

The Arc
High Street
Clowne
Derbyshire
S43 4JY

Date: 5th July 2016

Dear Sir or Madam,

You are summoned to attend a meeting of the Bolsover District Council on Wednesday 13th July 2016 at 1000 in the Council Chamber, The Arc, High Street, Clowne.

Notes for Members:

Register of Members' Interests - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised on pages 2 to 4.


Yours faithfully,



Assistant Director – Governance & Solicitor to the Council & Monitoring Officer
To: Chairman & Members of the Council

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COUNCIL

AGENDA

WEDNESDAY 13 JULY 2016 AT 1000

Item No.		Page No.(s)
	PART 1 – OPEN ITEMS	
1.	Apologies for Absence	
2.	Urgent Items of Business To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B)4(b) of the Local Government Act 1972	
3.	Declarations of Interest Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:- a) any business on the agenda b) any additional urgent items to be considered c) any matters arising out of the business of those items and withdraw from the meeting at the relevant time, if appropriate.	
4.	Questions (a) Questions submitted by the Public pursuant to Rule 4.1.10 of the Council Procedure Rules.	None
	(b) Questions submitted by Members pursuant to Rule 4.1.10 of the Council Procedure Rules.	None

- | | | |
|-----|--|-----------------|
| 5. | <p>Reports on special urgency decisions</p> <p>In any event the Leader will submit reports to the Council on the Executive decisions taken in the circumstances set out in Rule 16 (special urgency) in the preceding three months. The report will include the number of decisions so taken and a summary of the matters in respect of which those decisions were taken.</p> | None |
| 6. | <p>Minutes of Last Meeting</p> <p>To approve and the Chairman to sign the minutes of the Council Meeting held 15 June 2016.</p> | See Minute Book |
| 7. | <p>Minute Books</p> <p>Members may put questions for clarification in respect of the minutes contained within the latest Minute Books dated 13 July 2016.</p> | |
| 8. | <p>Recommended Items</p> <p>None.</p> | |
| 9. | <p>Welfare Reform and Work Act
 <i>Presentation from Peter Campbell, Di Parker, Michelle Whetton</i></p> | |
| 10. | <p>Recruitment and Selection Policy and Guidance
 <i>Recommendations on page 6</i></p> | 5 to 43 |
| 11. | <p>Corporate Plan Annual Report
 <i>Recommendation on page 45</i></p> | 44 to 45 |
| 12. | <p>Establishment of Independent Remuneration Panel for Mini Review of Members' Allowances
 <i>Recommendation on page 48</i></p> | 46 to 48 |
| 13. | <p>Sheffield City Region Devolution Deal Consultation Response
 <i>Recommendation on page 51</i></p> | 49 to 52 |

14.	Treasury Management Strategy Update <i>Recommendation on page 59</i>	53 to 64
15.	Joint Venture – Limited Liability Partnership (LLP) Board Appointments <i>Recommendation on page 69</i>	65 to 69
16.	Chairman’s Announcements To receive any announcements that the Chair of the Council may desire to lay before the meeting. Community Save a Life	 70
17.	PART 2 – EXEMPT ITEMS <i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a.</i> <u>Paragraphs 1, 3 and 5</u>	
18.	Enhanced Leisure Facility Staffing Structure Proposal <i>Recommendations on page 76</i>	71 to 99

Bolsover District Council

Council

13th July 2016

Recruitment and Selection Policy and Guidance

Report of the Joint Assistant Director (Human Resources and Payroll)

This report is public.

Purpose of the Report

- To ask Council to approve the attached draft Joint Recruitment and Selection policy and guidance documents.

1 Report Details

- 1.1 The joint policy and guidance documents have already been approved by Strategic Alliance Management Team and the Joint Consultation Group

Attached at Appendix 1 is the draft Recruitment and Selection policy and at Appendix 2 are the guidance documents and templates, for consideration by Council.

2 Conclusions and Reasons for Recommendation

- 2.1 The policy and guidance documents are new and not based on the council's existing policy. The intention is to provide a generic policy based on good practice with local requirements added. The key difference from what is in place for Bolsover District Council currently is that the policy provides that short listing and/or long listing will be undertaken by the recruiting section and that all applicants who meet the essential criteria will progress to the next stage of the process.

4 Alternative Options and Reasons for Rejection

- 4.1 None arising directly from this report.

5 Implications

5.1 Finance and Risk Implications

Not applicable at this stage.

5.2 Legal Implications including Data Protection

Full account has been taken of relevant legislation and case law, as well as the ACAS Code of Practice on recruitment and selection.

5.3 **Human Resources Implications**

This will facilitate consistency of approach by joint senior managers.

6 **Recommendations**

- 6.1 That Council approve the draft Recruitment and Selection Policy and Guidance attached.

7 **Decision Information**

Is the decision a Key Decision? (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	N/A
District Wards Affected	N/A
Links to Corporate Plan priorities or Policy Framework	.

8 **Document Information**

Appendix No	Title
1	Draft Recruitment and Selection Policy and Guidance Notes
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
Peter Wilmot	01246 217137 or 242565

Recruitment and Selection Policy

1st April 2016



We speak your language

Polish

Mówimy Twoim językiem

French

Nous parlons votre langue

Spanish

Hablamos su idioma

Slovak

Rozprávame Vaším jazykom

Chinese

我们会说你的语言

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Council on 01246 231111

CONTROL SHEET FOR RECRUITMENT AND SELECTION POLICY

Policy Details	Comments / Confirmation (To be updated as the document progresses)
Policy title	Recruitment and Selection Policy
Current status - i.e. first draft, version 2 or final version	Draft 19
Policy author	Peter Wilmot
Location of policy - i.e. L-drive, shared drive	Intranet
Member route for approval	
Cabinet Member (if applicable)	Councillor Ann Syrett and Councillor Nigel Barker
Equality Impact Assessment approval date	TBA
Partnership involvement (if applicable)	
Final policy approval route i.e. Executive/ Council /Planning Committee	UECC/JCG - Council
Date policy approved	
Date policy due for review (maximum three years)	
Date policy forwarded to Strategy and Performance (to include on Intranet and Internet if applicable to the public)	

1. Introduction

- 1.1 The success of the Council is dependent on the quality, performance and commitment of its employees led by its Strategic Alliance Management Team (SAMT). The Council's aim is to attract and retain the highest quality people to meet its objectives and deliver services of the highest standard. The purpose of this policy is to ensure all employees involved in recruitment and selection are aware of all the procedures involved to enable them to undertake their responsibilities fairly and correctly.

2. Principles

- 2.1 The Council intends that, through its recruitment and selection policy the best applicant is recruited and selected regardless of sex, race, religion or belief, disability, marriage and civil partnership, pregnancy and maternity status, age, transgender or sexual orientation.
- 2.2 The Council will ensure that no job applicant receives less favourable treatment than any other throughout the recruitment and selection process and that candidates are selected using appropriate and relevant methods and criteria. All employees directly involved with recruitment will have received recruitment and selection training by the Council or where there is a representative on the interview who is not an employee of the Council verification will be sought as to their competence.
- 2.3 The Council is committed to retaining and developing existing employees and to providing them with the opportunity to develop their long term careers with the Council. Existing employees will be encouraged to apply for promotion vacancies wherever possible.
- 2.4 Recruiting managers should seek advice from the Human Resource service on recruitment and selection throughout the process to ensure a consistent approach across the Council.
- 2.5 All Chief Officer posts will be subject to elected member approval and where necessary full Council approval.

3. Establishing a Vacancy

- 3.1 When a position becomes vacant, the line manager will review the continuing need for the post and if so, whether the Job Description/Person Specification need amending or updating. If changes are made to the job description or if it is a new post, a job evaluation should take place prior to advertising to ensure the grade is appropriate.

It is at this stage that the post may be identified as a potential saving or trigger a review within the respective Service.

- 3.2 Vacancies will be advertised only after approval has been received from the Chief

Executive, Executive Directors and the Assistant Director of HR and Payroll.

4. Apprenticeships

- 4.1 From 2017 the government has introduced a levy for all organisations whose pay bill is over £3 million and in addition for those public sector organisations that employ over 250 employees, a 2.3% workforce target will be introduced which will require the Council to ensure 2.3% of its employees are undertaking an Apprenticeship.
- 4.2 This may require the organisation to identify posts when they become vacant as possible apprenticeships to advertise.

Job Descriptions

- 4.3 Job Descriptions should be reviewed to ensure that the job purpose and responsibilities reflect the role accurately. Managers need to be aware that if the job description requires significant change there is likely to be job evaluation implications. Care must be taken to avoid any discriminatory requirements, and consideration should be given to terminology used to ensure that no minority group is excluded.

Person Specification

- 4.4 This describes what is required to undertake the role. It should specify essential and desirable criteria and every item in the person specification must be:
- relevant for the effective performance of the job as set out in the job description;
 - assessable by interview, employment checks, application form, tests or another objective means;
 - legal and compliant with the Council's policies and procedures.

5. Politically Restricted Posts

- 5.1 Where a post is designated as politically restricted in accordance with prevailing legislation, this should be made clear on the advertisement and all recruitment documentation. The full list of the Council's politically restricted posts is available on the intranet.

