relating to grant</li> </ul>	Statutory
Records of sites/buildings which may be developed for affordable housing	Permanent	Plans and correspondence	Common practice
Homeless Applications Records	Destroy after 4 years from the date of permanent re-housing for accepted applications, 4 years from the latest action for other applications	Correspondence	Common practice

## Council Tax

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The banding of domestic properties for the purpose of calculating the tax base and levying Council Tax.	<p><b>Valuation lists - Permanent.</b></p> <p>Destroy <b>10 years</b> after the end of the financial year in which it was created.</p>	<ul style="list-style-type: none"> <li>• Valuation lists</li> <li>• Correspondence</li> <li>• Appeals</li> <li>• Reports</li> <li>• Rate Books</li> <li>• Rate Cards</li> <li>• Register of rateable properties</li> </ul>	Common practice

## Non Domestic Rating List

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The valuation of non domestic hereditaments for the purpose of levying non domestic rates	<p><b>Valuation lists - Permanent.</b></p> <p><b>Destroy 10 years after the end of the financial year in which it was created.</b></p>	<ul style="list-style-type: none"> <li>• Valuation lists</li> <li>• Correspondence</li> <li>• Appeals</li> <li>• Reports</li> </ul>	Common practice

## Council Tax and Non Domestic Rates

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The activity of corresponding with Council Tax payers in relation to the collection, administration and recovery of Council Tax and Non Domestic rates.	<p><b>Destroy 7 years after last action</b></p>	<ul style="list-style-type: none"> <li>• Notices</li> <li>• Correspondence</li> <li>• Appeals</li> <li>• Rate Certificates</li> <li>• Changes of Occupation</li> <li>• Recovery action</li> </ul>	Common practice

## Benefits

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The administration assessment and payment of housing benefit and Council Tax benefit	<p><b>Destroy 7 years after the end of the financial year in which it was created</b></p>	<ul style="list-style-type: none"> <li>• Benefit application forms</li> <li>• Change of circumstance</li> <li>• Proof of income/capital</li> <li>• Appeals</li> <li>• Overpayment recovery</li> <li>• Subsidy</li> <li>• Claims and returns</li> </ul>	Common practice

## Summary Assets Management

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
<p><i>See Property Management for real property assets.</i></p> <p><i>See Transport Management for vehicle assets.</i></p>			
Summary management reporting on the overall assets of the Local Authorities	<b>Permanent. Transfer to Place of Deposit after administrative use is concluded.</b>	<ul style="list-style-type: none"> <li>• Schedules of Acquisitions</li> <li>• Consolidated Current Asset Reports</li> <li>• Annual Reports</li> <li>• Summary of Current Assets</li> <li>• Asset Registers</li> </ul>	Common practice

## Asset Monitoring and Maintenance

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Management systems that allow the monitoring & management of assets in summary form.	<b>Destroy 7 years after the conclusion of the financial transaction that the record supports</b>	<ul style="list-style-type: none"> <li>• Subsidiary Asset Registers</li> </ul>	Common practice
Process of reporting and reviewing assets status	<b>Destroy 2 years after administrative use is concluded.</b>	<ul style="list-style-type: none"> <li>• Routine Returns and Reports on Asset Status</li> <li>• Inventories</li> <li>• Stocktaking</li> <li>• Surveys of Usage</li> <li>• Acquisition and Disposal Reports &amp; Proposals</li> </ul>	Common practice
The process of maintaining assets	<b>Destroy 7 years after last action</b>	<ul style="list-style-type: none"> <li>• Garden maintenance</li> <li>• Cleaning</li> <li>• Painting</li> </ul>	Common practice



The process of maintaining Plant, and equipment.

**Destroy 7 years after sale or disposal of asset**

- Service Records
- Plant Files

Common practice

## Asset Acquisition and Disposal

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets	<b>Destroy 6 years, if under £50 000 /12 years if over £50 000, after all obligations/entitlements are concluded.</b>	<ul style="list-style-type: none"> <li>• Legal Documents relating to the Purchase/Sale</li> <li>• Particulars of Sale Documents</li> <li>• Board of Survey</li> <li>• Leases</li> <li>• Applications for Leases, Licences &amp; Rental Revision</li> <li>• Tender Documents</li> <li>• Conditions of Contracts</li> <li>• Certificates of Approval</li> </ul>	Statutory

## Internal Audit

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The provision of assurance through an independent and objective opinion of the Council's control environment	<b>Destroy 6 years + current</b>	<ul style="list-style-type: none"> <li>• Audit reports</li> <li>• Audit job files/working papers</li> <li>• Internal Audit management information</li> <li>• Background and research papers</li> <li>• Investigation files</li> </ul>	Statutory
The provision of advice and support at the request of services	<b>Destroy 6 years + current</b>	<ul style="list-style-type: none"> <li>• Advice files</li> </ul>	Common Practice

To inform the audit process

Indefinitely. Files to be reviewed annually - remove any redundant information

- Permanent files
- Standard control matrices
- Systems documentation
- Procedure notes
- Investigation files

Common Practice

To conduct grievance and disciplinary investigations

Pass to Personnel upon completion of the investigation. See Personnel section for retention periods.

