



The Arc
High Street
Clowne
Derbyshire
S43 4JY

Date: 28th November 2017

Dear Sir or Madam,

You are summoned to attend a meeting of the Bolsover District Council on **Wednesday 6th December 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.

Yours faithfully,

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

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COUNCIL

AGENDA

WEDNESDAY 6th DECEMBER 2017 AT 1000 HOURS

Item No.		Page No.(s)
	PART 1 – OPEN ITEMS	
1.	Apologies for Absence	
2.	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.	
3.	Questions	
	a) Questions submitted by the Public pursuant to Rule 8 of the Council Procedure Rules.	Pages 4 to 6
	b) Questions submitted by Members pursuant to Rule 9 of the Council Procedure Rules.	None
4.	Reports on urgency decisions taken by the Executive	None
	To receive reports from the Executive with details of any Key Decisions taken under special urgency provisions or Key Decisions which were exempt from Call In.	
5.	Minutes of Last Meeting	
	To approve and the Chairman to sign the minutes of the Council Meeting held on 8 th November 2017.	Pages 7 to 15

6. **Minute Book**
- Members may put questions for clarification in respect of the minutes contained within the latest Minute Book dated 6th December 2017.
7. **Arts in Bolsover** Presentation
- (Presentation from Daniel Oakley, Community Arts Development Officer)
8. **Recommended Items**
- None
9. **New Electoral Arrangements and Polling District and Polling Place Review** Pages
16 to 22
- (Report from Dan Swaine, Chief Executive Officer)
- Recommendations on page 19
10. **Annual Audit Letter 2016/2017** Pages
23 to 32
- (Report from Dawn Clarke, Assistant Director – Finance, Revenues and Benefits)
- Recommendations on page 24
11. **Chair’s Announcements**
- To receive any announcements that the Chair of the Council may desire to lay before the meeting.
-

Council 6th December 2017

Item 3 (a) Questions submitted by the Public pursuant to Rule 8 of the Council Procedure Rules.

Question from Graham Heasman to Councillor Ann Syrett, Leader and Portfolio Holder for Strategic Planning and Regeneration

It has been reported from some other areas affected by the proposed HS2 route that Parish Councils and possibly some District, City and County Councils have been contacted by a department of HS2 offering 'incentives' of provision of amenities or replacement or renewal of amenities, but have been asked not to release the information to the public.

Have any such, or similar, offers from HS2, or any organisation linked to the Department for Transport or HS2, been made to Bolsover District Council and what is the council's position on keeping this kind of information off record?

Extract from the Council's Constitution

**PART 4
RULES OF PROCEDURE**

Council Procedure Rules

8. Questions by the Public

8.1 General.

- (a) Members of the public may ask questions of members of the Cabinet at ordinary meetings of the Council.
- (b) Time allowed for questions and answers shall not, without the consent of the Council, exceed 15 minutes, or in the case of one questioner, 5 minutes.
- (c) Questions and responses shall not be a matter of debate.

8.2 Notice of Questions.

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Monitoring Officer no later than midday seven clear working days before the day of the meeting. Each question must give the name and address of the questioner and must name the Member of the Council to whom it is to be put.

8.3 Number of Questions.

At any one meeting no person may submit more than one question and no more than one question may be asked on behalf of any one organisation.

8.4 Scope of Questions.

The Monitoring Officer may reject a question if:

- (a) it is not about a matter for which the Council has a responsibility or which affects the District;
- (b) it is defamatory, frivolous or offensive;
- (c) it is substantially the same as a question which has been put at a meeting of the Council in the past six months;
- (d) it requires the disclosure of confidential or exempt information;
- (e) it breaches any procedure rule;
- (f) it relates to an item on the agenda for that Council meeting; or
- (g) it relates to a District Council planning application that is in the process of being determined.

Council 6th December 2017

If a question is rejected the person who submitted it will be notified in writing before the meeting and given the reasons for the rejection.

