

The Arc  
High Street  
Clowne  
Derbyshire  
S43 4JY

Date: 21<sup>st</sup> February 2017

Dear Sir or Madam,

You are summoned to attend a meeting of the Bolsover District Council on Wednesday 1<sup>st</sup> March 2017 at 1000 hours 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 3.

**Following the meeting, a presentation will be given to Members:**

**Update on the Leisure Facility at The Arc.**

Yours faithfully,



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

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# COUNCIL

## AGENDA

WEDNESDAY 1<sup>ST</sup> MARCH 2017  
IN THE COUNCIL CHAMBER AT 1000 HOURS

Item No.		Page No.(s)
	<b>PART 1 – OPEN ITEMS</b>	
1.	<b>Apologies for Absence</b>	
2.	<b>Urgent Items of Business</b>  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.	<b>Declarations of Interest</b>  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.	<b>Questions</b>  (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.  | <b>Reports on special urgency decisions</b>  | None      |
|     | In any event the Leader will submit reports to the Council on the Executive decisions taken in the circumstances set out in Rule 17 (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. |           |
| 6.  | <b>Minutes of Last Meeting</b>   | To Follow |
|     | To approve and the Chairman to sign the minutes of the Council Meeting held on 5 <sup>th</sup> January 2017.   |           |
| 7.  | <b>Minute Books</b>  | To Follow |
|     | Members may put questions for clarification in respect of the minutes contained within the latest Minute Book dated 1 <sup>st</sup> March 2017   |           |
| 8.  | <b>Recommended Items</b>   | 4 to 12   |
|     | Recommended Item from Special Licensing Committee – Interim Taxi Licensing Policy Amendments   |           |
| 9.  | Level of Council Tax 2017/18   | 13 to 19  |
| 10. | Notes of a Member Development Working Group held on 1 <sup>st</sup> December 2016 and 26 <sup>th</sup> January 2017  | 20 to 30  |
| 12. | <b>Chairman’s Announcements</b>  |           |
|     | To receive any announcements that the Chair of the Council may desire to lay before the meeting.   |           |
| 13. | Video of 40 <sup>th</sup> Anniversary of Junction Arts   |           |

**MINUTE EXTRACT FROM SPECIAL LICENSING COMMITTEE  
16<sup>TH</sup> DECEMBER 2016**

**0550. INTERIM TAXI LICENSING POLICY AMENDMENTS**

Committee considered a report which sought approval and adoption of minor amendments to the Council's Statement of Licensing Policy for hackney carriage and private hire drivers, vehicles and operators.

The Council introduced the current policy for the licensing of hackney carriages and private hire drivers, vehicles and operators (collectively referred to here as the taxi trade) three years ago. The Policy would be subject to a full review in line with county-wide standards which local authorities were currently working on. However, there were some areas which were in need of improvement and amendment immediately and in some cases urgently.

The report identified those priorities for amendment which could be made immediately pending the full review of the Policy. These were as follows;

Hackney Carriages – Intended Use

In 2014 the Council opted to restrict the issue of hackney carriage vehicle plates to those vehicles only which were intended to be used in the District. This helped to limit the problem whereby applicants obtained a hackney carriage and then used it (legally) to carry out pre-booked work in other districts. Currently, all applications for hackney carriage vehicle licences were considered by Licensing Committee. Not only was this resource-intensive in preparing reports for Committee, there was often insufficient evidence at a first application for Members to make a proper determination.

Accordingly, Members needed to consider whether they wanted to delegate the power to determine such applications to officers. They would then be referred to the Licensing Committee only when;

- (a) officers had concerns about the application; or
- (b) subsequent to the grant of the licence, evidence was obtained that they were not complying with the licence conditions.

Related to this issue, it was worth noting that the Council currently had a small number of operators who held a licence but their base lied outside the District boundary. Direction was sought from Members as to whether they required officers to undertake further work on the restriction of operators who held licences outside of the controlled District.

Members agreed that officers carry out further work on the restriction of operators who held licences outside of the controlled District.

Medical Checks for HGV & PSV Drivers on First Application

Currently, the policy stated that HGV and PSV licence holders were not required to provide a medical certificate proving their fitness because they would have already provided one to

meet the Group 2 medical standards. However, they may have gone several years since obtaining their Group 2 licence so the assumption that they were medically fit may be inaccurate. Amending the policy to require all applicants and licence-holders to provide an up-to-date medical certificate as and when required would eliminate this risk. The overall policy on medicals and the intervals at which they were required would remain unchanged.

It was proposed to amend the policy at section 4.2.5 by removing the words:

*“Holders of current PSV and/or HGV licences, where the holder is able to produce proof of current medical examination, will not be required to undergo a further medical examination”.*

Members agreed that the policy be amended to require all applicants and licence-holders to provide an up-to-date medical certificate as and when required by the Council.

### DVSA Testing

The DVSA were due to withdraw their provision of the taxi driving test, a requirement of the current policy for new HC/PHV drivers, at the end of the year (2016). DVSA had already stopped providing test appointments. Work was ongoing to identify both interim and longer-term replacements to ensure applicants met the required driving standards. Once the replacement measures were identified it was sensible to move quickly to implement them as soon as possible.

Accordingly, it was proposed that the policy be amended to:

- (a) Remove the requirement to meet DVSA taxi test standards;
- (b) Replace with a requirement to meet such driving standards test as the Council saw fit to introduce; and
- (c) Leave it to officers using delegated powers to determine the most appropriate form of testing.