## Systems Management

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The internal process to develop or extend the capabilities of a system used to support the activities of the local authority	Retain for life of system then Destroy		Common Practice
The process to implement a system used to support the activities of the local authority	Destroy 7 years after last action	<ul style="list-style-type: none"> <li>Implementation plan</li> </ul>	Common Practice
The process to Support and administer a system used to support the activities of the local authority	Destroy 5 years after last action		Common Practice

## Transport Management

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of acquisition and disposal of vehicles through lease or purchase	Destroy 7 years after the disposal of the vehicle	<ul style="list-style-type: none"> <li>Leases</li> <li>Contracts</li> <li>Quotes</li> <li>Approvals</li> <li>Fleet Authorisation Numbers</li> </ul>	Common Practice
The process of managing allocation & maintenance of vehicles	Destroy 7 years after the sale or disposal of the vehicle	<ul style="list-style-type: none"> <li>Approvals as Drivers</li> <li>Allocations &amp; Authorisations for Vehicles</li> <li>Maintenance</li> </ul>	Common Practice
The process of recording vehicle usage	Destroy 3 years after the sale or disposal of the vehicle	<ul style="list-style-type: none"> <li>Vehicle Usage Reports</li> </ul>	Common Practice
The process of recording drivers usage	Destroy 7 years after closure	<ul style="list-style-type: none"> <li>Vehicle Log book</li> </ul>	Common Practice

## INSURANCE

### Policy Management

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The summary management of insurance arrangements	<b>Permanent.</b> Transfer to Place of Deposit after administrative use is concluded.	<ul style="list-style-type: none"><li>• Insurance Register</li></ul>	Common Practice
The process of insuring Local Authorities Officers, property, vehicles and equipment against negligence, loss or damage	<b>Destroy 7 years after the terms of the policy have expired</b>	<ul style="list-style-type: none"><li>• Insurance Policies</li><li>• Correspondence</li></ul>	Common Practice
The process of renewing insurance policies	<b>Destroy 5 years after the insurance policy has been renewed</b>	<ul style="list-style-type: none"><li>• Insurance Policy Renewal Records</li><li>• Correspondence</li></ul>	Common Practice

### Claims Management

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process that records insurance claims against the Local Authorities or Local Authorities Officers	<b>Destroy 7 years after all obligations/entitlements are concluded (allowing for the claimant to reach 25 years of age)</b>	<ul style="list-style-type: none"><li>• Claims Records</li><li>• Correspondence</li></ul>	Common Practice

## HEALTH & SAFETY

### Inspections and Assessments

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Process of inspecting equipment to ensure it is safe.	<b>Destroy 6 years from destruction of the equipment</b>	<ul style="list-style-type: none"> <li>• Equipment inspection records</li> <li>• Lifting Equipment records</li> </ul>	Statutory Health & Safety at Work Act 1974 & associated legislation
Processing the geo-technical assessments of a quarry	<b>When quarry is no longer in use consult or refer to Health and Safety Executive (HSE)</b>		Statutory
Process of carrying out monitoring to ensure that the process is safe.	<b>Destroy 3 years from last action</b>	<ul style="list-style-type: none"> <li>• Monitoring results</li> <li>• Inspection records</li> <li>• Maintenance records</li> </ul>	Statutory Provision and Use of Work Regs 1998 Management of Health & Safety at Work 1999 (Reg 5)
Process of monitoring of areas where employees and persons are likely to have become in contact with <b>asbestos</b>	<b>Destroy 40 years from last action.</b>	<ul style="list-style-type: none"> <li>• Property asbestos files</li> <li>• Medical Reports</li> </ul>	Statutory Control of Asbestos at Work Regulations 1987
Process of monitoring of areas where employees and persons are likely to have come in contact with <b>radiation</b>	<b>Destroy 50 years from last action or at age 75 years whichever is the greater.</b>		The Ionizing Radiations Regulations 1985
Process to ensure safe systems of work	<b>Retain until superseded or process ceases, +1 year</b>	<ul style="list-style-type: none"> <li>• Safe Working Procedures</li> </ul>	Common practice
Process to assess the level of risk	<b>Destroy 3 years from last assessment.</b>	<ul style="list-style-type: none"> <li>• Risk assessments</li> </ul>	Statutory
Processes that permit work	<b>Destroy 1 year from last action.</b>		Common practice
Process that record injuries to adults	<b>Destroy 3 years from closure</b>	<ul style="list-style-type: none"> <li>• Accident reports and books</li> </ul>	Statutory Reporting of injuries and Dangerous Occurrence Regulations 1995
Process that record injuries to children	<b>Destroy 25 years from closure</b>	<ul style="list-style-type: none"> <li>• Accident reports and books</li> </ul>	Statutory Reporting of injuries and Dangerous Occurrence Regulations 1995

## Civil Contingencies

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Process to develop the emergency/disaster plan for the local community	<b>Permanent.</b> Transfer to place of deposit after superseded.	<ul style="list-style-type: none"> <li>Emergency Planning</li> </ul>	Common Practice
Process of recording the result of the test for emergency/disaster plan for the local community	<b>Destroy 10 years after closure</b>		Common Practice
Records of training provided to staff (including audio visual material)	<b>Destroy 5 years from last action</b>		National Archives

## Major Incident

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Activities that report on all major incidents in the local community, whether the emergency plan has been invoked or not	<b>Permanent.</b> Transfer to place of deposit after administrative use is concluded		Common Practice
Activities that report on all minor incidents in the local community	<b>Destroy 7 years after closure</b>		

## ENFORCEMENT, CERTIFICATION AND PROSECUTION

(Includes information created within environmental health).