8.5 Record of Questions.

The Monitoring Officer will enter each question in a book open to public inspection and will immediately send a copy of the question to the member to whom it is to be put. Rejected questions will include reasons for rejection. Copies of all questions will be circulated to all members and will be made available to the public attending the meeting.

8.6 Order of Questions.

Questions will be asked in the order of which notice of them was received, except that the Chairman of the Council may group together similar questions.

8.7 Asking the Question at the Meeting.

The Chairman of the Council will invite the questioner to put the question to the member named in the notice. If a questioner who has submitted a written question is unable to be present, the question will not be dealt with.

8.8 Supplementary Question.

A questioner who has put a question in person may also put one brief supplementary question without notice to the member who has replied to his or her original question. A supplementary question must arise directly out of the original request or reply. The Chairman of the Council may reject a supplementary question on any of the grounds in rule 8.5 above or if the question takes the form of a speech.

8.9 Response

An answer may take the form of:

- (a) a direct oral answer
- (b) where the desired information is in a council publication or another published work, a reference to that publication; or
- (c) a written answer circulated later to the questioner.

8.10 Reference of Question to the Executive or a Committee.

Unless the Chair of the Council decides otherwise, no discussion will take place on any question, but any Councillor may move that the matter raised by a question be referred to the Executive or the appropriate board or Committee. Once seconded, such a motion will be voted on without discussion.

COUNCIL - MINUTES

Minutes of a meeting of Council held in the Council Chamber, The Arc, Clowne on Wednesday 8th November 2017 at 1000 hours.

PRESENT:-

Members:-

Councillor T. Munro in the Chair

Councillors T. Alexander, A. Anderson, P.M. Bowmer, D. Bullock, G. Buxton (until Minute No. 0373), J.A. Clifton, T.J. Connerton, C.P. Cooper, P.A. Cooper, M.G. Crane, M. Dixey, M.J. Dooley, S.W. Fritchley, H.J. Gilmour, R.A. Heffer, A. Joesbury, D. McGregor, C.R. Moesby (from Minute No. 0370), B.R. Murray-Carr, S. Peake, K. Reid, M.J. Ritchie, J.E. Smith, P. Smith, S.J. Statter (until Minute No. 0373), E. Stevenson, A.M. Syrett, R. Turner, K.F. Walker, B. Watson, D.S. Watson and J. Wilson.

Officers:-

D. Swaine (Chief Executive Officer), L. Hickin (Strategic Director), K. Hanson (Strategic Director), S. Sternberg (Assistant Director – Governance, Solicitor to the Council and Monitoring Officer), D. Clarke (Assistant Director – Finance and Revenues & Benefits), A. Westray-Chapman (Assistant Director – Economic Growth), G. Galloway (Assistant Director – Property and Estates) and A. Brownsword (Senior Governance Officer)

0361. APOLOGIES

Apologies for absence were received from Councillors P. Barnes, J.E. Bennett, R.J. Bowler and T. Cannon.

0362. DECLARATIONS OF INTEREST

The following declarations were received:

Agenda Item No.	Member	Interest Stated
8	M. Dixey S. Peake S. Statter K. Reid	Non Significant Non Statutory Due to current membership of Unison
12 (Recommendation 6.4)	A. Anderson S.W. Fritchley S. Peake B.R. Murray-Carr K.F. Walker J. Wilson	Significant Non Statutory Due to being elected Member Of Shirebrook Town Council

COUNCIL - MINUTES

0363. QUESTIONS BY THE PUBLIC

1. Question from 'Disability Campaigners' to Councillor Ann Syrett, Leader and Portfolio Holder for Strategic Planning and Regeneration

Cuts to benefits and services have disproportionately hit disabled people.

We are running a campaign titled 'Give it Back!' Stop people on benefits paying council tax.

Until April 2013, people on benefits did not have to pay council tax. Since then, the disabled and/or unemployed are required to pay a measure of council Tax, typically £10 - £15 per month, money that they can ill afford to pay. Councils had some discretion about charging people on benefits, but 276 out of 326 councils in England chose to apply the levy. This takes disabled people below the basic living assessment on which benefits are based.