Members agreed that in consultation with the Chair of Licensing Committee, officers determine, as an immediate replacement, the most appropriate form of testing to fit in as an interim driving test and also carry out further work on the best replacement for the DVSA test and present the options to a future meeting of Licensing Committee.

### Safeguarding Training

Officers were currently exploring opportunities, in partnership with other Derbyshire authorities, if possible, to provide safeguarding training for applicants and licence-holders.

In anticipation of this being put in place a suitable requirement to undertake the training needed to be added to the policy. Implementation of the training itself could be left to officers acting under delegated powers.

Members would be informed once the options had been considered. If a charge was to be applied for the training then further consultation would be required.

## Knowledge Test Amendments

In light of recent focus on safeguarding and the introduction of relevant training as set out above, the possibility of including an element of questions as part of the knowledge test should be considered. This would allow the Authority to ensure knowledge of safeguarding practices was tested in the same way as other areas of knowledge.

It was also considered that the current test format (3 sets of 10 questions) was too prescriptive and did not allow the Authority to react quickly to new developments in the law or in areas of concern such as safeguarding.

It was therefore proposed to amend the policy sections relating to knowledge tests to remove the prescriptive tests and replace with a simple requirement to undertake such test of an applicant's knowledge as the Council deemed appropriate from time to time. This would need to be accompanied by a delegated power to the Joint Assistant Director to determine the composition of tests in future.

## Certificates of Good Conduct

A problem had been identified in the wording of the existing policy which required that a Certificate of Good Conduct be supplied by "overseas applicants" for licences. In practice this did not reflect good practice which was to determine whether a certificate should be provided by those who were not currently or recently overseas but who had spent significant time living abroad.

It would therefore be sensible to amend the policy to require that a Certificate of Good Conduct should be provided by applicants/licence-holders, "where officers deemed it reasonably appropriate to do so", so other circumstances could be taken into account.

## CCTV in Taxis

Following the county-wide review of taxi licensing standards, additional policy review work would be undertaken. One issue that could be explored was the introduction of CCTV as a mandatory measure in taxis. Direction was sought from Members as to whether they required further work on the possible options for CCTV to be undertaken as part of the extensive policy review.

Members agreed that officers carry out additional work on the options for the introduction of mandatory CCTV in taxis as part of the broader policy review and this be presented to a future meeting of Licensing Committee.

Moved by Councillor R.A. Heffer and seconded by Councillor R.J. Bowler

**RECOMMENDED** that (1) Council approve the adoption of the following amendments to the Statement of Licensing Policy for Hackney Carriage & Private Hire Drivers, Vehicles and Operators;

- (2) the Hackney Carriage Vehicle Licence condition be amended to reflect the intended use restriction,
- (3) the following words be remove from section 4.2.5;

*"Holders of current PSV and/or HGV licences, where the holder is able to produce proof of current medical examination, will not be required to undergo*

*a further medical examination”.*

- (4)
  - (a) the requirement to meet DVSA taxi test standards be removed,
  - (b) the requirement to meet such driving standards test as the Council sees fit to introduce; and
  - (c) delegated powers be granted to the Joint Assistant Director Planning & Environmental Health, in consultation with the Chair of Licensing Committee, to determine the most appropriate form of testing as an immediate replacement,
- (5)
  - (a) the requirement in respect of HC/PHV driver’s licences for all new applicants and existing licence holders to undertake such safe-guarding training as the Council sees fit to introduce; and
  - (b) delegated powers be granted to the Joint Assistant Director Planning & Environmental Health, in consultation with the Chair of Licensing Committee, to determine the most appropriate training.
- (6)
  - (a) those sections relating to knowledge tests, to remove the specific test format and replace with a requirement to undertake “such test of an applicant’s knowledge as the Council deems appropriate from time to time”; and
  - (b) delegated powers be granted to the Joint Assistant Director Planning & Environmental Health to determine the format and content of knowledge tests.
- (7) Amend the requirement to provide a Certificate of Good Conduct to those occasions where Licensing officers reasonably consider it to be appropriate.

and (2) **RESOLVED** that;

- (1) delegated powers be granted to the Joint Assistant Director Planning & Environmental Health to consider applications for hackney carriage vehicle licences,
- (2) the Joint Assistant Director Planning & Environmental Health to carry out further work on the restriction of operators who held licences outside of the controlled District,
- (3) the Joint Assistant Director Planning & Environmental Health to undertake additional work on the options for the introduction of mandatory CCTV in taxis as part of the broader policy review and present these to a future meeting of Licensing Committee for consideration.

**Bolsover District Council**

**Special Licensing Committee**

**16 December 2016**

**Interim Taxi Licensing Policy Amendments**

**Report of the Principal Solicitor**

This report is public

**Purpose of the Report**

- To review and approve for adoption minor amendments to the Council's Statement of Licensing Policy for Hackney Carriage & Private Hire Drivers, Vehicles and Operators.