## Registration, Certification and Licensing

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
<p>Summary management systems that allow the monitoring &amp; management of registration, certification and Licences registration requirements in summary form.</p>	<p><b>Permanent.</b> Transfer to Place of Deposit after administrative use is concluded</p>	<ul style="list-style-type: none"> <li>• Applications for Animal Registration</li> <li>• Applications for Registration of a Business Premises</li> <li>• Applications for Release of Animals Impounded</li> <li>• Registers</li> <li>• Certificates of Registration</li> <li>• Animal movement licences</li> <li>• Gaming</li> <li>• Fire certification</li> <li>• Disabled Parking permits</li> <li>• Registration to sell poison</li> </ul>	<p>Common practice</p>
<p>The administration of applications, registration, certification and Licences in relation to Local authorities' registration requirements.</p>	<p><b>Destroy 2 years after registration or entitlement lapses</b></p>	<ul style="list-style-type: none"> <li>• Applications for Animal Registration</li> <li>• Applications for Registration of a Business Premises</li> <li>• Applications for Release of Animals Impounded</li> <li>• Registers</li> <li>• Certificates of Registration</li> <li>• Animal movement licences</li> <li>• Gaming</li> <li>• Fire certification</li> <li>• Disabled Parking permits</li> <li>• Registration to sell poison</li> </ul>	<p>Statutory Note may want archival review in cases of licensing of children in entertainment.</p>
<p>The process involved in licensing sites for the holding or use of toxic or hazardous substances. (Including petroleum, agricultural chemical products or herbicides)</p>	<p><b>Permanent -Transfer to Place of Deposit after administrative use is concluded - 60 years after registration or entitlement lapses</b></p>	<ul style="list-style-type: none"> <li>• Diesel licences</li> <li>• Petroleum licences</li> <li>• Health and safety licensing</li> <li>• Hazardous substances</li> <li>• Contaminated land register/pollution</li> </ul>	<p>Common practice</p>

## Notification

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of issuing notices to citizens with respect to particular responsibilities	Destroy <b>2 years</b> after the matter is concluded	<ul style="list-style-type: none"><li>• Fire Prevention Notices</li><li>• Fire Prevention Infringement Notices</li><li>• Objections to Notices</li><li>• Appeals Against Notices</li><li>• Registration of Premises Infringement Notices</li><li>• Animal Impounding Notices</li></ul>	Common practice

## Investigation, Inspection and Monitoring

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of investigation, monitoring or inspection laws in the responsibility of the local authority.	Destroy <b>7 years</b> from last action.		Common practice



## Prosecution

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities under statute, a statutory instrument or byelaw	<b>Destroy 7 years from last action.</b>	<ul style="list-style-type: none"><li>• Prosecution/sanction files</li></ul>	Common practice

## By-Laws

### Enactment

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of making local laws	<b>Permanent. Offer to Archivist. Transfer to Place of Deposit after administrative use is concluded.</b>	<ul style="list-style-type: none"><li>• Master Set of by-laws</li><li>• Policy Development Documents</li><li>• Correspondence</li><li>• Submissions</li></ul>	Common practice

## Administration & Enforcement

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of administering and enforcing bye-laws	<b>Destroy 2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the matter has ceased.</b>	<ul style="list-style-type: none"><li>• Applications and Certificates</li><li>• Permits</li><li>• Licenses</li><li>• Infringement Notices (Parking)</li><li>• Correspondence</li></ul>	Common practice

## CEMETERIES & CREMATORIA

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Summary management systems that record the location and occupancy of deceased individuals.	<b>Permanent. Transfer to Place of Deposit after administrative use is concluded.</b>	<ul style="list-style-type: none"> <li>• Internment register</li> <li>• Grave/Lair register</li> <li>• Grave/Lair Plans</li> <li>• Cremation register</li> </ul>	Common practice
The process of regulation of cremations	<b>Destroy 15 years after last action</b>	<ul style="list-style-type: none"> <li>• Permits</li> <li>• Applications</li> <li>• Orders</li> <li>• Medical records</li> <li>• Registration Papers</li> </ul>	Requirement of Regulation 20 of the Cremation Regulations 1930 and subsequent regulations of 1952 and 1965
The process of regulation of burials and memorials	<b>Destroy 5 years after last action. Consider transfer to place of Deposit for Historical purposed Destroy 15 years after last action</b>	<ul style="list-style-type: none"> <li>• Permits</li> <li>• Applications</li> <li>• Orders</li> <li>• Medical records</li> <li>• Registration Papers</li> </ul>	

## WASTE MANAGEMENT

*The provision of hard waste removal, destruction and waste reduction services by the council to ratepayers.*