6. Finding suitable candidates

- 6.1 Subject to posts being ring-fenced for employees at risk all vacancies will be advertised internally as a minimum.
- 6.2 The relevant manager in consultation with the Human Resources Service will select the external media based on market knowledge, the basis of previous success, equality considerations and cost. The recruiting manager will also be responsible for the drafting of adverts.
- 6.3 The Council may choose to engage an Executive Search Company for very senior or specialist posts or to enhance the scope of the search and to help attain improved diversity at senior levels.

7. Application Forms and Information

- 7.1 The Council offers prospective job candidates the facility of applying for vacancies online and downloading any associated documents from the Council's website. Alternative formats or officer support is available to disabled applicants with specific communication needs on request. Application forms will be sent out if requested via email or post.
- 7.2 An equal opportunities monitoring form will be sent with all job application packs. It is important that these forms are filed separately from application forms, and must only be used for the collection of equal opportunities data for monitoring purposes. All applications will be monitored by gender, ethnic background, age, disability, sexual orientation and religion or belief.

All applications will be kept securely on file for at least six months and will then be destroyed as confidential waste.

8. Short-listing Applications

- 8.1 All applicants will be short-listed from criteria which have been established using the job description and person specification. All applicants who meet the **essential criteria** will progress to the next stage of the process. At least two trained officers will be involved in the whole of the short-listing process, one of whom should be the recruiting manager.
- 8.2 Recruiting Managers are responsible for clearly noting any reasons for rejection.

9. Job Share

- 9.1 Job sharing is defined as the voluntary sharing of an established post by two people, either through the creation of a vacancy, or by an existing postholder expressing the wish to participate in a job share arrangement. The normal recruitment and selection policy applies. Further details can be found in the Job Share Policy on the intranet.
- 9.2 Any requests from candidates to work on a job share basis must be considered positively, and applicants should be advised if an impact on service delivery makes such arrangements impractical.

Relatives of Council Members or Officers.

- 9.3 A candidate applying for any appointment with the Council who knows that they are related to, or has a close personal relationship with, any Member of the Council or officer of the Council shall, when making an application, disclose that relationship on the application form. A candidate who fails to disclose such a relationship may be disqualified for the appointment or following appointment this will be considered as misconduct and may render the employee liable to dismissal.

Canvassing.

9.4 The canvassing of Members or officers of the Council directly or indirectly for any appointment with the Council shall disqualify the candidate concerned for that appointment.

9.5 Canvassing on a candidate's behalf will make that candidate liable for disqualification or following the appointment be considered as misconduct and may render the employee liable to dismissal.

10. The Interview Panel

10.1 Each interview panel will consist of at least two trained officers, and the same panel should carry out all of the interviews. The Panel may invite suitably trained representatives from partner organisations to attend provided it is verified that they are competent to contribute to the process.

10.2 Any panel member who has a conflict of interest, (e.g. who knows or is related to the candidate), must declare this to their line manager and the Human Resources Service who will make a decision as to whether it is appropriate for that person to remain on the panel.

10.3 The panel will develop interview questions against the person specification to ensure the same basic questions are consistent for all candidates.

10.4 Selection methods will normally be a minimum of short listing from the application form and a panel interview. However the Council in some circumstances may use testing where there are large numbers of shortlisted candidates, to reduce numbers to a manageable level. A scoring system will be used for all selection interviews. Recruiting Managers are responsible for providing clear notes on each candidate interview.

Please remember that the information given orally to a candidate at the interview or offer stage of the recruitment process may form the basis of the contract of employment.

Interviewing Disabled Applicants

10.5 In pursuing obligations under the Equality Act 2010, the Council will assess all applicants' merits as they would be after any reasonable adjustments had been made. Therefore, all applicants invited to interview will be asked the question if there are any adjustments required. Recruiting officers should seek advice from Human Resources Service on this. Under no circumstances must a response to the question be used to discriminate against the candidate. A record should be kept of any request for adjustments and reasons for any decision made.

11. Selection Tests

11.1 Selection tests will be used if it is felt necessary to test areas of skill, knowledge or aptitude that cannot be easily assessed by information given on the application form or during the interview. Advice on the most appropriate tests or other selection activities that can be used to enhance a selection interview process can be obtained from Human Resources Service.

12. Informing Candidates of the Outcome

- 12.1 The recruiting manager will inform the Successful candidates orally as soon as possible after the completion of the selection process. Unsuccessful candidates should be contacted by the manager either orally or in writing (email).
- 12.2 Written offers of employment will be conditional upon the relevant pre-employment checks. If the information received in these checks is unsatisfactory or borderline, the Human Resources Service will discuss this with the line manager/Joint Assistant Director or Executive Director.

References

- 12.3 All applications should contain the names and addresses of two referees, who should normally be the applicant's most recent employers and who are in a position of responsibility relative to the applicant, ie line manager etc. This is still the case for internal candidates if they are applying for a job within a different department. In the case of an applicant who has been out of a job for a long time (eg long term unemployment following redundancy, a career break because of family commitments etc), an employment reference should still be sought where possible, although a character reference may suffice dependent upon the circumstances. School leavers may provide references from casual employment, and from school teachers etc. Applicants will not be appointed until two satisfactory references are received. (However, when recruiting apprentices the receipt of only one reference is required.)
- 12.4 In the event of non receipt of a reference, or receipt of an unsatisfactory reference, the Human Resources Service will discuss this with the recruiting manager.

Document checks

- 12.5 Successful candidates are expected to produce relevant original documents to the Human Resources and Payroll section as proof of identify and qualifications when they commence employment or during the employment checking stage. If it is discovered at a later stage that any information provided is false on any documents including the application form, this will usually lead to dismissal.
- 12.6 In the event that an unsatisfactory check is received, a HR representative will discuss this with the relevant manager. This may result in the offer of employment being withdrawn.

Asylum and Immigration Checks

- 12.7 Provisions in the Immigration, Asylum and Nationality Act 2006, which came into force on 29 February 2008, make it a criminal offence to employ a person who does not have the right to work in the UK.
- 12.8 Prospective employees will be asked to provide the necessary documentation required to comply with the Act and Home Office guidance.

Qualification Check

- 12.9 If qualifications are an essential part of the job, then verification of qualifications must be made before an offer of appointment. This must be done by the line manager and or a representative of HR and Payroll Service who must see original certificates. A copy of the certificates should be taken to place on the individual's personal file.

Pre-employment medical checks

- 12.10 Successful candidates will be offered the post subject to satisfactory completion of an occupational health assessment questionnaire prior to commencing work with the Council. It is the responsibility of the line manager/HR and Payroll Service to ensure that medical clearance is received prior to a formal offer of appointment. A successful applicant may be invited to attend a medical with the authority's Occupational Health Adviser as part of this process.

Disclosure and Barring Checks

- 12.11 If the post involves access to children or vulnerable adults, then a disclosure application must be made via the Disclosure and Barring Service. This applies to all employees, volunteers and work placement students.

BPSS Checks

- 12.12 Baseline Personal Security Standard (BPSS) 'unspent conviction' checks are undertaken on new starters and on users of Public Services Network Services.

13. Induction

- 13.1 Every new employee must attend the mandatory training which includes Data Protection, Freedom of Information, Equality and Diversity and Customer Service. This is organised by the Customer Service and Improvement section. This should ideally be completed within three months of starting with the Council, and is in addition to local induction which is arranged by the line manager and supported by a series of checklists.

14. Probation

- 14.1 A probationary period of six months will be applied to all employees new to Local Government. Details are covered in the Probationary Policy on the intranet.

15. Retention of Information

- 15.1 Records relating to the recruitment and selection process will be retained by The Council for at least six months, and in accordance with the Data Protection Act 1998. Recruiting managers must forward all related recruitment documentation to the HR and Payroll Service after the recruitment process has been completed. Following the six month period it will be destroyed confidentially.
- 15.2 Short listing and recruitment records can be released as a result of a Subject Access Request under the Data Protection Act provisions.

16. Review and Monitoring

- 16.1 Equal opportunities statistics and data will be recorded, monitored and reported on a regular basis in accordance with the relevant equalities policy.
- 16.2 The policy will be reviewed on a regular basis to ensure it is consistent with legislation and best practice.

17. Complaints

- 17.1 If an unsuccessful external candidate wishes to make a complaint this should be dealt with as outlined in the Council's Compliments/Comments and Complaints policy. If an internal candidate has a complaint he/she is entitled to either raise this informally or to raise it via the Council's Grievance Policy.

Recruitment and Selection Guidance 2016

Introduction

This document provides additional guidance and template documents to complement the Council's Recruitment and Selection Policy.

Job Description

Clarifies for everyone the requirements of the job and provides a basis for drawing up the person specification. It will also set performance expectations. A job description template is included at appendix 1.

Person Specification

Describes what is needed to undertake the role, A Person Specification is included as appendix 2 It should specify essential and if appropriate desirable criteria such as:

- knowledge and qualifications
- experience
- skills
- Other requirements

Every item in the person specification must be:

- relevant and required for the effective performance of the job as set out in the job description;
- assessable by interview, employment checks, application form, tests or another objective means;
- legal and compliant with the Council's policies and procedures.

Areas to avoid in person specifications include:

- age related requirements (unless it is legally required);
- unnecessary qualifications;
- length of experience needed unless it is possible to justify why that amount is required;
- physical requirements, apart from the necessity of the person being fit for the post applied for.