**1 Report Details**

- 1.1 It is three years since the Council introduced the current policy for the licensing of hackney carriages and private hire drivers, vehicles and operators (collectively referred to here as the taxi trade).
- 1.2 The Policy will be subject to a full review in line with county-wide standards which local authorities are working on at present. However, in the meantime there are some areas of the current Policy which are in need of improvement and amendment, in some cases urgently.
- 1.3 This report identifies those priorities for amendment which can be made immediately pending the full review of the Policy. Those priorities are as follows:
- 1.4 Hackney Carriages – Intended Use:

In 2014 the Council opted to restrict the issue of hackney carriage vehicle plates to those vehicles only which are intended to be used in the district. This helps to limit the problem whereby applicants obtain a hackney carriage and then use it (legally) to carry out pre-booked work in other districts. Currently all applications for hackney carriage vehicle licences are considered by Licensing Committee. Not only is this resource-intensive in preparing reports for Committee, there is often insufficient evidence at a first application for members to make a proper determination.

Accordingly members are asked to consider whether they want to delegate the power to determine such applications to officers. They would then be referred to the Committee only when (a) officers have concerns about the application; or (b) subsequent to the grant of the licence evidence is obtained that they are not complying with the licence conditions.



Related to this issue, it is worth noting that the Council currently has a small number of operators who hold a licence but their base lies outside the district boundary. Direction is sought from Members about whether they want officers to undertake further work on the restriction of operators who hold licences outside of the controlled district.

#### 1.5 Medical Checks for HGV & PSV Drivers on First Application:

Currently the policy states that HGV and PSV licence holders are not required to provide a medical certificate proving their fitness because they would have already provided one to meet the Group 2 medical standards. However they may have gone several years since obtaining their Group 2 licence so the assumption that they are medically fit may be inaccurate. Amending the policy to require all applicants and licence-holders to provide an up-to-date medical certificate as and when required will eliminate this risk. The overall policy on medicals and the intervals at which they are required will remain unchanged.

It is proposed to amend the policy at section 4.2.5 by removing the words: *“Holders of current PSV and/or HGV licences, where the holder is able to produce proof of current medical examination, will not be required to undergo a further medical examination”.*

#### 1.6 DVSA Testing:

The DVSA are due to withdraw their provision of the taxi driving test, a requirement of the current policy for new HC/PHV drivers, at the end of the year. They have already stopped providing test appointments. Work is ongoing to identify both interim and longer-term replacements to ensure applicants meet the required driving standards. Once the replacement measures are identified it is sensible to move quickly to implement them as soon as possible.

Accordingly, it is proposed that the policy be amended to:

- (a) Remove the requirement to meet DVSA taxi test standards;
- (b) Replace it with a requirement to meet such driving standards test as the Council sees fit to introduce; and
- (c) Leave it to officers using delegated powers to determine the most appropriate form of testing.

#### 1.7 Safeguarding Training:

Officers are currently exploring opportunities, in partnership with other Derbyshire authorities if possible, to provide safeguarding training for applicants and licence-holders.

In anticipation of this being put in place a suitable requirement to undertake the training needs to be added to the policy. Implementation of the training itself can be left to officers acting under delegated powers.

Members will be informed once the options have been considered. If a charge is to be applied for the training then further consultation will be required.

### 1.10 Knowledge Test Amendments:

In light of recent focus on safeguarding, and the introduction of relevant training as discussed above, the possibility of including an element of questions as part of the knowledge test should be considered. It will allow the authority to ensure knowledge of safeguarding practices is tested in the same way as other areas of knowledge.

It is also considered that the current test format (3 sets of 10 questions) is too prescriptive and doesn't allow the authority to react quickly to new developments in the law or in areas of concern such as safeguarding.

It is therefore proposed to amend the Policy sections relating to knowledge tests to remove the prescriptive tests and replace with a simple requirement to undertake such test of an applicant's knowledge as the Council deems appropriate from time to time. This will need to be accompanied by a delegated power to the Joint Assistant Director to determine the composition of tests in future.

### 1.11 Certificates of Good Conduct:

A problem has been identified in the wording of the existing policy, which requires that a Certificate of Good Conduct be supplied by "overseas applicants" for licences. In practice this doesn't reflect good practice which is to determine whether a Certificate should be provided by those who aren't currently or recently overseas but who have spent significant time living abroad.

It would therefore be sensible to amend the policy to require that a Certificate of Good Conduct should be provided by applicants/licence-holders "where officers deem it reasonably appropriate to do so" so other circumstances can be taken into account.

### 1.12 CCTV in Taxis

Following the county-wide review of taxi licensing standards additional policy review work will be undertaken. One issue that could be explored is the introduction of CCTV as mandatory measure in taxis. Direction is sought from members about whether they want further work on the possible options for CCTV to be undertaken as part of the extensive policy review.

## **2 Conclusions and Reasons for Recommendation**

- 2.1 The current policy requires updating in order to respond to changes in legislation and licensing practice, and to address areas of improvement identified by officers.
- 2.2 The nature of the amendments are such that they will not have a significant impact on the licence-holders or applicants. If the changes were more substantial they would trigger the need for a full consultation and delay the implementation of those policy changes which are required urgently.

### **3 Consultation and Equality Impact**

3.1 The policy changes proposed should have no detrimental effect.

### **4 Alternative Options and Reasons for Rejection**

4.1 Continuing with the existing policy is the only alternative, albeit if only pending the overall policy review and county-wide standards being developed. However for the reasons given above this is not considered appropriate because the measures to prevent problems are required quickly.

### **5 Implications**

#### **5.1 Finance and Risk Implications**

None.

#### **5.2 Legal Implications including Data Protection**

Having a policy which is fit for purpose and clearer to Licence Holders and Applicants could assist in implementing rules while preventing a legal challenge by way of appeal or judicial review, with associated costs in defending the same.