### Collection

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The process of arranging the collection or transportation of household waste.	Destroy <b>2 years</b> after last action		Common practice
The process of arranging the collection or transportation of controlled waste.	Destroy <b>6 years</b> after last action		Common practice

## PLANNING & LAND USE

### Planning Scheme Development and Amendment

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The activity of developing a vision and strategic directions regarding existing and future land use within the municipality and the development of local and town centre plans to ensure the implementation of the Local Development Frameworks	<b>Permanent. When plan superseded remove.</b>	<ul style="list-style-type: none"> <li>• Local Plan</li> <li>• Local Development Framework</li> </ul>	Common practice
The activity of consultation to gain approval for the Local Development Frameworks or Local Plans	<b>Permanent. When plan superseded remove. (Review after 3 years)</b>	<ul style="list-style-type: none"> <li>• Consultation</li> <li>• Documents and replies</li> <li>• Inquiries and objections made by members of public</li> <li>• Public Inquiry documents</li> </ul>	Common practice
The activity of recording information on historical buildings, monuments and ecology at a specific site.	<b>Transfer to Place of Deposit after administrative use is concluded.</b>	<ul style="list-style-type: none"> <li>• Sites and Monuments records</li> <li>• Ecological records</li> <li>• Species records</li> <li>• Historically listed buildings</li> <li>• Definitive map</li> <li>• Commons registration</li> </ul>	Common practice

The activity of establishing planning scheme controls and providing for them to be amended.	<b>Permanent. Transfer to Place of Deposit after administrative use is concluded.</b>	<ul style="list-style-type: none"> <li>• Land Use surveys</li> </ul>	Common practice
The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	<b>Destroy 15 years after decision. Archive controversial/high profile schemes.</b>	<ul style="list-style-type: none"> <li>• Application consultation</li> <li>• Objections</li> <li>• Inquiries – Public etc</li> <li>• Archeological; advice/conditions</li> </ul>	Common practice
The process of controlling development of areas through applications for planning permission	<b>Archive 15 years after decision.</b>	<ul style="list-style-type: none"> <li>• Planning application files and plans</li> <li>• Correspondence relating to any objections</li> <li>• Hearing papers</li> <li>• Planning application register</li> </ul>	Common practice
The process of maintaining the countryside and developing open spaces for public amenity	<b>Refer all files relating to policy to the Archives</b>  <b>Destroy other files 7 years after administrative use concluded</b>	<ul style="list-style-type: none"> <li>• Tree preservation orders</li> <li>• Country parks and nature reserve development plans and correspondence, land purchase agreements</li> </ul>	Common practice

## Planning Scheme Regulation

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The summary management of planning scheme regulation	<b>Permanent. Transfer to Place of Deposit after administrative use is concluded.</b>	<ul style="list-style-type: none"> <li>• Building Control Registers</li> </ul>	Common practice
The process of regulating the planned use of land or buildings.	<b>Destroy 15 years after closure (including permissions and refusals decision process)</b>		Common practice

The process of approving building applications in relation to listed or other significant buildings.	<b>Permanent. Transfer to Place of Deposit after administrative use is concluded.</b>	<ul style="list-style-type: none"> <li>• Building Files</li> <li>• Plans</li> <li>• Specifications</li> <li>• Correspondence</li> <li>• Applications</li> <li>• Permits</li> <li>• Certificates</li> </ul>	Common practice
The process of approving building applications, for all other buildings	<b>Destroy 15 years after construction complete.</b>	<ul style="list-style-type: none"> <li>• Building Files</li> <li>• Plans</li> <li>• Specifications</li> <li>• Correspondence</li> <li>• Applications</li> <li>• Permits</li> <li>• Certificates</li> <li>• Objections</li> </ul>	Common practice
The process of inspecting building work for the purpose of insuring compliance.	<b>Destroy 10 years after the issue of a certificate of final inspection.</b>	<ul style="list-style-type: none"> <li>• Certificate of Final Inspection</li> <li>• Building Inspection Records</li> <li>• Diaries</li> </ul>	Common practice
The process of enforcing building or land regulations	<b>Destroy 3 years after compliance with enforcement notice.</b>		

## Planning and Development

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
The activity of recording location of highways, bridle paths and rights of way.	<b>Permanent. Transfer to Place of Deposit after administrative use is concluded.</b>	<ul style="list-style-type: none"> <li>• Definitive map</li> <li>• Correspondence concerning enquiries and disputes</li> </ul>	Common practice
The activity of establishing planning scheme controls and providing for them to be amended and modified.	<b>Permanent. Transfer to Place of Deposit after administrative use is concluded.</b>	<ul style="list-style-type: none"> <li>• Amendments to definitive map</li> <li>• Road adoption</li> </ul>	Common practice

The process of receiving, considering and responding to submissions and objections to planning schemes and amendments

**Destroy 15 years after decision.**

- Inquiries
- consultation documents
- objections
- correspondence

Common practice

## EXTERNALLY FUNDED PROJECTS

### North West Development Agency Funds (NWDA)

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
Single Programme	Destroy <b>6 years</b> after the completion of the project	<ul style="list-style-type: none"> <li>• Invoices</li> <li>• Receipts</li> <li>• Documents relating to grants claims</li> </ul>	Failure to comply with document retention requirements could result in the Council having to repay all of the grant funding.