Local councils levy and collect the council tax, but we are aware the County Council gets the lion's share.

We appreciate it is a big ask, but this levy is condemning disabled people to living below the basic living allowance and becoming more isolated, feeling persecuted, and having to cut down on food and heating, risking serious health problems.

Could we please have a statement of your support and how you would help disabled people by giving them their basic benefit entitlement back for them to at least have a chance to participate in the community and have access to basic needs. Please lobby your national parties to help change this unjust system.

Councillor A Syrett undertook to supply a written response to the question and welcomed the group to the meeting and commented that they had run a successful campaign for a worthy cause. The Government was cutting the amount of grants to run Councils. The Council would continue to support voluntary bodies where possible and would add its voice to the Disability Campaigners.

2. Question from Tony Mellors to Councillor Ann Syrett, Leader and Portfolio Holder for Strategic Planning and Regeneration

Earlier this year, Blackwell Parish Council, Bolsover District Council and Derbyshire County Council put forward to HS2 Ltd an option of a route from Toton to Sheffield during the consultation on the M18 route. This was a route suggested to replace of the Spur line which will have severe impacts upon Blackwell Parish, and Bolsover District. Can you tell me if the Council have examined the way in which that proposal was considered and subsequently rejected, and if so, the Council's conclusions concerning that process?

COUNCIL - MINUTES

Councillor A Syrett undertook to supply a written response to the question and noted that the group had run an efficient campaign to Westminster. The route of HS2 was causing pain and grief and Bolsover District was bearing the brunt. The Council had been firm at every meeting with HS2, but it was not in The Council's power to change the decision. The Council was still fighting to alleviate the situation.

Under the Council's procedure rules, each questioner was permitted to ask one supplementary question arising from the original question or reply. Mr Mellors chose to exercise this right and his question was as follows:-

An FOI request had shown that HS2 had provided the Secretary of State with misleading information and could the Solicitor to the Council review the information.

Councillor A Syrett thanked Mr Mellors for bringing this to the Council's attention and agreed to review the information.

0364. QUESTIONS FROM MEMBERS

There were no questions from Members.

0365. REPORTS ON URGENCY DECISIONS TAKEN BY THE EXECUTIVE

It was noted that a meeting of the Executive held on 17th October 2017 had made decisions in relation to a report on Trade Union Negotiations – Equal Pay Claims. This was considered a matter of urgency as the Council had only a short period of time in which to accept or reject the outcome of negotiations and the timing of this decision could not have been predicted.

Moved by Councillor T. Munro and seconded by Councillor A.M. Syrett
RESOLVED that the report be noted.

0366. MINUTES – 11TH OCTOBER 2017

Moved by Councillor S. Peake and seconded by Councillor R. Turner
RESOLVED that the minutes of a meeting of Council held on 11th October 2017 be approved as a true and correct record.

COUNCIL - MINUTES

0367. MINUTE BOOK

Moved by Councillor T. Munro and seconded by Councillor A.M. Syrett

RESOLVED that the minutes as printed in the Minute Book dated 8th November 2017 be noted.

0368. RECOMMENDED ITEMS

There were no recommended items.

0369. MOTION ON NOTICE

The following motion was moved by Councillor A.M. Syrett and seconded by Councillor M. Dooley:

This Council:

Expresses its support for UNISON's Ethical Care Charter (attached) in principle and encourages local authorities responsible for social care to formally adopt the Charter.

Members felt that it was important to support the motion.

RESOLVED that this Council:

Expresses its support for UNISON's Ethical Care Charter in principle and encourages local authorities responsible for social care to formally adopt the Charter.

Councillor C.R. Moesby entered the meeting.

0370. AMBITION, LOCAL INTEGRATION BOARD AND SHEFFIELD CITY REGION EARLY INTERVENTION PILOT

Members were shown a video which illustrated the outcomes of the current Ambition project.