#### **5.3 Human Resources Implications**

None.

### **6 Recommendations**

6.1 That Licensing Committee approve and recommend to Council for adoption the following amendments to the Statement of Licensing Policy for Hackney Carriage & Private Hire Drivers, Vehicles and Operators:

6.1.1 Amend the Hackney Carriage Vehicle Licence condition to reflect the intended use restriction.

6.1.2 Remove from section 4.2.5 the words:

*“Holders of current PSV and/or HGV licences, where the holder is able to produce proof of current medical examination, will not be required to undergo a further medical examination”.*

6.1.3 (a) Remove the requirement to meet DVSA taxi test standards;  
(b) Introduce a requirement to meet such driving standards test as the Council sees fit to introduce; and  
(c) Grant delegated powers to the Joint Assistant Director Planning & Environmental Health in consultation with the Chair of Licensing to determine the most appropriate form of testing.

6.1.4 (a) Introduce a requirement in respect of HC/PHV driver’s licences for all new applicants and existing licence holders to undertake such safeguarding training as the Council sees fit to introduce; and  
(b) Grant delegated powers to the Joint Assistant Director Planning & Environmental Health in consultation with the Chair of Licensing to determine the most appropriate training.

- 6.1.5 (a) Replace those sections relating to knowledge tests to remove the specific test format and replace with a requirement to undertake “such test of an applicant’s knowledge as the Council deems appropriate from time to time”; and
- (b) Grant delegated powers to the Joint Assistant Director Planning & Environmental Health to determine the format and content of knowledge tests.
- 6.1.6 Amend the requirement to provide a Certificate of Good Conduct to those occasions where Licensing officers reasonably consider it to be appropriate.
- 6.2 That Licensing Committee determine whether to grant delegated powers to the Joint Assistant Director Planning & Environmental Health to consider applications for hackney carriage vehicle licences.
- 6.3 That Licensing Committee determine whether they want officers to undertake further work on the restriction of operators who hold licences outside of the controlled district.
- 6.4 That Licensing Committee considers whether officers should undertake additional work on the introduction of mandatory CCTV in taxis as part of the broader policy review.

## 7 Decision Information

<b>Is the decision a Key Decision?</b> (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
<b>District Wards Affected</b>	All
<b>Links to Corporate Plan priorities or Policy Framework</b>	Supporting our communities to be Healthier, Safer, Cleaner and Greener

## 8 Document Information

Appendix No	Title
None	
<b>Background Papers</b> (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)	
None.	
Report Author	Contact Number
Kevin Shillitto, Principal Solicitor	01246 242507

**Bolsover District Council**

**Council**

**1 March 2017**

**Level of Council Tax 2017/18**

**Report of the Executive Director - Operations**

This report is public

**Purpose of the Report**

- The Localism Act 2011 requires the billing authority to calculate a Council Tax requirement for the year.
- The approved demand on the Collection Fund for this Council should be **£3,496,994**. The Council has now received all of the Parish Precept demands which total **£2,594,840** which together mean the total demand on the Collection Fund in 2017/18 will be **£6,091,834**.
- In order to calculate the Council Tax requirement for the area at the relevant bands, the demands of the County Council, Police Authority, Fire Authority and parish councils will also need to be taken into account.
- The Council has now received all the relevant precept demands from the other local authorities that precept upon this Council as the billing authority for Council Tax.
- It should be noted that this report will be subject to a recorded vote.

**1 Report Details**

1.1. It should be noted that the Chief Financial Officer has calculated the following amounts as the Council Tax Base for the year 2017/18.

- **21,040.88** being the amount calculated by the Council, in accordance with section 31B of the Local Government Finance Act 1992, as amended.
- The following being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amounts of its Council Tax Base for the year for dwellings in those parts of its area to which special items relate.

<u>Parish</u>	<b>Parish Tax Base</b>
AULT HUCKNALL	388.94
BARLBOROUGH	1,079.41
BLACKWELL	1,239.24
CLOWNE	2,347.86
ELMTON	1,377.94
GLAPWELL	467.48
HODTHORPE	180.13
LANGWITH	798.19
OLD BOLSOVER	3,117.39
PINXTON	1,534.29
PLEASLEY	724.11
SCARCLIFFE	530.81
SHIREBROOK	2,261.63
SOUTH NORMANTON	2,838.15
TIBSHELF	1,073.69
WHITWELL	1,081.62
<b>Total</b>	<b>21,040.88</b>

1.2. Calculate the Council Tax requirement for the Council's own purposes for 2017/18 (excluding Parish Precepts) is **£3,496,994**.

1.3. That the following amounts be now calculated by the Council for 2017/18 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 (as amended):

- a) **£42,689,181** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils (Note – this is the District Council's Gross Expenditure including Parish Precepts).
- b) **£36,597,347** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act (Note – this is the District Council's Gross Income).
- c) **£6,091,834** being the amount by which the aggregate at 1.3(a) above exceeds the aggregate at 1.3(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year. (Note: - this sum is the total of the District's requirements of **£3,496,994** plus the total parish precepts of **£2,594,840**).
- d) **£289.52** being the amount at 1.3(c) above divided by item 1.1 calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (Note – this is a calculated average for the District Council and the Parish precepts).
- e) **£2,594,840** being the aggregate amount of all special items referred to in

Section 34(1) of the Act (as per 1.3c) (Note – this is the total Parish Precepts amounts that will be raised through Council Tax).