Vacancy Approval Process

To advertise a vacancy, the manager will complete the online 'Request to Recruit to Vacancy' form, which is available via the intranet and a sample version is included as appendix 3. This will be submitted to the Assistant Director of HR and Payroll who will then consult and seek approval from the Executive Directors.

Shortlisting

The Shortlisting Panel of at least two officers will assess whether candidates meet the criteria as set out on the person specification with a view to drawing up a shortlist of

candidates for the next phase of evaluation and completing the Recruitment Shortlisting form included at appendix 4.

Interview Invitations

Invitation letters to candidates can be sent out either by the recruiting department if they have the resources to arrange this or alternatively the HR and Payroll service can provide this service at the department's request. It is important however that sufficient notice is provided if the HR and Payroll service is being requested to undertake this role, bearing in mind the candidate will also require notice themselves of the interview time and date.

Interviews

Used to assess the skills, experience and general background of job applicants in order to make a decision on which candidate is the most suitable for a particular job.

Questions should be structured to explore facts, and interviewers should take care not to make decisions based on assumptions about applicants linked to their own subjective views and opinions.

Interviewers should ask the same questions to all applicants. This approach ensures consistency and fairness. However interviewers can ask supplementary questions to seek clarification or further information or if there is a query on the application.

Interview Guidelines

- Make sure the practicalities are handled to set a candidate at ease before the interview starts – welcome them, show them where the toilets are and ask if they would like a drink. Most importantly, make sure the interview will not be interrupted by visitors or telephone calls.
- Interviews must be conducted by more than one person to avoid unintended or unconscious bias.
- Candidates should be given the same opportunity to demonstrate they are the most suitable person for the role, and to ask questions of the interviewers.
- Understand that it is common for both candidates and interviewers to be nervous.
- Score the candidates' responses to questions as per the guidance at appendix 5
- Avoid asking for personal information or personal views irrelevant to the job
- Avoid asking for medical or health information
- How an interview is handled can vary, but can typically involve:

Conducting the interview

1. Thank the candidate for coming, give them time to sit down and get their application materials in place and then make any introductions
2. Briefly outline information about the role and the Council and that the panel will be taking notes, then move to the first question
3. Keep to the allocated time frame and ensure there is time to ask all the questions. Allow for some flexibility in the time candidates are given to answer questions – for example, by rephrasing a question if they answered it poorly the first time, or to ask for further examples in an answer to a question if there's time at the end of the interview
4. Confirm the last question has been asked, check the candidate is familiar with the terms and conditions of the job and ask if they have any questions
5. Inform the candidate what will happen next and when they can expect to hear about the outcome of the interview.

Effective questioning techniques

- Design questions to check facts, obtain relevant information about each applicant's background, test achievement and assess aptitude and potential.
- Ask specific questions on matters such as the applicant's work experience, qualifications, skills, abilities, ambitions and strengths/weaknesses.
- Ask open questions, i.e. those beginning with "what", "which", "why", "how", "where", "when" and "who", rather than closed questions inviting only a "yes" or "no" answer.
- Ask questions that require the applicant to give examples of real situations that they have experienced, for example: "Tell me about a time when you had to have a difficult conversation with a member of your staff. How did you handle it?"
- Ask factual questions about past experience and behaviour and refrain from making assumptions.

Interview notes

It is essential for managers conducting recruitment interviews to keep notes of the interview and afterwards to make a record of the rationale behind the selection decision, i.e. to note the key reasons or reason why the successful candidate was selected and the other shortlisted candidates rejected. Reasons for this are:

- To provide feedback if required
- To mitigate against the risk of an employment tribunal claim from any candidates.

Managers should be aware that any record created about an individual and placed in a structured file (or input to a computer) will give rise to individual rights under the Data Protection Act 1998. Specifically job applicants will have the right, upon written request, to be given a copy of their own file. Interview notes should therefore be compiled with this in mind.

Pre- Employment Checks

Once the HR and Payroll service have received the notification of appointment and supporting recruitment documentation following the completion of the selection process they will ensure all the pre-employment checks are conducted including the employment and non employment related references. The reference pro-formas are attached at appendix 6 and 7 respectively.

Appendix 1

Template Job Description

Job title	
Reports to	
Direct reports	
Grade	
Salary range	

Job purpose

(Provide a brief description of the general nature of the position; an overview of why the job exists; and what the job is to accomplish.)

Duties and responsibilities

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Working conditions

(If the job requires a person to work in special working conditions this should be stated in the job description. Special working conditions cover a range of circumstances from regular evening and weekend work, shift work, working outdoors, working with challenging clients, and so forth.)

Physical requirements

(If the job is physically demanding, this should be stated in the job description. A physically demanding job is one where the incumbent is required to stand for extended periods of

time, lift heavy objects on a regular basis, do repetitive tasks with few breaks, and so forth.)

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	
Date approved:	
Reviewed:	

PERSON SPECIFICATION

Post Title:	Section:		
Directorate:			
Knowledge (Essential)	AM	(Desirable)	AM
<ul style="list-style-type: none"> • Knowledge of • Understanding of 	a, i & c	<ul style="list-style-type: none"> • Knowledge of 	a & i
Qualifications		<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • Xxx qualification 		<ul style="list-style-type: none"> • Working towards xxx qualifications 	
Experience			
<ul style="list-style-type: none"> • Experience of • Experience of • 	a & i	<ul style="list-style-type: none"> • Experience of • Experience of 	a & i
Skills			
<ul style="list-style-type: none"> • *** skills • *** skills • *** skills • ** skills 	a & i		a & i
Other Requirements:			
<ul style="list-style-type: none"> • Ability to • Ability to • 	a & i	<ul style="list-style-type: none"> • Ability to 	a & i

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check

(c) (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

Approved by:	
Date approved:	
Reviewed:	



Bolsover District Council & North East Derbyshire District Council
Request to Recruit to Vacancy (all posts)
Section One: To be completed by the Manager

1. Line /Service Manager Submitting Request:	
2. Post to be Advertised:	
3. Service:	
4. Post No:	
5. Grade:	
6. Hours per Week:	
7. Contract Type:	
8. Reason for request:	
9. Specific Advertising Media:	
10. Cost Centre:	
11. Checked budget in place to fund vacancy:	

Following completion of Section One please email form to the Assistant Director of HR & Payroll

Section Two: To be completed by HR & Payroll only
Signed Authorisation

Chief Executive Officer:	Date:
Executive Director Transformation:	Date:
Executive Director Operations:	Date:
Assistant Director HR & Payroll:	Date:

Recruitment Short-listing Form

Appendix 4

This form must be completed by the appropriate line manager. It should be kept along with all relevant recruitment documentation relating to the post.

Post Title: _____ Post Ref: _____ Date of Short-listing: _____

Criteria	Candidates:							
Essential Criteria:								
1								
2								
3								
4								
5								
6								
7								
8								

Line Manager Signature: _____ Date: _____

Template and Guidelines for the use of Scoring Systems in Selection Decisions

- A well planned and clearly understood scoring system based on an accurate person specification will help ensure effective selection interviews take place and protect the Council.
- Good record keeping during the selection process is also essential to ensure selection decisions can be justified.
- The question and scoring documentation should be designed and in place prior to commencing any selection process.
- All interviewers should be familiar with the system being used to score candidates. It may be useful to ensure that those with less experience of interviewing have the opportunity to discuss how example responses should be scored.
- When designing the scoring system for each post, consideration must be given to the weighting of any score against any of the criteria that the interview panel are using to form their selection decision. This involves identifying aspects of the vacancy that are considered to be particularly important and giving them greater weight in terms of the scoring process.
- All interviewers should conduct their own scoring and form an independent view.
- It is also worth taking the time to think about bias or prejudice when discussing the scores that have been awarded to candidates. Checking that the scores were awarded based solely on the basis of the information that was gathered ensures the process is fair.
- When two interviewers have different views, efforts should be made to reach a consensus. If consensus cannot be reached there and then, a break may be useful. All of those on the interview panel should have a right to challenge scores and influence selection decisions.
- Interviewers should ensure that notes taken at interviews are written in a professional manner as they can be subject to release to data subjects or used as evidence in any legal challenge.
- The final decision needs to be summarised and recorded.
- You must record the reasons for not appointing individuals who were unsuccessful in the selection process. Reasons provided need to be objective and the panel should be able to justify any reasons recorded.

The Council
Directorate X
Interview for Risk Manager

(DATE)

Candidate:

Interviewer:

Question One

Presentation:

How would you monitor and review Corporate Risk Management?

Notes from presentation:

Presentation Scoring

Category	Score					Weighting
Presentation Skills (including) <ul style="list-style-type: none"> • Clarity of presentation • Comprehensive content • Delivery Style • IT Ability • Quality 	1	2	3	4	5	5
Content and knowledge demonstrated of Risk Management practices and procedures including organisational ability to review and monitor.	1	2	3	4	5	5
Answers to questions from interview panel including depth, knowledge and the ability to work under pressure.	1	2	3	4	5	5
Innovation including pioneering practices and procedure in Risk Management	1	2	3	4	5	5
Total Score						20

Report Scoring

Category	Score					Weighting
How would you monitor and review Risk Management including: <ul style="list-style-type: none"> • Presentation • IT skills • Layout • Communication of the subject • Constructive argument of subject • Summary 	1	2	3	4	5	5
<ul style="list-style-type: none"> • Content and quality of subject matter • Knowledge • Experience • Innovation • Use of evidence 	1	2	3	4	5	5
Total Score						10

Total Score Carried Forward						30
------------------------------------	--	--	--	--	--	-----------

Question Two

How do you keep abreast of current and future Health and Safety Developments?