The Assistant Director – Economic Growth presented the report which provided Council with an overview of the outcomes achieved through the Ambition Sheffield City Region (SCR) programme and sought endorsement of the formation of a Local Integration Board (LIB) to support the SCR Early Intervention Employment Pilot, in conjunction with the other local authorities party to the LIB. The report also sought

COUNCIL - MINUTES

endorsement of collaborative working with Sheffield City Council in their role as prospective bidder for delivery of the SCR Early Employment Project, on effective local delivery opportunities and options across North East Derbyshire, Bolsover and Chesterfield.

The initial Ambition SCR pilot had been successful and exceeded its targets and as a result a further employment programme was proposed that would be fully funded by the SCR. It was proposed to support 4,500 people across the region (369 within the Bolsover District Council area)

Members noted that this was an encouraging project and should be encouraged due to benefit changes hitting residents hard.

Moved by Councillor A. M. Syrett and seconded by Councillor M. Dooley

RESOLVED that (1) Council notes the success to date of Ambition SCR,

(2) Council note Bolsover District Council's position as potential subcontractor to deliver the SCR Early Intervention Employment Pilot across north east Derbyshire, Bolsover, and Chesterfield,

(3) one LIB be set up to cover the three local authority areas and governance arrangements are developed for the newly formed LIB. This will be in conjunction with partner local authorities,

(4) Council notes that Executive will receive the LIB framework for approval in due course which will provide full details about the Local Integration Plan.

(Assistant Director – Economic Growth)

0371. B@HOME UPDATE

The Assistant Director – Property and Estates presented the report which provided Members with an update on the B@Home Programme and sought funding for further developments in Shirebrook, Clowne and Bolsover.

The B@Home Programme had so far provided residential development on 3 developments and 2 were under construction. A further 7 sites were at various development stages.

Funding was sought to develop 3 sites in the feasibility stage.

Members noted that this was a good news story and the developments were being built for local need using local employment where possible.

Moved by Councillor A.M. Syrett and seconded by Councillor M. Dooley

COUNCIL - MINUTES

RESOLVED that (1) Council acknowledge the progress update on the B@Home Programme,

(2) Council approve a budget of £987k, funded through HRA headroom borrowing, to deliver new council housing in accordance with the table set out in paragraph 1.9 of the report.

(Assistant Director – Property and Estates)

0372. COMPULSORY PURCHASE ORDER – ROOD LANE, CLOWNE

The Assistant Director – Property and Estates presented the report which sought permission to enable the Council to secure the acquisition of all necessary land interests to deliver the regeneration of the Rood Lane site and sought approval for the making of a compulsory purchase order to enable development of the site.

It was noted that the Council had tried all other methods to secure the site and compulsory purchase of the land secured the site for development.

Members noted that development of the site would broaden the range of housing stock offered in the District.

Moved by Councillor A.M. Syrett and seconded by Councillor M. Dooley

RESOLVED that (1) Council agree to the making of 'Bolsover District Council (Land to the East of Rood Lane) Compulsory Purchase Order ("CPO")' to acquire the land indicated by the blue area on the annexed plan which is required to deliver the proposed housing development on the Site pursuant to section 17 Housing Act 1985 because it considers that the acquisition will deliver an increase in new, high quality housing within the District,

(2) Council authorise the Chief Executive, in consultation with the Leader and Executive Member for Planning and Regeneration, to take all necessary steps to commence the process for the making, confirmation and implementation of the CPO, including securing the appointment of suitable external advisors and preparing all necessary CPO documentation.

(Assistant Director – Property and Estates)

COUNCIL - MINUTES

0373. TREASURY MANAGEMENT

The Assistant Director – Finance and Revenues & Benefits presented the report which updated Council on the Treasury Management activities for the half year period April 2017 to September 2017.

The report also sought permission to undertake HRA borrowing of up to £973,000 to fund the purchase of 13 properties from Keepmoat on the Mooracre Lane development at Bolsover and HRA borrowing of up to £987,265 to fund additional developments for the B@Home Programme.