- f) **£166.20** being the amount at 1.3(d) above less the result given by dividing the amount at 1.3(e) by the amount at 1.1, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates (Note – this is the District Council Band D charge for Council Tax for 2017/18).

- g) Part of the Council's Area

The following being the amounts calculated by adding the amount at 1.3(f) to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned in 1.3(d) divided in each case by the amount at 1.1(b). Calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate (Note – this is the sum of the District Council Band D and the individual Parish Band D).

<b>Parish</b>	<b>Council Tax at Band D £</b>
Ault Hucknall	257.47
Barlborough	258.07
Blackwell	262.53
Clowne	294.69
Elmton	289.31
Glapwell	279.14
Hodthorpe	303.82
Langwith	313.14
Old Bolsover	265.06
Pinxton	271.86
Pleasley	256.59
Scarcliffe	283.60
Shirebrook	386.74
South Normanton	251.10
Tibshelf	287.21
Whitwell	357.46

- h) being the amounts given by multiplying the amounts at 1.3(f) and 1.3(g) by the number which in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in the different valuation bands (Note – this is the same as above but shown over all Valuation Bands).

Part of the Council's Area	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
AULT HUCKNALL	171.65	200.25	228.86	257.47	314.69	371.90	429.12	514.94
BARLBOROUGH	172.05	200.72	229.40	258.07	315.42	372.77	430.12	516.14
BLACKWELL	175.02	204.19	233.36	262.53	320.87	379.21	437.55	525.06
CLOWNE	196.46	229.20	261.95	294.69	360.18	425.66	491.15	589.38
ELMTON	192.87	225.02	257.16	289.31	353.60	417.89	482.18	578.62
GLAPWELL	186.09	217.11	248.12	279.14	341.17	403.20	465.23	558.28
HODTHORPE	202.55	236.30	270.06	303.82	371.34	438.85	506.37	607.64
LANGWITH	208.76	243.55	278.35	313.14	382.73	452.31	521.90	626.28
OLD BOLSOVER	176.71	206.16	235.61	265.06	323.96	382.86	441.77	530.12
PINXTON	181.24	211.45	241.65	271.86	332.27	392.69	453.10	543.72
PLEASLEY	171.06	199.57	228.08	256.59	313.61	370.63	427.65	513.18
SCARCLIFFE	189.07	220.58	252.09	283.60	346.62	409.64	472.67	567.20
SHIREBROOK	257.83	300.80	343.77	386.74	472.68	558.62	644.57	773.48
SOUTH NORMANTON	167.40	195.30	223.20	251.10	306.90	362.70	418.50	502.20
TIBSHELF	191.47	223.39	255.30	287.21	351.03	414.86	478.68	574.42
WHITWELL	238.31	278.02	317.74	357.46	436.90	516.33	595.77	714.92

1.4 That it be noted that for the year 2017/18 Derbyshire County Council, the Police and Crime Commissioner for Derbyshire and the Derbyshire Fire and Rescue have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Act 1992 for each of the categories of dwellings shown in the following table:

Precepting	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
Derbyshire County Council	792.23	924.27	1,056.30	1,188.34	1,452.41	1,716.49	1,980.57	2,376.68
DCC – Adult Social Care	15.53	18.12	20.71	23.30	28.48	33.66	38.83	46.60
Police & Crime Commissioner	120.40	140.47	160.53	180.60	220.73	260.87	301.00	361.20
Fire & Rescue Service	48.39	56.45	64.52	72.58	88.71	104.84	120.97	145.16
	976.55	1,139.31	1,302.06	1,464.82	1,790.33	2,115.86	2,441.37	2,929.64

1.5 That, having calculated the aggregate in each case of the amounts at 1.3(h) and 1.4, the Council, in accordance with Section 30 (2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2017/18 for each of the categories of dwellings (Note – this is the total charge for 2017/18 i.e. when all the individual precepts are added together.)





Chief Financial Officer to authorise amendments to the above list should this prove necessary.

## **2 Conclusions and Reasons for Recommendation**

2.1 This report set out for approval by Council the precepts of the relevant public authorities operating in the area of Bolsover District Council in order for Council to agree the Council Tax liability for local residents in respect of 2017/18.

## **3 Consultation and Equality Impact**

3.1 There are no consultation and equality impact implications from this report.

## **4 Alternative Options and Reasons for Rejection**

4.1 The Council is legally obliged to approve the council tax for the financial year 2017/18.

## **5 Implications**

### **5.1 Finance and Risk Implications**

Bolsover District Council administers the Collection Fund for all of the precepting authorities operating within the area of Bolsover. In order to pay the amounts requested by the various precepting authorities – including Bolsover District Council – it is necessary to set a Council Tax which raises sufficient funding to ensure that the Collection Fund can meet the financial demands placed upon it.

### **5.2 Legal Implications including Data Protection**

The Council is legally required to set a council tax for its area.

### **5.3 Human Resources Implications**

There are no human resource implications arising directly out of this report.

## **6 Recommendations**

6.1 That, Council formally approves the Council Tax for the Financial Year 2017/18 as set out in this report.

6.2 The Council authorises the officers as set out in section 1.6 above to undertake the identified duties in accordance with section 223 of the Local Government Act 1972, and delegates to the Council's Chief Financial Officer the authority to authorise any amendments to the list of named officers that may prove necessary during the course of the financial year.