Question Two Scoring

Category	Score					Weighting
<ul style="list-style-type: none"> Regulation Knowledge / Accreditation / Standards 	1	2	3	4	5	5
<ul style="list-style-type: none"> Corporate Membership 	1	2	3	4	5	5
<ul style="list-style-type: none"> Training / Seminars / bulletins / Benchmarking / Networking 	1	2	3	4	5	5
<ul style="list-style-type: none"> Contacts with HSE and other Agencies including Fire Brigade and other Emergency Services 	1	2	3	4	5	5
<p>Total Score</p>						20

Notes:

Total Score Carried Forward (Q1&Q2)		50
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Question Three

How will you ensure that a Health and Safety and Risk Management Culture is embedded within our organisation?

Question Three Scoring

Category	Score					Weighting
<ul style="list-style-type: none"> • Training and development activities 	1	2	3	4	5	5
<ul style="list-style-type: none"> • Aids / video footage / DVD / Photographic Examples / Annual Campaigns 	1	2	3	4	5	5
<ul style="list-style-type: none"> • Effective clear and user friendly policy and procedures. 	1	2	3	4	5	5
<ul style="list-style-type: none"> • Testing of individuals knowledge 	1	2	3	4	5	5
<ul style="list-style-type: none"> • Investigation of accidents, Internal Audits and action of recommendations 	1	2	3	4	5	5
Total Score						25

Notes:

Total Score Carried Forward (Q1, Q2&Q3)		75
---	--	----

Question Four

The Council carry's out a variety of repair, maintenance and refurbishment programs of work through partnerships and sub-contracts, project values vary between one thousand and twenty million pounds.

Please provide us with an explanation of what contractor control procedures you would expect to see our Company employing and what core processes you would implement.

Question Four Scoring

Category	Score					Weighting
<ul style="list-style-type: none"> Management of Insurance and Insurance Levels 	1	2	3	4	5	5
<ul style="list-style-type: none"> Method statements, site waste management plans and waste transportation licenses 	1	2	3	4	5	5
<ul style="list-style-type: none"> Risk assessment formulation and framework, including working at height etc. 	1	2	3	4	5	5
<ul style="list-style-type: none"> Health and safety plan inclusive of guidance for completion 	1	2	3	4	5	5
<ul style="list-style-type: none"> Register of approved contractors complete with vetting and approval process 	1	2	3	4	5	5
<p>Total Score</p>						25

Notes:

<p>Total Score Carried Forward (Q1, Q2, Q3 & Q4)</p>		100
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Summary

Questions from candidate?

Notification?

Conclusion

Please note: Scores of less than five on three or more questions is likely to indicate that the candidate does not meet the overall job requirements.

Comments:

Successful = Yes / No

Unsuccessful = Yes / No

(please circle above as appropriate)

Signature

Date

Appendix 6

The Council – Reference Request Form

Name of Applicant:

Post of:

Please authenticate this reference by means of either your company stamp or a covering letter on headed paper or ensure it is sent via a legitimate business email address.

Name of referee:
Name of organisation:
Position in company:
Relationship to employee:
Date:

Please give below the dates that the applicant was employed by you:			
From:			
To:			
In what capacity did you employ them?			
Was this employment continuous?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If no please give dates and reasons for break.			
Was any of this employment relief/casual?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
What was the applicant's annual salary on leaving?			

Please give your opinion of the applicants suitability for the post based on the requirements set out in the enclosed Person Specification. A Job Description is also enclosed for your information.

Please comment on the applicant's general attendance and timekeeping.

Please comment on the applicant's honesty and integrity.

Please give details of any concerns related to work performance, conduct or behaviour:

Does the applicant have any live warnings or formal disciplinary action in relation to work performance, conduct or behaviour? If so please specify the nature and outcome of the case(s):

Does your organisation have a policy of expunging disciplinary records from personal files?

Yes No

Would you re-employ this person?

Yes No*

If "No" please state why

Please note that the Council operates an open reference policy. This entitles the prospective employee to request a copy of any references provided on their behalf.

I confirm that the content of this reference is accurate to the best of my knowledge, and that I am authorised to provide references on behalf of the organisation (where applicable).

Signed _____ Date _____

May I remind you to authenticate this reference by means of either your company stamp or a covering letter on headed paper or ensure it is sent via a legitimate business email address.

Thank you very much for taking the time to complete this form.

FORM FOR PROVIDING A REFERENCE - (NON-EMPLOYMENT RELATED)

Name of Candidate

Post Applied for

How long have you known the candidate?

In what capacity?

Do you know of any reason why we should not employ this person?

If so, please specify

Have you any observations to make about the candidate which are relevant to the attached job description and which you feel would be useful for us to know?

.....
.....
.....

Did you find this person
Honest:
Punctual:
Reliable:

Any further information or comments that you wish to offer about this person

.....
.....

Name

Date

Telephone Number

Please return to:

By(Date).....

Bolsover District Council

Council

13 July 2016

Annual Report 2016

Report of the Deputy Leader of the Council

This report is public

Purpose of the Report

- To present to Members performance against the Corporate Plan 2015-2019 and a summary of the councils spending against the 2015/16 proposed financial budget.

1 Report Details

- 1.1 Each year the Council produces an annual report which combines progress against the Corporate Plan and the financial accounts for the year. The attached plan is for the financial year 2015-2016.
- 1.2 Members have been kept informed throughout the year on the progress of both the Corporate Plan and the accounts as part of the performance management framework.

2 Conclusions and Reasons for Recommendation

- 2.1 The Annual Report is presented in line with the constitution

3 Consultation and Equality Impact

- 3.1 The Corporate Plan was originally devised as a result of internal and external consultation and equality considerations. No further consultation or Equality Impact Assessment is required on the Annual Report.

4 Alternative Options and Reasons for Rejection

Not applicable

5 Implications

5.1 Finance and Risk Implications

The Annual Report details the financial position of the Council for the year 2015/16.

5.2 Legal Implications including Data Protection

There are no legal or data protection issues as result of this Annual Report.

5.3 Human Resources Implications

There are no direct Human Resource implications as a result of the Annual Report.

6 Recommendations

- 6.1 That Members receive and approve the content of the Annual Report 2016 prior to it being made available to the public.

7 Decision Information

Is the decision a Key Decision? (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
District Wards Affected	
Links to Corporate Plan priorities or Policy Framework	Corporate Plan 2015-2019

8 Document Information

Appendix No	Title
1	Annual Report 2016 – Separately Circulated
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author Assistant Director of Customer Service and Improvement	Contact Number 2343

Bolsover District Council

Council

13th July 2016

Independent Remuneration Panel

Report of the Monitoring Officer

This report is public

Purpose of the Report

To appoint an Independent Remuneration Panel to commence a mini review of the Members Allowance Scheme.

1 Report Details

- 1.1 Members will recall that on 2nd March 2016 they set the Members Allowance scheme for 2016/17. In addition Council resolved that “a mini review of Members’ Allowances be undertaken, looking specifically at the remuneration for Chair and Vice Chair of Licensing and Scrutiny bodies, as well as the issue of index linking for basic and special responsibility allowances.
- 1.2 Prior to making amendments to a scheme Members must have regard to the recommendations of an Independent Remuneration Panel (IRP) comprising at least three members who are not current elected or co-opted members of the Authority and who are not disqualified from becoming member of an authority.
- 1.3 Regulations do not specify how a local authority should go about finding members for its IRP. However, guidance published by Communities and Local Government states that members should be “independent, well qualified to discharge the functions of the panel and representative of the diversity of the communities in the local authority’s area.”
- 1.4 Officers have approached suitably qualified individuals and the following individuals are, in the opinion of the Council’s Monitoring Officer, suitably independent, qualified and representative of the local or nearby community:
 - Gordon Inglis, Headmaster of Bolsover School
 - Joanne Hill, a former Independent Member of the Standards Committee at Bolsover District Council

- Susan Ambler, Head of Financial Accounting and Control within the Finance department of the University of Derby.

1.5 All three individuals have been approached and have consented to being involved with the Panel.

1.6 Prior to the first meeting of the IRP officers will consult Members for views. This information will be put before the panel to assist them in making recommendations.

2 Conclusions and Reasons for Recommendation

2.1 To set in motion a mini review of members' allowances at the authority

3 Consultation and Equality Impact

3.1 Members will be consulted as part of the process

3.2 No EIA is required as there is no scope for discrimination in commencement of a review and the appointment of Members.

4 Alternative Options and Reasons for Rejection

4.1 Not to appoint a panel and continue with the existing allowance scheme. Members however have requested a review and therefore it is necessary to appoint a panel

5 Implications

5.1 Finance and Risk Implications

5.1.1 The full financial implications of the review will not be known until the IRP's report is drafted and amendments to the scheme adopted.