The new Markets in Financial Instruments Directive was also noted and the need for the Council to opt up to professional status in order to access the higher rates of investment interest currently achieved.

Members noted the need to monitor all investments.

Moved by Councillor A.M. Syrett and seconded by Councillor M. Dooley

RESOLVED that (1) Council notes the treasury management activities undertaken during the period April to September 2017 as outlined in Appendix 1 of the report,

(2) Council approve prudential borrowing of £973,000 for the purchase of 13 properties at Mooracre Lane Bolsover,

(3) Council approve prudential borrowing of £987,265 to build 6 additional units as part of the B@Home Programme,

(4) Council approve the decision to opt up to professional status to obtain best results.

Having previously declared their interests Councillors A. Anderson, S.W. Fritchley, S. Peake, B.R. Murray-Carr, K.F. Walker and J. Wilson left the meeting during discussion of the following item of business.

The Assistant Director – Finance and Revenues & Benefits noted that Shirebrook Town Council had approached the Council for a loan of up to £350,000 on commercial terms for the Town Centre Development, part of which would be used as a Contact Centre by the Council.

A discussion took place and it was noted that the loan would be on commercial terms and all Council costs would be covered.

COUNCIL - MINUTES

Moved by Councillor A.M. Syrett and seconded by Councillor M. Dooley

RESOLVED that (5) Council approve in principle, a loan to Shirebrook Town Council of up to £350,000 at the Council's internal rate of interest and delegate authority to the Chief Executive Officer in consultation with the Leader of the Council to approve the final loan agreement, repayment period and measures to mitigate risk.

(Chief Executive Officer/Assistant Director – Finance and Revenues & Benefits)

Councillors A. Anderson, S.W. Fritchley, S. Peake, B.R. Murray-Carr, K.F. Walker and J. Wilson returned to the meeting.

Councillors G. Buxton and S. Statter left the meeting.

0374. PROPOSED DIVERSION OF PUBLIC FOOTPATH 46, SCARCLIFFE

The Assistant Director – Legal and Governance presented the report which sought permission to divert Public Footpath 46 in accordance with Planning Permission granted for development on the Mooracre Lane site at Bolsover.

Permission was also sought for future applications be delegated to the Chief Executive Officer.

Members requested that Local Members be consulted prior to diversions being made and it was noted that this was already part of the consultation process.

Moved by Councillor T. Munro and seconded by Councillor A.M. Syrett

RESOLVED that (1) Council make the order to divert public footpath 46, Scarcliffe, as outlined at paragraph 1.3 of the report,

(2) Council delegates authority to the Chief Executive Officer to confirm the order to divert public footpath 46, Scarcliffe, following the conclusion of the statutory consultation and the grant of planning permission,

(3) Council delegates authority to the Chief Executive to determine future applications for the diversion of public footpaths, including both the making and the confirmation of the orders,

(4) Council includes the delegation at 6.3 above in the Scheme of Delegation within the Constitution.

(Assistant Director – Governance, Solicitor to the Council and Monitoring Officer)

COUNCIL - MINUTES

0375. CHAIR'S ANNOUNCEMENTS

The Chair invited Councillor A.M. Syrett to make an announcement. Councillor A.M. Syrett introduced K. Hanson, the new Strategic Director to Members and wished her well for the future.

The meeting concluded at 1145 hours.

Bolsover District Council

Council

6th December 2017

New Electoral Arrangements and Polling District and Polling Place Review

Report of Chief Executive Officer

This report is public

Purpose of the Report

- To inform Members of proposals to implement the new electoral arrangements determined by the Local Government Boundary Commission for England.
- To seek approval of the proposed timetable for the polling district and polling place review.