7 **Decision Information**

<b>Is the decision a Key Decision?</b> (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
<b>District Wards Affected</b>	All
<b>Links to Corporate Plan priorities or Policy Framework</b>	<b>Excellent Services, High Performance and ensure value for money</b>  <b>Ensure the Council is efficient and fit to meet future challenges</b>

8 **Document Information**

<b>Appendix No</b>	<b>Title</b>
None	
<b>Background Papers</b> (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)	
Local Government Finance Act 1992	
Localism Act 2011	
Estimate Working Papers	
<b>Report Author</b>	<b>Contact Number</b>
Chief Accountant	01246 242458

## MEMBER DEVELOPMENT WORKING GROUP

Notes of a meeting of the Member Development Working Group held on Thursday 1<sup>st</sup> December 2016 in Committee Room 1, The Arc, Clowne at 1000 hours.

### **PRESENT:-**

Members:-

Councillor H.J. Gilmour in the Chair

Councillors R. Bowler, S. Peake and J. Wilson

Officers:-

J. Foley (Assistant Director of Customer Service and Improvement), H. Barnett (Communications Officer), M. Derbyshire (Members IT and Training Officer) and A. Brownsword (Senior Governance Officer)

The Chair welcomed Councillor J. Wilson to the meeting as it was her first Member Development Working Group since being elected Chair of Growth Scrutiny Committee.

### **1. APOLOGIES**

Apologies for absence were received from Councillors T. Connerton, R.A. Heffer and D.S. Watson

### **2. NOTES – 22<sup>ND</sup> JULY 2016**

Moved by Councillor R. Bowler and seconded by Councillor S. Peake

**RESOLVED** that the notes of a meeting of the Member Development Working Group held on 22<sup>nd</sup> July 2016 be approved as a true and correct record.

### **3. MATTERS ARISING**

#### **1. Communications Update**

Further to Note No. 11. – Communications Update, the Communications Officer noted that the items included within the Staff Midweek Bulletin could not be opened via the iPads.

**ACTION:** The Communications Officer to speak to the Communications Manager/Members IT and Training Officer to see if the issue could be resolved.

## MEMBER DEVELOPMENT WORKING GROUP

### 2. Chairman's Photographs

**ACTION:** The Chair to contact the Property and Estates Department to ensure the matter was discussed at a meeting of the Accommodation Working Group.

### 4. MEMBERS POST

The Assistant Director – Communication and Improvement attended the meeting and updated Members on a Review of Postal Services that was currently being carried out across both authorities. The review was looking at how much was spent on post and had raised the issue of Members post.

Currently there were around 30 Members who still received their agendas via post and over the past three years, between £5,500 and £7,000 had been spent. The views of the Member Development Working Group were sought as to how the costs could be reduced.

The Chair noted that some years ago, only the summons letter and agenda were sent via post and the rest of the document was picked up by Members from their closest Contact Centre. This method had worked well.

It was noted that all agendas were published on Members iPads and the Members IT and Training Officer noted that Members had all the required technology and what remained was a training issue. One to one sessions were always available, but were not being requested by Members.

A discussion took place and the Chair noted that it would be difficult to chair a meeting without a hard copy. It was noted that it cost around £1.14 to post each agenda.

The Working Group requested that a table of costings be compiled and be submitted to the next meeting of the Member Development Working Group, prior to discussion at Group.

**ACTION:** The Assistant Director – Customer Service and Improvement create a table of costings to be submitted to the next meeting of the Member Development Working Group, prior to discussion at Group.

### 5. MEMBER CHARTER SELF ASSESSMENT

The Member Charter document with the comments received from East Midlands Councils (EMC) was circulated for Members information.

## MEMBER DEVELOPMENT WORKING GROUP

- 1.1 Political and managerial leadership is committed to the development of Councillors and have strategies in place to improve Councillor and Council performance

EMC comment that the Leader and CEO should sign up to the commitment to achieve the Charter in a formal setting i.e. Council.

**ACTION:** The Senior Governance Officer to add to a future meeting of the Council.

- 1.2 Access to learning and development takes into account diversity of needs: political and managerial leadership can describe specific actions that they have taken to ensure equal access to learning and development opportunities for all Councillors

Further to EMC comments it was noted that it was not the same 40% of Members who did not attend training and that all training materials were provided to Members following the sessions as a matter of course.

Despite numerous one to one sessions being offered by the Members IT and Training Officer, take up was very low.

An annual report on the work of the MDWG was presented to Council and other reports were taken as and when necessary. Feedback was also given to the Majority Group by the Chair of MDWG.

- 2.1 There is a written and up to date Councillor Learning and Development Strategy and Councillor led strategy for Councillor induction and development and representative councillors are involved in its formulation, implementation, monitoring and evaluation (possibly through an established all party task group or other all party committee)

It was noted that the Member PDP process had been undertaken in 2016 using the EMC PDP format. Officer assistance had been available if required. Of the two PDP's outstanding, one Member had long term health issues and one had very little engagement with the Council as a whole.

- 2.2 The Council has a structured process for regularly assessing councillors' individual learning and development needs based on focused objectives

It was noted that an update of the PDP would be carried out in January 2016 utilising the last page of the Member PDP's. Asking what training had been attended and what Members would like to have over the next year.