5.1.2 It is proposed that the Council cover the cost of travel and subsistence.

5.2 Legal Implications including Data Protection

The Local Authorities (Members' Allowances) (England) Regulations 2003 set out the statutory principles governing the creation of members allowance schemes and independent remuneration panels.

5.3 Human Resources Implications

Officer time in administering the panel, producing supporting information, advising and providing general support

6 Recommendations

That the Council:

6.1 Appoints Gordon Inglis, Susan Ambler and Joanne Hill to its Independent Remuneration Panel (IRP) to consider:

- whether the Special Responsibility Allowances for the Chair and Vice Chair of Licensing and the Chairs and Vice Chairs of the Scrutiny Committees are adequate; and
- whether allowances should be index linked

6.2 Agrees to the IRP members being reimbursed travel and subsistence expenses in connection with their work on the Panel;

7 Decision Information

Is the decision a Key Decision? (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
District Wards Affected	None.
Links to Corporate Plan priorities or Policy Framework	None.

8 Document Information

Appendix No	Title
	None.
Background Papers None	
None.	
Report Author	Contact Number
Jim Fieldsend, Senior Principal Solicitor	01246 242472

Bolsover District Council

Council

13th July 2016

Sheffield City Region Mayoral Combined Authority - Consultation

Report of the Chief Executive Officer

This report is public

1. Purpose of the Report

- 1.1 To set out details of proposals for consultation in relation to the Sheffield City Region (SCR) Mayoral Combined Authority and to seek approval for the Chief Executive Officer, in consultation with the Leader, to submit a response on behalf of the Council.

2 Report Details

- 2.1 As part of the implementation of the SCR Devolution Deal and respective potential changes to the Combined Authority (CA) and its area arising from Chesterfield Borough Council and Bassetlaw District Councils Membership upgrade requests, consultation will be undertaken across the SCR area. This will commence on 1st July 2016 and run for a period of 6 weeks. The consultation will be delivered by MORI and it will end on 12th August 2016.
- 2.2 The consultation follows a governance review undertaken by the CA as part of the process of determining if expansion of its boundary and giving it new powers are likely to improve the exercise of statutory functions. As a consequence of this governance review a scheme has been produced setting out details of the area of the proposed Mayoral CA, distinguishing the Mayoral functions from the functions of the CA and detailing governance arrangements.
- 2.3 The link below sets out details of the consultation which provides a series of questions for respondents to answer. The link also provides details of the governance review and further information about the proposals. This link has been made available via the Councils website and it is intended that this will be done across all the respective Councils within the SCR area.

<http://sheffieldcityregiondevolution.org.uk/>

- 2.4 Once the consultation has closed a summary of the consultation responses will be put together by MORI. Details of this summary will be reported to a future meeting of the SCR CA meeting. It is envisaged this will take place in August following the end of the consultation. It is also envisaged that at this meeting the consultation summary will be discussed and endorsed and subsequently forwarded to the Secretary of State. The summary will then be considered by the Secretary of State as part of their decision to determine the membership upgrade requests for Chesterfield Borough Council and Bassetlaw District Council. This decision requires the Secretary of State to judge if the statutory test as set out within the Cities and Local Government Devolution Bill 2016 has been met.
- 2.5 As previously reported to Members this test requires the Secretary of State to be satisfied that the proposed Membership upgrade requests are reflective of community identities, will secure convenient and effective Local Government and will improve the exercise of statutory functions.

3 Conclusions and Reasons for Recommendation

- 3.1 It is proposed that the Council submit a formal response to the consultation. This is because it is affected by the proposals and should endeavour to ensure that the Secretary of State is aware of the Authority's position. This will help to ensure regard is given to the Councils view when the Secretary of State determines if the statutory test within the Cities and Local Government Devolution Bill is met.
- 3.2 Additionally Members can make their own submissions to the consultation response either by using the electronic form or by submitting an individual letter.

4 Consultation and Equality Impact

- 4.1 Council determined in March to remain a non constituent member of the SCR CA. Therefore it will not form part of the Mayoral footprint. On this basis there is no change to the Councils relationship with the SCR CA and consequently no discrimination or disadvantage arises. As there is no change to the existing position an equality impact assessment is not required to eliminate or minimise discrimination or disadvantage at this time. If the Councils membership status of the SCR CA was subject to change then it is anticipated an Equality Impact Assessment would be undertaken in order to determine, minimise or eliminate disadvantage or discrimination.
- 4.2 The SCR CA previously undertook consultation across the SCR area on the proposed Devolution Deal for a six week period ending on 15 January 2016. A total of 245 responses were received to that consultation.

5 Alternative Options and Reasons for Rejection

- 5.1 The Council can determine not to submit a response to the consultation. This would limit its ability to ensure the Secretary of State is aware of its position and views when determining if the statutory test has been made. This restricts the ability of the Council to influence the government decision and on this basis is rejected as an option.

6 Implications

6.1 Finance and Risk Implications

There are no direct financial implications arising from this report. Previous reports to Council regarding the Devolution proposals and Mayoral CA for the SCR have highlighted the significant risks and uncertainties and consequential financial implications arising from the SCR Devolution Deal and Mayoral CA. However this report relates to the provision of a response to the consultation and as a consequence carries no direct financial implications.

6.2 Legal Implications including Data Protection

There are no direct legal implications arising from the report. The governance review undertaken by the SCR CA as referred to in the report aims to be reflective of Section 111 of the Local Democracy, Economic Development and Construction Act 2009 as amended by the Cities and Local Government Act 2016. Additionally the proposed consultation by the SCR CA is aimed at satisfying statutory requirements for the potential extension of the CA area and the transfer of powers to a Mayoral CA.

6.3 Human Resources Implications

There are no direct Human Resource implications arising from the report.

7 Recommendations

7.1 That Council (i) considers the consultation process as set out within the report in relation to the proposed SCR Mayoral CA and comments on it as necessary and

(ii) requests that the Chief Executive Officer, in consultation with the Leader sends a letter of response to the consultation on behalf of the Council.

8 Decision Information

Is the decision a Key Decision? (A Key Decision is an executive decision which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	N/A
District Wards Affected	N/A
Links to Corporate Plan priorities or Policy Framework	All

9 **Document Information**

Appendix No	Title
	None
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
Chief Executive Officer	01246 217001 / 242462

Report Reference –

Bolsover District Council

COUNCIL

13 July 2016

TREASURY MANAGEMENT UPDATE

Report of the Leader of the Council

Purpose of the Report

- As part of its consideration of a report concerning a Housing Revenue Account funded development of new council Housing at Hilltop Shirebrook Council at its previous meeting of 13th June 2016 requested that a further report be brought back setting out that proposal within the context of the Council's wider Treasury Management Strategy.
- For Council to approve undertaking HRA Prudential Borrowing of up to £4.6m (on the basis that such borrowing meets the requirements of the Prudential Code) to fund the construction of 35 houses at Hilltop Shirebrook.
- On the basis that Council approves the proposed HRA prudential borrowing to update the Treasury Management Strategy to ensure that the borrowing is reflected in the Authorised Borrowing Limit, the Operational Boundary and the Capital Financing Requirement.
- To provide to Council a brief summary of the Council's Treasury Management activities during the 2015/16 financial year.
- To provide Council with an overview of the potential impact arising from the recent Referendum vote on the Council's Treasury Management Strategy.

1 Report Details

Prudential Borrowing to Support Council House Building.

- 1.1 At the previous meeting of Council a report was provided which outlined and approved a development of Council Housing at Hilltop Shirebrook. The scheme proposed the construction of 35 units of housing at a maximum cost of £4.6m. The proposals at Hilltop are part of the delivery of a wider corporate objective of providing an additional 100 council houses. A report to the previous meeting of Council secured approval for this second phase of the council house building programme to proceed. Previously Council at its meeting of 29th April 2015 gave approval for the construction of 33 houses at six sites across the Districts including Rodgers Avenue at an estimated cost of £3.883m. Following on from the approval of the second phase of the Programme further stages are anticipated which will construct a further 32 Council homes at an estimated cost of £4m which will secure

the new build council housing necessary to meet the Council's agreed target in respect of new house building.

1.2 The agreed programme of housebuilding is to be funded by HRA prudential borrowing. While local authorities are free to develop their own programmes of capital investment in fixed assets, they are required to have regard to the Prudential Code (which constitutes recognised good practice) in making these decisions. The CIPFA Code requires that capital investment decisions are affordable, prudent and sustainable. Central to the Prudential Code is the requirement for the authority to satisfy itself that it can afford the ongoing revenue costs associated with its capital expenditure proposals.