1 Report Details

- 1.1 The Local Government Boundary Commission for England (LGBCE) has published its final recommendations following a review of the Council's electoral arrangements.
- 1.2 In summary, the final recommendations propose that Bolsover District Council should retain 37 Councillors representing four three-councillor wards, twelve two-councillor wards and one one-councillor ward across the district. In total 17 wards, three fewer than now. The boundaries of 6 wards will remain the same.
- 1.3 As a result of the proposed new ward boundaries, the Commission has also exercised its powers to provide revised parish electoral arrangements for Clowne, Old Bolsover, Scarcliffe and Shirebrook parishes.
- 1.4 Appendix "A" shows the proposed new wards and electorate projections for 2022. The full report can be seen on the Commission's website www.lgbce.org.uk
- 1.5 **Formal Review Process**
In order to implement the new electoral arrangements it will be necessary for the Council to undertake a review of its polling districts and polling places and include the changes in the new electoral register to be published on 1st December 2018.
- 1.6 The polling district review will need to have regard to statutory guidance published by the Electoral Commission.
- 1.7 The length of the review is not prescribed. However, it must allow sufficient time for public consultation on the existing and proposed polling places and polling districts, usually a minimum period of 4 weeks. It should also provide sufficient time

for the Council to consider any representations received and determine the new arrangements. During the consultation period the Acting Returning Officer's proposals on the existing and proposed arrangements must also be published.

1.8 In order to administer the review efficiently and effectively and having regard to the statutory guidance the following timetable is proposed for the review:-

<p>Preliminary work</p> <ul style="list-style-type: none"> • GIS supply of detailed ward and polling district maps • Preparation of new polling district maps • Assessment of existing polling places and identification of new polling places as necessary • Draft ARO proposals on existing and proposed arrangements • Need to identify consultees, interested bodies such as disability groups etc 	<p>Up to and including publication of notice of review</p>
<p>Publish Notice of Review (Commencement)</p> <ul style="list-style-type: none"> • ARO to publish proposals • Write to consultees, interested bodies, MP's and other Parliamentary AROs etc 	<p>Friday, 9th March 2018</p>
<p>End of public consultation period</p>	<p>Friday 20th April 2018</p>
<p>Report to Full Council</p>	<p>July/September, 2018</p>
<p>Publication of review result</p>	<p>Within 14 days of Full Council approval</p>
<p>Publication of the revised register</p>	<p>1 December 2018 register (published Monday 3rd December)</p>

1.9 Representations

The Council is required to seek views or comments from electors and any persons or bodies with expertise in access to premises or facilities for persons with any type of disability. Representations will also be sought from the Acting Returning Officer for the Parliamentary constituencies covering the area of the local authority. Local political parties, councillors and parish councils will also be consulted. Comments may relate to existing polling districts and polling places or any proposed polling districts or polling places.

1.20 Overview of Legislative Requirements

When undertaking a review the Council is required to give due regard to the following considerations:-

- It must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances
- It must seek to ensure that so far as is reasonable and practicable every polling place for which it is responsible is accessible to electors who are disabled
- Where possible the polling place should be in its own polling district. Special circumstances apply which allow for the polling place to be outside the district where there is no suitable polling place in the district and in these circumstances regard should be had to the convenience of electors
- Where possible each parish (and each parish ward) should be a separate polling district
- Where boundaries for different elections are no longer co-terminous the areas no longer co-terminous must be made into separate polling districts. Eg the new District Council wards may no longer be the same as the existing County Divisions.

1.21 Completion of the Review

Once the Council has agreed the proposals, details of the new polling districts and places must be made available to the public. This will be published on the website and at the Council's Offices. The reasons for choosing each polling place and districts must be given.

In addition, the Council must also publish:-

- All correspondence sent to the ARO in connection with the review or sent by the ARO to persons with particular expertise on access issues
- All representations made by any person in connection with the review
- The minutes of any meeting held by the Council.
- Details of where the results of the review have been published.