## **MEMBER DEVELOPMENT WORKING GROUP**

2.4 The council has a structured process for assessing current and future leadership and Executive Team development needs

Further to the EMC comment, it was noted that all Cabinet Members had completed a PDP.

2.5 There is a Corporate Councillor Learning and Development Plan prioritising activities which brings together all learning and development plans – individuals, committees, political leadership and teams. This plan is able to prioritise activities according to resources and links the development of Councillors with the Council's aims and objectives

It was noted that the report setting out development priorities and the schedule of Member Development Sessions was submitted to MDWG and agreed at SAMT and Council.

3.1 Investment in learning and development is periodically evaluated in terms of cost and benefits of Councillor Learning and Development and the impact that it has had on performance for the Councillor, the Council and the Community

Further to the comments of EMC, it was felt that training gave Members knowledge, information and confidence in public. The PDP review would help to consider the impacts.

3.2 Learning is shared with other Councillors and where appropriate, officers and stakeholders to encourage capacity building in the council and a learning organisation culture

It was noted that all training materials were available on the Portal. There were many other resources available to Members on the Portal i.e. PERFORM which was massively under utilised. MDWG notes were reported to Council, however the Council needed to be more proactive in obtaining feedback from Members following external training.

A discussion took place regarding the location of the EMC courses.

3.3 The Council demonstrates a commitment to an effective Councillor Learning and Development Programme by implementing improvements to learning and development activities as they are identified.

It was noted that Learning and Development was contained within the Leader's Briefings to Group. Feedback on the timing of training and meetings was reported to

## MEMBER DEVELOPMENT WORKING GROUP

MDWG and Council. Feedback from PDP's tailored the Member Development Sessions.

- 4.1 The Council actively encourages citizenship and publicises the role of Councillors as community leaders as part of promoting local democracy and encouraging underrepresented groups to take up office.

The LSP Parish Council Liaison could be included. MDWG could look at the possibility of engaging with groups via the Improvement Officer (Equality) e.g. CVP, business links, sixth forms, WI, Rotary Groups.

**ACTION:** The Senior Governance Officer to incorporate the comments of the Member Development Working Group and resubmit the Member Charter document to East Midlands Councils.

## 6. EVALUATION REPORTS

1. The Housing and Planning Act Member Development Session

The Senior Governance Officer presented the report which gave feedback from the Housing and Planning Act Member Development Session held on 12<sup>th</sup> July 2016. The Session had been fairly well received by Members, but comments were received that the Housing and Planning Act had only just received assent and not enough was yet known about the impacts.

**AGREED** that the report be received.

2. Media Awareness Session

The Senior Governance Officer presented the report which gave feedback from the Media Awareness Session held on 18<sup>th</sup> July 2016. The session had been open to Members of the Executive and Chairs and Vice Chairs of the Scrutiny Committees and Planning and Licensing Committees. The Session had been very well received by Members with lots of positive feedback.

**AGREED** that the report be noted.

3. Member Development Session

The Senior Governance Officer presented the report which gave feedback from the Member Development Session held on 6<sup>th</sup> September 2016. The Session had been well received by Members.

**AGREED** that the report be noted.



## **MEMBER DEVELOPMENT WORKING GROUP**

### **4. Joint Scrutiny Training Day (Making Effective Use of Overview and Scrutiny)**

The Senior Governance Officer presented the report which gave feedback from the Joint Scrutiny Training Day held on 3<sup>rd</sup> November 2016 at the North East Derbyshire District Council offices. The Session had been well received by those Members who had attended.

**AGREED** that the report be noted.

### **7. BUDGET UPDATE**

The Senior Governance Officer noted that there was £1,800 left in the budget for the remainder of the year. A discussion took place regarding the timing of the Member Development Sessions and whether a buffet would be required if the session started at 1000 hours.

**ACTION:** The Chair to raise at Labour Group, the possibility of moving Member Development Sessions to its own dedicated day, starting at 1000 hours, followed by a buffet.

### **8. COMMUNICATIONS UPDATE**

The Communications Officer informed the meeting that the InTouch Magazine had been despatched and it was hoped to provide copies to local businesses for them to display in public areas. The next issue was due in March and Cabinet would be asked in January for suggestions for content. Only 2 Parish Councils had responded to the request for events to be included in the magazine. It was hoped to include events at MacArthur Glen and Dobbies in future issues. It was suggested that an article on how to contact your Councillor be included in the next issue.

The Bolsover District Council website was to be revamped and launched in April 2017. The Business Growth website was to be launched in the New Year.

The Council was to monitor the effectiveness of Social Media Campaigns. An internal audit had been carried out and the results would be reported to the Audit Committee.

The new Leisure and Fitness Centre was due to open at the end of January and the Council was working with Pulse Fitness to market the facility. There had been over 1,150 registrations of interest in the 365 programme of payment. A Membership and sales Advisor was now in place. Creswell Leisure Centre would close on 3<sup>rd</sup> December 2016.

## **MEMBER DEVELOPMENT WORKING GROUP**

New Bolsover was moving forward, the scaffolding was up and many events were planned including a Lantern Parade.

**ACTION:** An article on how to contact your councillor be included in the next issue of InTouch

### **9. ICT UPDATE**

The Members IT and Training Officer informed the meeting that the new iPads were now built and available for collection. Covers had been ordered. Although there was now no 3G capacity on the old iPads, they would be available as spares.