1.3 In order to ensure that we comply with the requirements of the Prudential Code Officers have given consideration to two pieces of work:

- Firstly, a Business Plan is developed for each phase of the housing new build programme before the scheme proceeds. That Business Plan needs to demonstrate that the scheme will generate sufficient revenue from rental income to cover both the repayment of the borrowing together with the costs of maintaining and managing the houses concerned. Both the first and second phase of the programme of Council House building have met this test. While it needs to be recognised there are always risks and unknowns when entering into capital works – such as building Council housing – officers are of the view that the financial projections have indicated that the schemes concerned are sufficiently financially robust to cover their costs despite the potential risks of rising costs or reducing income.
- Secondly, consideration is given to the affordability of a new build programme within the context of the wider HRA Business Plan. While each phase of the scheme is checked for its financial viability on a standalone basis, they also need to be considered within the wider context of the affordability to the Councils HRA. In particular the level of HRA borrowing is subject to a financial ceiling and it is important that the prudential borrowing required to fund new houses does not undermine the Council's ability to afford any major renovations that are necessary to the existing housing stock. The Government has set the maximum borrowing limit or HRA borrowing ceiling for Bolsover District Council at a level of £112.350m. On the basis that the prudential borrowing recommended within this report is approved then the total level of HRA borrowing will be as follows:

	2016/17	2017/18	2018/19
	£000's	£000's	£000's
HRA Borrowing Ceiling	112,350	112,350	112,350
Currently Approved HRA Borrowing Level	87,118	85,858	85,681
Add cost of Hilltop Scheme (cumulative)	600	3,600	4,600
Total Projected Borrowing Level	87,718	89,458	90,281
Add Cost of further 32 Council Homes needed to meet the Corporate Target (Cumulative)		2,000	4,000
Total Projected Borrowing (including Phase 3 of 32 Council Homes not yet approved.	87,718	91,458	94,281

- Likewise, the overall financial standing of the HRA has a role to play in determining whether a particular project should proceed or not, in that in a scenario where the house building proposed does not cover its costs from income then the overall HRA revenue account could take the strain. In simple terms a project to construct 35 houses for rent is highly unlikely to put a risk a financially sustainable HRA which manages over 5,000 homes. It should also be noted that as part of the initial feasibility work on the new build Programme that officers undertook modelling of the HRA Business Plan to ensure that the agreed target of 100 properties would meet the criteria for borrowing against the HRA. While the overall costs of the HRA new build programme are anticipated to be in the order of £12m the Council is currently some £23.6 m below its HRA borrowing 'cap', with an amount of £8.6m being required to fund the completion of the programme of Council House building. By March 2019 – the end of the programme – it is planned that the HRA borrowing will be one of £94.281m against a 'cap' of £112.350m, giving headroom of justb over £18m.
- 1.4. In addition to considering the financial aspects of the Business Plan Council also needs to be satisfied that the project itself addresses Council priorities. As already mentioned the Council's Corporate Plan includes a target of delivering a minimum of 100 new Council Properties by March 2019. This project delivers against all of the Council's key priorities reflecting the fact that there remains a shortage of affordable housing within the District which the Council has a duty to seek to address. Consideration of the financial implications of the new build council house programme needs to be undertaken against the background of the high priority of delivering these schemes for the Council.
 - 1.5 As reported at the previous meeting of Council officers had commissioned an external feasibility study from appropriately qualified consultants which concluded that on the basis of predicted costs and rental income there with an internal rate of return of 6.46% which is in excess of the financing costs of 4.5%. To 'stress test' this options appraisal Officers have increased the scheme cost from £4.03m to one of £4.6m which in their view may more accurately reflect the likely costs of construction on the Shirebrook site. Even on the basis of this increase in costs the scheme continues to generate a positive return of £1.2m over a projected 30 year life. Officers will continue to update the financial viability model as projected costs are clarified and will only proceed on the basis that the scheme continues to be in line with that approved by Council and that it generates a positive financial return. While officers are confident that the scheme will continue to meet the financial viability tests progress it does need to be recognised that our contractors are still working to translate the feasibility study in a fully costed plan. The Council will only contractually commit to the scheme following on from the submission of full details of the scheme including detailed site investigation and full costed plan.
 - 1.6. In agreeing to enter into the HRA prudential borrowing set out within this report Council should note that the borrowing limits previously agreed will need to be amended to reflect the proposed new borrowing. The position agreed in the Treasury Management Strategy approved by Council as at February 2016 is set out in the table below. By revising the Capital Financing Requirement Council is in effect approving that officers may enter into further borrowing on behalf of the

Council. In addition to increasing the Capital Financing Requirement by the cost of the work at Hill Top it is also necessary to increase both the Operational Boundary and the Authorised Limit for borrowing. As part of the Treasury Management Strategy agreed by Council at its meeting in February 2016 these limits were to exceed the Capital Financing Requirement by £5m and £10m respectively.

	2016/17	2017/18	2018/19
	£000's	£000's	£000's
Capital Financing Requirement 1 st April (previously approved)	97,500	102,989	103,889
Approved Changes in Year per Treasury Management Strategy	5,489	900	795
Add Prudential Borrowing costs arising from work at Hilltop Shirebrook (cumulative)	600	3,600	4,600
Capital Financing Requirement 31 st March (year end)	103,589	107,489	109,284
Operational Boundary as at 31 st March (year End)	108,589	112,489	114,284
Authorised Limit as at 31 st March (year end)	113,589	117,489	119,284

- 1.7. The scheme would also deliver wider benefits to the HRA in respect of a reduction in land maintenance costs. The General Fund would benefit from additional income from council tax and an estimated £200,000 from New Homes Bonus. Finally, as has been reported to Council on previous occasions the agreement to a new build programme for 100 homes over a period of years has enabled the contractual arrangements to secure a range of benefits such as apprenticeships in addition to the standard economic benefits to the local economy arising from construction costs.

Treasury Management Outturn Position 2016/17.

- 1.8. The Council's financial outturn position was reported to Executive at its meeting held on the 11th July 2016. That report included a section concerned with the Council's Treasury Management arrangements. That report concluded that the Council operated throughout 2015/16 within the range of Treasury Management limits agreed in the Treasury Management Strategy approved by the Council in February 2015. Appendix 1 provides a brief summary on the Treasury Management activity of the Council for 2015/16. In summary the Council operated throughout 2015/16 within the Authorised Limit and Operational Boundary limits approved in the Treasury Management strategy approved by the Council in February 2015.
- 1.9. Appendix 1 to this report sets out further details of the Treasury Management activity undertaken during the 2015/16 financial year which may be summarised as follows:
- The overall borrowing requirement of the Council is £95.824m at 31 March 2016.

- The PWLB debt is £104.100m
- The finance lease debt is £0.019m
- No new PWLB borrowing was undertaken in 2015/16
- The HRA headroom at 31 March 2016 is £22.927m
- PWLB interest paid in 2015/16 was £3.675m
- Interest received on investments was £0.217m
- The Council had £39.0m invested at 31 March 2016

Impact of the European Union Referendum on the Council's Treasury Management Strategy.

- 1.10. As Council will be aware a referendum on the relationship between the European Union and the United Kingdom resulted in a vote that the United Kingdom should cease to be a member of the European Union. This decision will clearly have a significant impact upon financial markets and thus potentially on the Treasury Management operations of this Council. A useful summary of the current position has been provided by Capita the Council's Treasury Management advisors

"The outcome of the EU referendum has necessitated a review of our interest rate forecasts. The UK now faces a very different situation from what it was in ten days ago both politically and economically. This mix of both political and economic uncertainty makes this the most difficult interest rate review we have done in recent years due to the sheer number of known unknowns. However, the impact on financial markets in the last ten days has not been as great as some had feared".
(Capita Asset Services Updated Interest Rate Forecast 4th July 2016).

- 1.11. In the short term the most noticeable impact has been that it has become more difficult to invest money with financial institutions in order to secure a positive rate of return and to spread our investments among a range of institutions in order to manage our financial exposure to a particular institution. While investments have needed to be made at a lower rate of interest and there are some indications that fewer institutions are looking to borrow at this stage the scale of the issues is a manageable one.
- 1.12. A second issue for the Council is that the agreed Treasury Management Strategy specifies that the Council should only invest in institutions which have a very high credit score and which generally are based in the United Kingdom. One result of the referendum outcome is that some UK based financial institutions have seen their credit ratings reduce. At this point in time the ratings remain sufficiently high for the Council to invest without breaching its agreed investment criteria, however, the position will continue to be monitored.
- 1.13. At this stage whilst the referendum vote has created some operational difficulties for the Council in operating within its Treasury Management strategy there has not been any requirement to operate outside that Strategy. At this stage officers do not consider it is necessary to amend the current Strategy although the position will continue to be monitored in the light of the increased volatility and uncertainty of financial markets.

2 Conclusions and Reasons for Recommendation

- 2.1 This report is primarily concerned with the financial aspects of meeting the Council's Corporate Priority of delivering 100 new Council houses by March 2019. While further work remains to be undertaken before entering into contractual commitments to deliver 35 units at Hilltop Shirebrook on the basis of the work undertaken to date officers are confident that this phase of the development is affordable within the HRA borrowing limits and will make a positive contribution to the financial sustainability of the HRA.
- 2.2 In addition the report also outlines the Treasury Management activities undertaken by the Council during the previous financial year (2015/16) and concludes that the Council operated within the parameters established by its Treasury Management policy. Finally, the report comments upon the impact of the European Union referendum and notes the increased uncertainties surrounding financial markets. While this had not had a significant impact upon the Council's Treasury Management activities at this stage and Officers anticipate that the Council will be able to continue to operate within the agreed parameters of its Treasury Management strategy the position will continue to be monitored.

3 Consultation and Equality Impact

- 3.1 There are no equality implications arising directly from this report.
- 3.2 The proposals set out within this report are intended to deliver against a key corporate priority which was developed as part of the extensive consultation undertaken around the Council's Corporate Plan.