### European Structural Funds

TYPE	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
European Regional Development Fund (ERDF) and European Social Fund (ESF)	All documents <u>must</u> be retained until <b>3 years</b> <b>AFTER</b> the EC has made the final payment in respect of the programme. <b>You will be informed by them when you can destroy the documents.</b>	ALL RELATED DOCUMENTATION	EC requirement. EC Regulation 1260/99 Article 38 (6)). Failure to comply with document retention requirements could result in the Council having to repay all of the grant funding.

**Note: Separate guidance is appended to this policy in relation to Externally Funded Projects.**



## Externally Funded Projects - Appendix



Barrow Borough Council  
Strategy and Regeneration Department  
Record Retention Policy



Version Control

Date	Author	Description	Version
28-06-07	V. Holden	1st Draft	0.01
11.01.08	V.Holden	2 <sup>nd</sup> Draft	0.02
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Date	Version	Distributed to
03-07-07	0.01	Monitoring group
11.01.08	0.02	Monitoring Group
03.10.08	0.03	Phil Huck

## **This Policy**

The purpose of this document is to supplement the Council Document Retention Policy. It will explain the reasons why some departmental managers and officers have been asked to keep documents in a different way from the familiar Council Document Retention Policy. It will also describe what we need to do in broad terms and, towards the end of this report, in detail.

The staff involved in regeneration projects have been well-versed in the document retention requirements. It is the purpose of this document to consolidate the information and disseminate it to all departments so that everyone is aware of the special requirements for funding streams.

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# 1.

## Retention requirements of funders

As you will be aware, the Council has been successful in attracting a significant amount of funding into the Borough over the past 15 years.

If you have been a project manager or been involved in the delivery or administration of a project you will already be aware of the requirements for archiving project details.

This document is not adding any extra tasks to the process you will already be following.

The Council is concerned with the retention of documents for two funding schemes in particular:

- NWDA (North West Development Agency, now called NWRDA North West Regional Development Agency) which funded Regenerating the Heart of Barrow, Heart of Barrow – Building Bridges and Heart of Barrow – Building the Future. You might also know these as SRB, SRB 2, SRB 5 or URF (or even BURP as URF used to be called)
  - ERDF (European Union funding, which was known for a time as PACT. You might just know it Priority 1, 2 or 3)
  - Heritage Lottery funded Townscape Heritage Initiative (THI), Abbey Road Gateway
- You might know the schemes from the logos:-



**FAILURE TO PRODUCE DOCUMENTS SHOULD AUDITORS VISIT FROM GOVERNMENT OFFICE OR NWRDA COULD MEAN WE WOULD HAVE TO PAY BACK PROJECT FUNDING.**

# 2.

## Tasks for managers

Please also read Tasks for Officers, below.

Managers who are new to a department need to check whether they have inherited any responsibilities for archiving of Regeneration paperwork (including photographs, plans, CDs). Check with the Director of Regeneration; Phil Huck, the Regeneration Officer; Val Holden, or the Capital Programme Accountant; Gill Punton.

Managers that delivered regeneration projects will already have document retention on their annual administration review programmes. They will have had conversations with the regeneration team and possibly a visit from internal audit also.

When managers are covering the induction process with new staff or staff taking on different duties they will already be alerting those officers to the document retention requirements and all that is required is to “flag up” that regeneration documents can have different retention and archiving requirements.

When undertaking a clear out managers will need to bear in mind that regeneration files need to be kept. If in doubt, please talk to us before you send anything to the bin.

Files should be labelled “KEEP THIS DOCUMENT UNTIL ADVISED. IF IN DOUBT CONTACT : DIRECTOR OF REGENERATION & COMMUNITY SERVICES, BARROW BOROUGH COUNCIL”

There are

3.

### Tasks for Officers

Please also read the Tasks for Managers, above.

If you are informed that any documents are regeneration project documents, please label it and its file with a sticker with same or similar wording to this:

**“KEEP THIS DOCUMENT UNTIL ADVISED. IF IN DOUBT CONTACT : DIRECTOR OF REGENERATION & COMMUNITY SERVICES, BARROW BOROUGH COUNCIL”**

and in your index file add a note to say that the document is subject to regeneration retention requirements.

Let the departmental manager know what you have kept and where it is or let him/her have access to the index so that s/he can co-ordinate staff changes, office tidy-ups and departmental changes which might involve potentially losing track of the documents.

If in doubt have a word with the Director of Regeneration; Phil Huck, the Regeneration Officer; Val Holden, or the Capital Programme Accountant; Gill Punton.

The word “Documents” can include photographs, electronic files, emails, CDs, plans and importantly, any copies of adverts or press cuttings.

4.