1.22 Appeals Process

Following the conclusion of the review, specified persons have the right to make representations to the Electoral Commission. If, on receipt of the representations, the Commission find that the review did not:-

- meet the reasonable requirements of the electors in the constituency or a body of them; or
- take sufficient account of the accessibility for disabled persons of a polling station/polling stations with a designated polling place

then the Commission may direct the Council to make any alterations to the polling places as they think necessary and if the alterations are not made within two months, make the alterations themselves.

2 Conclusions and Reasons for Recommendation

- 2.1 The recommendations must be approved by Parliament and it is expected that the Statutory Order implementing them will be approved sometime in November, 2017.
- 2.2 The new electoral arrangements will come into force at the local elections in 2019.
- 2.3 To comply with the legal requirement to implement the new electoral arrangements.

3 Consultation and Equality Impact

- 3.1 The report sets out the legal requirements for consultation when undertaking a review of polling districts and polling places. The review will have regard to equality of access and the needs of voters at polling places

4 Alternative Options and Reasons for Rejection

- 4.1 When the Statutory Order is made and confirmed the Council has no option but to implement the final recommendations of the review of electoral arrangements for the District and Parish elections in 2019. In order to implement the new arrangements, the Council must carry out a review of its polling places and polling districts.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 Implementing the boundary review and carrying out the polling district review is usually undertaken within existing budgets.

5.2 Legal Implications including Data Protection

- 5.2.1 The legal implications are contained within the report.

5.3 Human Resources Implications

- 5.3.1 This is a role usually picked up by the Elections Team. As members are aware the Council is currently out to recruitment for the Elections Manager and the Elections Officer. It is likely that the successful candidates will not be in place till part way through the timetable above.

6 Recommendations

- 6.1 The Council notes the outcome of the new electoral arrangements as determined by the Local Government Boundary Commission for England.
- 6.2 The Council approves the review of polling places and polling districts as outlined in the report.

7 Decision Information

<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:</p> <p><i>BDC:</i> <i>Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/></p> <p><i>NEDDC:</i> <i>Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p>Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)</p>	No
<p>District Wards Affected</p>	All affected indirectly
<p>Links to Corporate Plan priorities or Policy Framework</p>	All

8 Document Information

Appendix No	Title
Appendix A	Proposed new wards and electorate projections for 2022.
<p>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)</p>	
Report Author	Contact Number
Peter Smith, External Support	

Appendix A

Final recommendations for Bolsover District Council

Ward name	Number of councillors	Electorate (2016)	Number of electors per councillor	Variance from average %	Electorate (2022)	Number of electors per councillor	Variance from average %
1 Ault Hucknall	3	4,762	1,587	-1%	4,832	1,611	-4%
2 Barborough	2	3,314	1,657	3%	3,621	1,811	8%
3 Blackwell	2	3,544	1,772	10%	3,583	1,792	7%
4 Bolsover East	2	2,816	1,408	-12%	3,095	1,548	-8%
5 Bolsover North & Shuttlewood	2	3,046	1,523	-5%	3,062	1,531	-9%
6 Bolsover South	2	3,308	1,654	3%	3,349	1,675	0%
7 Clowne East	3	4,488	1,496	-7%	4,551	1,517	-10%
8 Clowne West	1	1,441	1,441	-10%	1,672	1,672	0%
9 Elmlton-with-Creswell	3	4,718	1,573	-2%	4,993	1,664	-1%
10 Langwith	2	3,476	1,738	8%	3,493	1,747	4%
11 Pinxton	2	3,302	1,651	3%	3,323	1,662	-1%
12 Shirebrook North	2	3,586	1,793	12%	3,602	1,801	7%

Ward name	Number of councillors	Electorate (2016)	Number of electors per councillor	Variance from average %	Electorate (2022)	Number of electors per councillor	Variance from average %
13 Shirebrook South	2	2,968	1,484	-8%	3,475	1,738	4%
14 South Normanton East	2	3,564	1,782	11%	3,586	1,793	7%
15 South Normanton West	3	5,041	1,680	5%	5,364	1,788	7%
16 Tibshelf	2	3,024	1,512	-6%	3,395	1,698	1%
17 Whitwell	2	3,082	1,541	-4%	3,101	1,551	-8%
Totals	37	59,480	-	-	62,097	-	-
Averages	-	-	1,608	-	-	1,678	-

Source: Electorate figures are based on information provided by Bolsover District Council.