4 Alternative Options and Reasons for Rejection

- 4.1 Council could choose not to support the development of Hill Top and aim to deliver its corporate plan target utilising alternative sites, or alternatively it could decide not to agree funding for any developments intended to secure the Corporate Plan. Given that these proposals deliver a Corporate Plan target and meet the requirements of the Prudential Code of being prudent, affordable and sustainable Officers are of the view that it is appropriate that Council approves the recommendations set out within this report.

5 Implications

5.1 Finance and Risk Implications

These are covered throughout the body of the report. While some further work remains to be completed – including securing detailed pricing for the scheme – Officers are of the view that the information currently available is sufficiently robust to enable an informed decision to be taken. The project team will continue to manage both the financial position and risk to ensure that the project is delivered in line with the approved position.

5.2 Legal Implications including Data Protection

None arising directly from this report.

5.3 Human Resources Implications

None arising directly from this report.

6 Recommendations

- 6.1 That Council notes the report and reaffirms its commitment to the scheme at Hilltop Shirebrook proceeding at an estimated cost of up to £4.6m, funded through prudential borrowing on the basis that the proposed borrowing is affordable, prudent and sustainable
- 6.2. That Council note that the agreed increase in HRA borrowing of £4.6m will increase the Capital Financing Reserve, the Operational Boundary and the Authorised Limit by a corresponding amount as detailed in the table set out in section 1.7 of the report.
- 6.3 That Council reaffirms its previous decision that subject to a satisfactory viability appraisal, based on the contract value, the Assistant Director of Property & Estates is given delegated authority to negotiate and enter a contractor for the construction of the scheme.
- 6.4. That Council notes the details concerning the operation of the Council's Treasury Management Strategy during 2015/16 and in particular the fact that it operated within the limits agreed by Council when it approved that Strategy on 4th February 2015.
- 6.5. That Council notes that its Treasury Management Strategy is now operating in the context of financial markets which have become more uncertain and potentially volatile as a result of the outcome of the European referendum.

7 Decision Information

Is the decision a Key Decision? (A Key Decision is an executive decision which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	Yes
District Wards Affected	Shirebrook
Links to Corporate Plan priorities or Policy Framework	Corporate Plan - deliver a minimum of 100 new Council properties by March 2019

8 **Document Information**

Appendix No	Title
A	Site Photographs
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Bolsover Development Land Consultancy – Hilltop Avenue, Shirebrook (Tibbalds Multidisciplinary Team)	
Report Author	Contact Number
Executive Director – Operations Commercial Property & Developments Manager	2210

Report Reference –

Capital Financing Requirement

The key area of Treasury Management is the measurement and control of the overall debt position of the Council. This is calculated through the Capital Financing Requirement (CFR). The CFR calculates the Council's underlying need to borrow in order to finance its capital expenditure. The revised estimate of the CFR for 2015/16 and the actual outturn CFR are shown in the table below: -

	Revised Budget 2015/16 £000	Actual Outturn 2015/16 £000
Capital Financing Requirement 1 April	98,962	98,962
Prudential Borrowing General Fund	1,825	722
Prudential Borrowing HRA	470	436
Leasing Repayments	(19)	(19)
Minimum Revenue Provision (MRP)	(234)	(207)
Movement on other debt – retentions	0	20
HRA Debt Repayment per business plan	(3,500)	(3,500)
Repayment of Allowable Debt (HRA)	0	(590)
<i>Capital Financing Requirement 31 March 2016</i>	97,504	95,824

The overall outturn position shows a net reduction of outstanding debt of £3.138m in 2015/16. Prudential borrowing has been undertaken by the Council in 2015/16 for General Fund Vehicles, ICT projects, the Asset Management Plan and new Council Dwellings

The repayment of outstanding debt from the Sale of Council House receipts is the Allowable Debt sum of £0.590m. Under the current regulations when a Council dwelling is sold the Council is allowed to retain some of the capital receipts because it is carrying debt on each property following the HRA reforms settlement. It is called the Allowable Debt calculation. It is advisable that the retained receipt element for Allowable Debt is actually utilised to repay the debt outstanding on the sold houses otherwise the Council is carrying debt where it has no asset.

The Capital Financing requirement is split between the HRA and General Fund the balance of each is shown below:

Capital Financing Requirement at 31 March 2016	£000
General Fund	6,401
Housing Revenue Account	89,423
Total CFR	95,824

From the HRA CFR the Council is able to calculate the “headroom” available which is the gap between the HRA debt limit set by the Government when the HRA reforms were introduced. This is shown in the table below:

HRA “Headroom” calculation	£000
Housing Revenue Account – Debt Limit	112,350
Housing Revenue Account CFR 31 March 2016	89,423
Headroom at 31 March 2016 =	22,927

The above table shows that the Council’s HRA has a headroom figure of £22.927m at 31 March 2016.

How the CFR is covered.

As mentioned above the CFR is the Council’s underlying need to borrow to finance capital expenditure. To finance the CFR the Council has external borrowing, finance leases and the use of its own reserves and balances. The position as at 31 March 2016 is as follows:

	£000
Capital Financing Requirement 31 March 2016	95,824
Financed from	
External Borrowing via PWLB	104,100
External Borrowing via Leasing arrangements	19
Use of internal balances and reserves	(8,295)
Total Financing of CFR	95,824

PWLB Borrowing

The Council’s total outstanding PWLB debt amounted to £104.100m at 1 April 2015. During 2015/16 no principal repayments were made. No new loans have been taken out with the PWLB during 2015/16. The profile of the outstanding debt is analysed as follows: -

PWLB BORROWING	Maturity Profile 31 March 2015	Maturity Profile 31 March 2016
Term	£	£
12 Months	0	1,000,000

1 - 2 years	1,000,000	1,000,000
2 - 5 years	4,000,000	5,000,000
5 - 10 years	20,300,000	20,300,000
Over 10 year	78,800,000	76,800,000
Total PWLB Debt	104,100,000	104,100,000

PWLB Interest

The interest cost to the Council of the PWLB debt for 2015/16 is £3,675,550. The cost is split within the accounts between the HRA and General Fund based on the level of debt outstanding within the CFR.

Temporary Borrowing

Cash flow monitoring and management serves to identify the need for short term borrowing to cover delays in the receipt of income during the course of the year. During 2015/16 no short term borrowing was undertaken by the Council and therefore no interest charges were incurred.

Temporary / Fixed Investments

The table below details the investments held at 2015/16.

Bank Name	Balance Invested 31 March 16 £000
Fixed	
Nationwide	5,000
Goldman Sachs	5,000
Lloyds	5,000
Call Accounts	
Barclays	5,000
Santander	4,000
Money Market Funds	15,000
Total	39,000

From the table above it can be seen that the balance invested by the Council at 31 March 2016 is £39.0m. Interest earned from temporary investments during 2015/16 amounted to £217,010 and is detailed in the table below:

Bank Name	Amount Received
Nationwide	(30,753)
Goldman Sachs	(28,560)
Close Brothers	(24,164)
Lloyds	(12,753)
Barclays	(29,510)
Nat West Bank	(5,403)
Money Market Funds	(69,375)
Santander	(16,492)
Total	(217,010)

Overnight Balances

The balance of any daily funds is retained in the Council's general account with the Lloyds Bank.

Compliance with Treasury Limits

During the financial year the Council continued to operate within the treasury limits set out in the Council's Borrowing and Investment Strategy.

	Actual in year 2015/16 £000	Set Limits in year 2015/16 £000
Authorised Limit (total Council external borrowing limit)	104,119	113,969
Operational Boundary	104,119	108,969

Bolsover District Council

Council

13th July 2016

Joint Venture – Limited Liability Partnership (LLP) Board Appointments

Report of Councillor Ann Syrett, Portfolio Member

This report is public

Purpose of the Report

In February 2016, Executive approved the creation of a separate trading company with Woodhead Regeneration Ltd, to deliver residential and commercial developments on both Council and privately owned land. The driver for creating the company is to stimulate economic growth by delivering housing and commercial developments. In order to progress the creation of the Company the council will need to nominate two board members and provide £50,000 of core funding.