### Detailed requirements listed by activity

<b>1.0 Partnership, Agency and External meetings relating to funded activity</b> (Barrow Borough Council Document retention policy ref: 1.14)*
<b>Function</b> Papers for partnership and agency consideration. Minute taking of meeting process, debate and resolutions where the organisation legally owns the record.
<b>Examples</b> <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Minutes</li> <li>• Agendas</li> <li>• Reports</li> <li>• Recommendations</li> <li>• Supporting documents such as briefing and discussion papers.</li> <li>• Applies to all regeneration meetings e.g. Heart of Barrow Board, LSP</li> </ul>
<b>Retention Action</b> Borough Council Partnership, Agency and External meetings records are kept permanently by the Borough Council. This includes Heart of Barrow Board papers and Local Strategic Partnership papers. Archive for no less than six years after the completion of the funding programme. If in doubt consult the Accountable Body's Director of Regeneration. Documents or files containing documents should be labelled "Do not destroy until advised by Director of Regeneration, Barrow Borough Council" or similar wording.
<b>1.1 Planning and Reporting activities</b> (Barrow Borough Council Document retention policy ref: 2.1 – 2.4)*
<b>Function</b> The planning and reporting activities of the Local Authority and partner organisations

The process of preparing papers for strategic/ project development consideration and making the records of discussion debate and resolutions, cross-departmental consultation and resolutions.

**Examples**

- Minutes, Agenda and Indexes
- Business Papers
- Committee Minutes
- Registers of Delegations to Special/Sub Committees
- Heart of Barrow Board\* (see note below about retention of Board Minutes)
- Documents establishing committees
- Reports
- Recommendations
- Presentations
- Additional papers/ CDs/ other electronic storage
- Supporting documents such as briefing and discussion papers, reports, consultancy work, consultation, plans and drawings, costings
- Corporate Plans, Strategy Plans, Annual Reports, Best Value Performance Plans

**Retention Action**

Archive for no less than six years after the completion of the funding programme. If in doubt consult the Accountable Body's Director of Regeneration.

Documents or files containing documents should be labelled "Do not destroy until advised by Director of Regeneration, Barrow Borough Council" or similar wording.

*\*Borough Council Strategic Management Team meetings and Business Plans records are permanent (Barrow Borough Council Document retention policy ref: 2.2)*

**2. Legal (Barrow Borough Council Document retention policy ref: 4.8-4.14)**

**Function**

Evaluation of Tender  
Summary tender evaluation criteria

**Examples of records**

Evaluation criteria  
Successful tender document  
Tender/ quote invitation documents  
Quotes  
Evaluation criteria  
Unsuccessful tender documents  
Post tender negotiations (minutes of same)  
Clarification of contract  
Signed contract  
Service level agreements  
Compliance reports  
Performance reports  
Amendments – minutes, other papers of meeting, changes, variation forms, extensions to contracts, complaints, disputes about payment  
s5 Limitations Act 1980

**Retention Action**

Archive for no less than six years after the completion of the funding programme. If in doubt consult the Accountable Body's Director of Regeneration.

Documents or files containing documents should be labelled "Do not destroy until advised by director of Regeneration, Barrow Borough Council" or similar wording.

- NB Procurement procedure for NWDA ERDF HLF should be at least as rigorous as the Borough Council's. Regulations available from Borough Council on request
- Legal Documents such as leases, land registration documents, planning permissions will be required

activity was funded. Therefore if your organisation changes premises, documentation should be kept with the project files or remain available to auditors..
<p><b>4. Financial Management</b> (Barrow Borough Council Document retention policy ref: 6.1-6.4 and 6.9-6.11)</p>
<p><b>Function</b> <i>The process that consolidates financial transactions on an annual basis for corporate reporting purposes.</i></p> <p><b>Examples of Records</b></p> <ul style="list-style-type: none"> <li>• Annual Statement of Accounts</li> <li>• Annual Summary Accounts</li> <li>• Annual Budget</li> <li>• Council Tax Report</li> <li>• General ledger</li> </ul>
<p><b>Retention Action</b> Council's are Permanent. Transfer to Place of Deposit after administrative use is concluded. Archive for no less than six years after the completion of the funding programme. If in doubt consult the Accountable Body's Director of Regeneration. Documents or files containing documents should be labelled "Do not destroy until advised by Director of Regeneration, Barrow Borough Council" or similar wording.</p>
<p><b>Function</b> The process that supports and consolidates financial transactions Identification of the receipt, expenditure and write offs of public monies</p> <p><b>Examples of Records</b></p> <ul style="list-style-type: none"> <li>• Consolidated monthly and quarterly reports</li> <li>• Consolidated monthly and quarterly financial statements</li> <li>• Working papers for the preparation of the above</li> <li>• Monthly accrual statements</li> <li>• Cashflow statements</li> </ul>
<p><b>Retention Action</b> Archive for no less than six years after the completion of the <i>funding programme</i>. If in doubt consult the Accountable Body's Director of Regeneration. Documents or files containing documents should be labelled "Do not destroy until advised by director of Regeneration, Barrow Borough Council" or similar wording.</p>
<p><b>5. Externally funded projects – additional materials</b></p>
Listed under separate funding streams
<p><b>North West Development Agency Funds (NWDA)</b></p> <p>Single Regeneration Budget (SRB2) Regenerating the Heart of Barrow, SRB5 Heart of Barrow – Building Bridges) Urban Regeneration Fund (URF) Heart of Barrow – Building the Future</p>
<p><b>Function</b> The raising of funding for schemes of multiple project activity. The development of individual projects. The application process for individual project funding. The management of delivery of projects.</p>
<ul style="list-style-type: none"> <li>• Application documents</li> <li>• Offer letters</li> <li>• Invoices</li> <li>• Receipts</li> <li>• Documents relating to grants claims</li> <li>• Audit reports</li> </ul>