Members were asked whether the Portal should remain as an archive or whether old information should be removed. Members felt that the Portal should remain as an archive.

### **10. DATE OF NEXT MEETING**

The next meeting of the Member Development Working Group would take place on Thursday 26<sup>th</sup> January 2017 at 1400 hours in Meeting Room 3.

The meeting concluded at 1155 hours.

## **MEMBER DEVELOPMENT WORKING GROUP**

Notes of a meeting of the Member Development Working Group of the Bolsover District Council held in Meeting Room 3, The Arc, Clowne on Thursday 26<sup>th</sup> January 2017 at 1400 hours.

### **PRESENT:-**

Members:-

Councillor H.J. Gilmour (Member Development Champion) in the Chair

Councillors R.J. Bowler, T. Connerton, S. Peake, D.S. Watson and J. Wilson

Officers:-

J. Foley (Assistant Director – Customer Service and Performance), N. Calver (Governance Manager), M. Derbyshire (Members TI and Training Officer) and A. Brownsword (Senior Governance Officer)

### **1. APOLOGIES**

Apologies for absence were received from Councillor R.A. Heffer, S. Chambers (Communications Manager) and H. Barnett (Communications Officer)

### **2. NOTES – 1<sup>ST</sup> DECEMBER 2016**

**AGREED** that the notes of a meeting of the Member Development Working Group held on 1<sup>st</sup> December 2016 be approved as a true and correct record.

### **3. MATTERS ARISING**

Further to Note No. 3 – Matters Arising – Communications Update, it was noted that there was no way to open the links on ERIC via the iPad.

**AGREED** that the update be noted

Further to Note No. 3 – Matters Arising – Chairman's Photographs, it was noted that following the move to The Arc, it had been decided that there should be nothing placed on the walls. Following a meeting of the Accommodation Working Group, it had been decided to offer the photographs back to the previous Chairs.

Some Members felt that the photographs represented the heritage of the Council and should be displayed. The Chair suggested that the matter be discussed at Labour Group.

## **MEMBER DEVELOPMENT WORKING GROUP**

**AGREED** that the matter be discussed at Labour Group.

### **4. UPDATE ON MEMBERS POSTAGE COSTS**

The Assistant Director – Customer Service and Performance presented a report detailing options for the reduction of postage costs incurred by Members. It was noted that around 10% of the Councils overall postage bill was the cost of sending documents to Members at home. It was noted that HR was currently looking at a system to provide electronic payslips.

A discussion took place regarding the reliability of iPads and the ability of Members to read complicated documents on screen. It was noted that Members could opt out of having agendas sent to their home address. Many Members came into the office at least once per week and could pick up agendas from their pigeon holes. Alternatively, they could be sent to the closest Contact Centre.

The Chair suggested that the options presented be discussed at Labour Group and any comments from the Independent Members could be fed back to the Labour Group Secretary.

**AGREED** that the matter be discussed at Labour Group.

### **5. FEEDBACK FROM LABOUR GROUP REGARDING MEMBER DEVELOPMENT SESSIONS**

The Senior Governance Officer informed the meeting that the matter had been discussed by Labour Group and it had been decided that Member Development Sessions would now be held on a dedicated day. The sessions would be held once every two months, avoiding busy weeks for Members and would start at 10 and finish at noon with a buffet.

A discussion took place regarding the need for a buffet.

**AGREED** that the need for a buffet be referred back to Labour Group.

### **6. EVALUATION REPORT MEMBER DEVELOPMENT SESSION – 29<sup>TH</sup> NOVEMBER 2016**

The Senior Governance Officer presented the report which gave feedback from the Member Development Session held on 29<sup>th</sup> November 2016. The session had been well received by Members, but there had been an issue around the timing of the session.

**AGREED** that the report be noted.

## MEMBER DEVELOPMENT WORKING GROUP

### 7. LGA HIGHLIGHTING POLITICAL LEADERSHIP UPDATE DECEMBER 2016

The LGA Highlighting Political Leadership Update – December 2016 was circulated for Members information.

**AGREED** that the report be noted.

### 8. BUDGET UPDATE

The Senior Governance Officer noted that there was currently £1040 remaining in the budget for the current financial year. It was noted that any remaining budget at the end of the financial year would be placed in the General Fund, but the next years budget would not be reduced.

**AGREED** that the report be noted.

### 9. COMMUNICATIONS UPDATE

There was no update available.

### 10. ICT UPDATE

The Members IT and Training Officer noted that it had been over a year since the last round of iPad training for Members and asked whether Members felt that it was time for another round. A discussion took place regarding the type of training that should be offered to Members.

It was noted that the iPad instruction booklet produced at induction was very helpful and it was suggested that the booklet be reproduced and circulated again. It was difficult to pitch training at a level that everyone was comfortable with. It was noted that a questionnaire could be sent out with the booklet to identify what iPad training was required.

A further discussion took place regarding the technology offered and whether it was fit for purpose.

**AGREED** that (1) the iPad instruction booklet be reprinted for Members,

(2) a questionnaire be sent out with the booklet to identify what iPad training was required.

## **MEMBER DEVELOPMENT WORKING GROUP**

### **11. DATE OF NEXT MEETING**

The next meeting of the Member Development Working Group was to be held on Friday 24<sup>th</sup> March 2017 at 1000 hours in the Council Chamber.

The meeting concluded at 1530 hours.