1 Report Details

The JVC Proposal

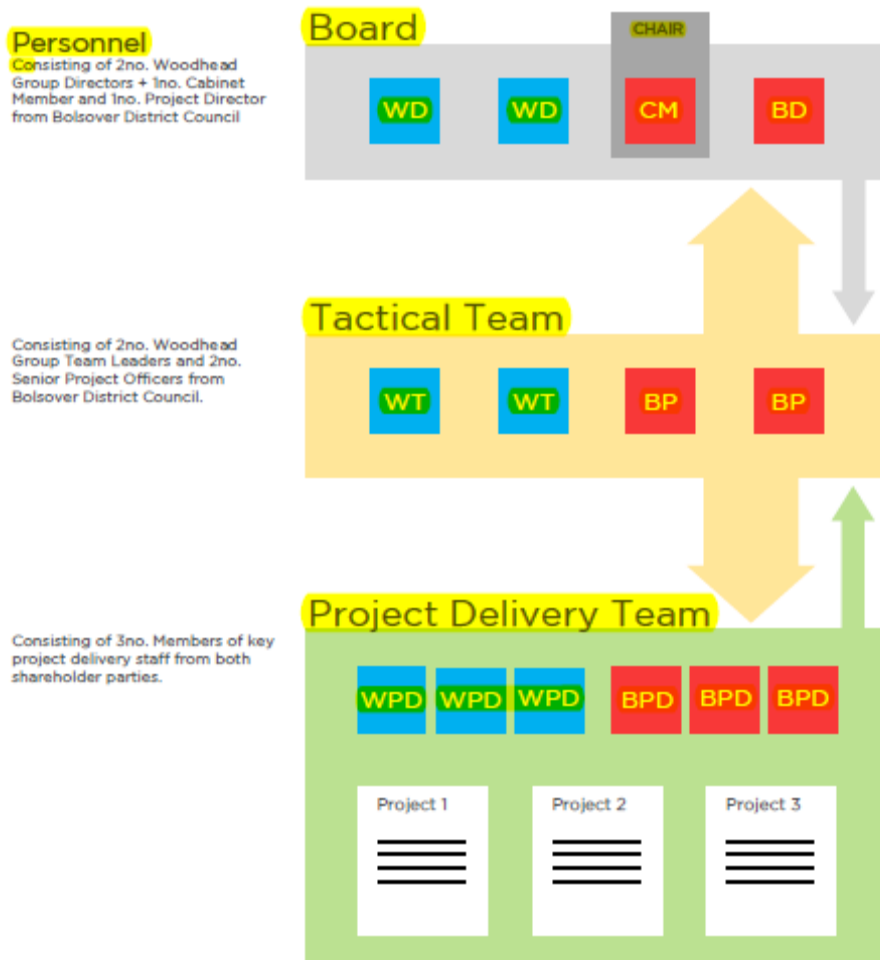
- 1.1 Woodhead Regeneration Limited is part of the Woodhead Group, the ultimate Holdings Company, Robert Woodhead (Holdings) Ltd was incorporated in 1983. Woodhead Regeneration Limited was set up in 2014 to bring forward the groups own developments for market sale as well as land & works opportunities with public sector partners, thus expanding the scope of the business beyond simply construction.
- 1.2 Following the February 2016 Executive, the CEO, Executive Director Operations, Assistant Director of Property and Estates and Commercial Property and Development Manager, along with legal services, have been working together to develop the terms of a Joint Venture Company which can deliver the corporate aims of both parties. A summary of the key points are detailed below.

Key Principals of the JVC:

- The company will operate on a commercial basis.
- A company structure will allow tax transparency and will enable each party to deal with their own tax matters in their usual way.
- The JVC will deliver multiple sites across (but not limited to) Bolsover District.
- Equal controlling interests in the company (50:50) with unanimity required for all decisions on key commercial and constitutional matters.

Governance and Administration

- BDC will own 50% of the shares in the JVC, which will be a Limited Liability Partnership (LLP).
- 1.3 The JVC board structure will have equal representation, with £50,000 initial capital commitment from each partner required to buy shares in the company. Each party will nominate two directors to manage the company. It is suggested that the Directors from BDC would be made up of a serving Cabinet Member and a senior officer with experience in delivering development projects. The Chairperson for the company would be the Member Director from BDC, but they will not have a casting vote. Woodhead Regeneration Ltd has indicated that their two directors will be David Woodhead and Leo Woodhead.
- Both parties have equal controlling interests (50:50) and are able to enter into additional JVC arrangements with new parties at a later date or indeed add new parties in due course if the existing JVC parties agree to do so. A fee structure for new parties would need to be considered.
 - All decisions will be reached by full agreement of the board. The role of the JVC has been left relatively wide ranging and unspecific at the outset. The JVC board will consider business plans relating to specific schemes which are brought before it, on the basis of the commercial merits of each particular scheme. Where such business plans require a financial or other contribution from the Council such contributions will be subject to the usual Council approval processes.
- 1.4 The board members nominated from BDC will need to undergo relevant training to ensure they fully understand the roles, responsibilities and implications of sitting as a board member and any potential conflicts this may give rise to in relation to their duties as elected Members and council officers. This training is likely to be provided by Freeths LLP, the solicitors who have supported the Council in work to develop an appropriate company structure.
- 1.5 The diagram below outlines the structure of the company, which will be split into three areas, Board level – where strategic decisions are made. Tactical Team – where business case formulated and Project delivery team. At this point in time it is necessary to agree who will be undertaking the roles at the board level. The tactical team and project delivery team will be made up of officers who currently work on those aspects of work during their current roles.



2 Conclusions and Reasons for Recommendation

- 2.1 In order to create the JVC Company, two board members from Bolsover District Council need to be nominated. This will allow the company to be set up and will enable BDC to take a direct and active lead in the development of residential and commercial development across the district. A Joint Venture Company with a development partner will greatly assist in delivering corporate aims. Setting a company up in its own right does not deliver anything, however once established it is a vehicle which can assist in delivering the aims of the Corporate Plan and more specifically the Growth Strategy.

3 Consultation and Equality Impact

There are no consultation or equality issues arising directly from this report.

4 Alternative Options and Reasons for Rejection

The main alternative would be to decide against establishing the company. Given the potential contribution the company can make to achieving the Council's corporate priorities that is not considered to be an appropriate option.

5 Implications

5.1 Finance and Risk Implications

At this stage the only direct financial implication is the recommendation that an amount of £50,000 from the Council is approved to provide initial funding to the company. As outlined previously in the report the company will operate on strictly commercial lines with each project supported by a detailed business plan. Given that the company has no funding of its own any projects will require external financial support which will help ensure that the company operates to agreed budgets and financial plans. Given that a key principle of the company is to help drive the growth agenda it is considered appropriate that the start up capital required of £50,000 is funded from the Transformation Reserve.

In order to ensure that risks are minimised the Council has worked with Freeths to ensure that appropriate legal arrangements are in place. The Council will only invest further resources into the JV on the basis that such funding will be utilised to progress work for which there is a robust Business Plan in place.

In respect of the initial investment of £50,000, together with the utilisation of staffing resources to progress the work on the JV officers have continued with this work on the basis that we are confident that a number of appropriate schemes for the JV to progress have been identified. It is considered unlikely that once the JV is set up that it will be unable to progress priority schemes.

5.2 Legal Implications including Data Protection

Significant legal resource (Internal and External) have been used to draft and agree legal documentation to support the development of a JVC. Freeths LLP have been providing advice in this matter in order to ensure that all reasonable steps have been taken to protect the Council's interests in this matter.

It is intended that Legal Services will support the JVC in property related matters once established.

5.3 Human Resources Implications

The JVC board will include Members and Officers who are nominated to be Directors of the Joint Venture Company. Whilst employed by BDC the nominated Members or Director will have Director Responsibilities to the JVC. The nominated Members/Officers should have relevant expertise to effectively contribute and to protect BDC's interests in the JVC.

No staff will be transferred in to the JVC from either party, therefore no TUPE liabilities exist. However, some officers may be giving advice to the JVC in relation to valuations, land issues etc, it is therefore important that processes and safeguards is put in place to ensure staff have the relevant authority, qualifications and insurance to undertake such work.

6 Recommendations

- 6.1 That the Chief Executive is given delegated power, in consultation with the Leader of the Council, to choose and appoint one Cabinet Member and one officer to serve as Directors on the JVC board with WRL Woodhead Regeneration Ltd.
- 6.2 The Assistant Director of Property and Estates is given delegated authority within the existing policy and budgetary framework to take any necessary steps to set up the JV company and to ensure that the Council is in a position to operate as an effective JV partner.
- 6.3 That Council agrees to provide an allocation of £50,000 from the Transformation Reserve in order to provide the funding necessary to establish the Joint Venture company.

7 Decision Information

Is the decision a Key Decision? (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	Yes
District Wards Affected	All wards
Links to Corporate Plan priorities or Policy Framework	Links to all Corporate Priorities

8 Document Information

Appendix No	Title
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
Assistant Director – Property And Estates	01246 242223



Community Save A Life Scheme

Vale View, Stretton Road, Clay Cross, Derbyshire S45 9AQ

cheryle.berry@btinternet.com

csals@btinternet.com

Dear..... *Chairman,*

We would like to thank you so much for your wonderful support which was invaluable in helping us to achieve this World Record.

Your support has been magnificent over the last 4 years from our very first attempt at the Record where we used Shirebrook Academy to our present successful attempt at the Proact Stadium. There are now 1795 more people who know how to Save a Life.

From the beginning you supported our Aims of a "Lifesaver on Every Street" and getting First Aid Skills on the Curriculum of Schools

This is outstanding Community Leadership from Bolsover District Council and we hope it can be recognised in some way by The Local Government Association

We would like to thank in particular Cllrs Deborah Watson and Jim Clifton plus Officer Matthew Connley from Bolsover District Council

They have been part of our Planning Team for the whole of these 4 years and their enthusiasm and dedication have inspired and supported everyone involved.

We wish Bolsover District Council every success in the Future

With very grateful Thanks from

Cheryle Berry. Chair of Trustees. Community Save a Life

John Hutchinson. Lead Trainer and Trustee. Community save a Life

Jill Bethell. Trustee. Community Save a Life

Cheryle Berry.



**HEART
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