<ul style="list-style-type: none"> <li>• Project files</li> <li>• Publicity material</li> <li>• Financial records</li> <li>• Monitoring reports</li> <li>• Audit reports</li> <li>• Correspondence</li> </ul>
<p><b>Retention Action</b>  Archive for no less than six years after the completion of the <i>funding programme</i>. If in doubt consult the Accountable Body's Director of Regeneration.  Documents or files containing documents should be labelled "Do not destroy until advised by Director of Regeneration, Barrow Borough Council" or similar wording.</p>
<p><b>European Union (EU)</b>  European Structural Funds</p> <p>European Regional Development Fund (ERDF) and European Social Fund (ESF)</p>
<p><b>Function</b>  The raising of funding for schemes of multiple project activity. The development of individual projects. The application process for individual project funding. The management of delivery of projects. The record keeping for audit purposes and archiving.</p> <p><b>Examples</b></p> <ul style="list-style-type: none"> <li>• Application documents</li> <li>• Output evidence</li> <li>• Invoices</li> <li>• Receipts</li> <li>• Documents relating to grants claims</li> <li>• Contracts of employment</li> <li>• Staff timesheets</li> <li>• Project files</li> <li>• Publicity material</li> <li>• Financial records</li> <li>• Monitoring reports</li> <li>• Audit reports</li> <li>• Offer letters, notification of changes to project, revised offer letters</li> <li>• Adverts, letterheads, fliers, posters bearing ERDF/ESF logo</li> <li>• Photographs of sign boards, acknowledgement plaques</li> <li>• Project related job advertisements</li> <li>• Correspondence</li> </ul> <p>ALL RELATED DOCUMENTATION</p>
<p><b>Retention action</b>  All documents must be retained until 10 years AFTER the EC has made the final payment in respect of the programme. You will be informed by them when you can destroy the documents. Review annually after 2012.  EC requirement. EC Regulation 1260/99 Article 38 (6)). Failure to comply with document retention requirements could result in the Council having to repay all of the grant funding. Steps would then be taken to recover the costs on behalf of the Borough from the project delivery body.</p>
<p><b>Heritage Lottery Fund</b></p> <p>Townscape Heritage Initiative</p>
<p><b>Function</b></p> <ul style="list-style-type: none"> <li>• Invoices</li> </ul>



- Receipts
- Documents relating to grants claims
- Audit reports
- Project files
- Publicity material
- Application documents
- Financial records
- Monitoring reports
- Audit reports
- Offer letters
- Correspondence
- Architects reports
- Heritage recommendations on restoration methods
- Planning Dept documents

To be continued.....

No information to date

Keep all related documentation until advised by Director of Regeneration

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# Private Sector Housing Grants Policy

### General Principles

1. The overarching general principle is that repairs are fundamentally the responsibility of the property owner, and grant assistance should only be given in the following circumstances;
  - 1.1. in cases of hardship where there is an imminent risk to health and safety
  - 1.2. as part of strategic area-based schemes, such as Renewal Areas;
  - 1.3. assistance will be restricted to owner occupiers, except where giving grant assistance to landlords will support a wider strategic scheme;
  - 1.4. assistance will not be given where other forms of assistance are in place (e.g. Warm Front). In these cases, applicants will be directed to these alternatives before applications are considered.

### General Conditions

2. To support these general principles, the following General Conditions will apply:
  - 2.1. All grants will be discretionary;
  - 2.2. Outside defined priority areas, grants will be available only to owner occupiers and tenants with repairing obligations, who have occupied (and in the case of owner occupiers, owned) the property for three years immediately prior to the application;
  - 2.3. Grants will be repayable in full where the property is disposed of for whatever reason within three years of the award of the grant. This will be enforced by placing a local land charge on the property (except in the case of a grant to a tenant);
  - 2.4. Unless otherwise stated, all grants will be subject to a Test of Resources, to assess the ability of the applicant to contribute towards the cost of works. The amount of any eligible grant will be reduced by the applicant's assessed contribution.

## Types of Grant

3. The following types of grant will be made available:
  - 3.1. **Minor Works Grants:** These will provide assistance borough-wide to combat immediate risk to health and safety of occupants (Category 1 Hazards under Housing Health and Safety Rating System), unless there are significant levels of general disrepair;
  - 3.2. **Renovation Grants:** Available to owner occupiers and tenants with repairing obligations in defined priority areas only, to deal with substantial disrepair. This will cover work to roofs, chimney stacks, rainwater goods, walls, external doors and windows, rewiring, and any other Category 1 Hazards. Renovation Grants will not normally be made available where a Group Repair scheme is planned within the next three years;
  - 3.3. **Group Repair Grants:** Available in programmed schemes in priority areas only. This will cover external works to roofs, chimney stacks, rainwater goods, walls, external doors and windows. These will be made available to any property owner in the programme area. A financial contribution may be required from the owner, subject to a financial assessment. This will be determined on a scheme by scheme basis by the Council's Executive Committee;
  - 3.4. **Relocation Grants:** Available to assist owner-occupiers whose homes are to be demolished by the Council. This grant will be made available to owner-occupiers to assist with the purchase of a similar property to the owner's current home in the same neighbourhood, where the value of a similar property is greater than the amount of compensation received. To qualify, the applicant must have owned and occupied the property for the 12 months preceding the application;
  - 3.5. **Decent Homes Grants:** Available to owner occupiers and tenants with repairing obligations in "decent homes target areas". These grants will assist with bringing properties up to the Decent Homes Standard. This will include internal works such as rewiring, kitchen and bathroom renewals, heating and thermal insulation measures. Grants will be available on items that cause a failure to meet the Decent Homes Standard, and other than installation of heating and thermal insulation, will be subject to the Test of Resources. For heating and thermal insulation measures, the Council will provide a minimum 50% contribution. Decent Homes Grants will normally only be made available in specified areas that are also benefiting from Group Repair schemes.

- 3.6. **Energy Efficiency Grants:** These will provide assistance borough-wide to provide free loft insulation and/or cavity wall insulation to the following vulnerable groups: householders over the age of 60 and householders with children under the age of 5 years. The grant regime also provides subsidised cavity wall insulation or loft insulation for £99 for all other households. Any applicable Carbon Emissions Reduction Target (CERT) funding will be put towards the maximum grant allowed.

#### **Maximum Amounts of Grant**

4. The maximum amounts of grant will be as follows:
- 4.1. **Minor Works Grants:** £5,000
  - 4.2. **Renovation Grants:** £20,000
  - 4.3. **Group Repair Grants:** £25,000
  - 4.4. **Relocation Grants:** £20,000
  - 4.5. **Decent Homes Grants:** £10,000
  - 4.6. **Energy Efficiency Grants:** £350

#### **Definitions**

5. The following definitions will apply:
- 5.1. **Test of Resources:** The test of resources applied is set out in the Housing Renewal Grants Regulations 1996 (as amended);
  - 5.2. **Priority Areas:** The current priority areas are the Hindpool Renewal Area and the North Central Renewal Area. The Hindpool Renewal Area is the area bounded by Blake St, Duke St, Abbey Rd and Bath St, and is declared a Renewal Area until January 2012. The North Central Renewal Area is the area bounded by Rawlinson St, Greengate St, the railway line and Abbey Road, and is declared a Renewal Area until October 2018;
  - 5.3. **Relocation Grants:** These are currently available to assist owner-occupiers affected by demolition in Sub Area D of the North Central Renewal Area (Sutherland St 1-81 (odd numbers), and in Arthur St);
  - 5.4. **Same Neighbourhood:** For the purposes of Relocation Grants, includes anywhere in Hindpool or Central wards;
  - 5.5. **Similar Property:** For the purpose of Relocation Grants, means a property of reasonably similar type and size to the current property, and which is in reasonably good condition, such that it is not likely to require significant immediate repair work. Relocation Grants will only be paid on any given

property up to the open market value assessed by the Council's valuer;

- 5.6. **Programmed Group Repair Schemes:** These are planned in the North Central Renewal Area, in the following streets: Sutherland St and Marsh St (2009-12), Arnside St, Lindal St, Silverdale St, Lord St and Harrison St (2010-14), Thwaite St, Brewery St and Whitehead St (2013-15);
- 5.7. **Decent Homes Target Area:** For the purposes of Decent Homes Grants this area is Sub Area D of the North Central Renewal Area (Crellin St 96A/B, Sutherland St 2-84 (even numbers), Marsh St 119-215 (odd numbers) 190-222 (even numbers));
- 5.8. **Decent Homes Failures:** For the purposes of awarding Decent Homes Grants, the following failures shall be considered:
- Dwellings containing one or more hazards assessed as serious ('Category 1') under the HHSRS.
  - Dwellings not in a reasonable state of repair due to **either** one or more of the key building components are old and, because of their condition, need replacing or major repair; **or** two or more of the other building components are old and, because of their condition, need replacing or major repair.
  - Dwellings without reasonably modern facilities and services, by virtue of lacking three or more of the following:
    - a reasonably modern kitchen (20 years old or less);
    - a kitchen with adequate space and layout;
    - a reasonably modern bathroom (30 years old or less);
    - an appropriately located bathroom and WC;
    - adequate insulation against external noise (where external noise is a problem);
    - adequate size and layout of common areas for blocks of flats.
  - A home lacking two or fewer of the above is still classed as decent, therefore it is not necessary to modernise kitchens and bathrooms if a home meets the remaining criteria;
  - Dwellings that do not provide a reasonable degree of thermal comfort by virtue of not having both effective insulation and efficient heating;



More detailed definitions of the reasons for failure of the Decent Homes Standard can be found in the Department for Communities and Local Government publication *Decent Homes, definition and guidance for implementation: June 2006 update*.