Note: The 'variance from average' column shows by how far, in percentage terms, the number of electors per councillor in each electoral ward varies from the average for the district. The minus symbol (-) denotes a lower than average number of electors. Figures have been rounded to the nearest whole number.

Bolsover District Council

Council

6th December 2017

Annual Audit Letter 2016/17

Report of Councillor K Reid, Portfolio Holder with Responsibility for Corporate Services

This report is public

Purpose of the Report

- For Council to consider the Annual Audit Letter in respect of 2016/17 which has been prepared by KPMG for consideration by elected Members of the Council and other stakeholders.

1 Report Details

- 1.1 That Council consider the attached report from the Council's External Auditors (KPMG).

2 Conclusions and Reasons for Recommendation

- 2.1 To ensure that Council is able to effectively consider the outcomes of the work undertaken by the Council's external auditors.

3 Consultation and Equality Impact

- 3.1 None arising directly from the report.

4 Alternative Options and Reasons for Rejection

- 4.1 A copy of the Annual Audit Letter has previously been circulated to all Members of the Council, is available on the website and was considered by the Audit Committee at its meeting on 21 November 2017. Together with inclusion on this Council Agenda these measures should help ensure an appropriate level of consideration by Elected Members and other stakeholders.

5 Implications

5.1 Finance and Risk Implications

There are no additional financial implications arising out of this report.

5.2 Legal Implications including Data Protection

5.2.1 None arising directly from this report.

5.3 Human Resources Implications

5.3.1 None arising directly from this report.

6 Recommendations

6.1 That Council considers and notes the attached report from the Council's External Auditors, KPMG.

7 Decision Information

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC: Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC: Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
District Wards Affected	All
Links to Corporate Plan priorities or Policy Framework	All

8 Document Information

Appendix No	Title
1	Annual Audit Letter 2016/17
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
Dawn Clarke – Assistant Director – Finance, Revenues & Benefits	(01246) 217658



Annual Audit Letter 2016/17

Bolsover District Council

kpmg.com/uk

October 2017

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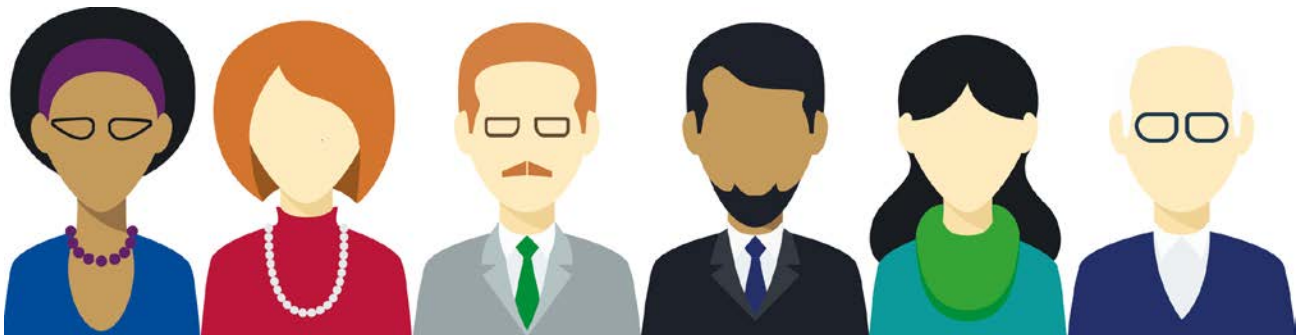
T: +44 (0) 121 232 3632

E: katie.scott@kpmg.co.uk

This report is addressed to the Authority and has been prepared for the sole use of the Authority. We take no responsibility to any member of staff acting in their individual capacities, or to third parties. Public Sector Audit Appointments issued a document entitled Statement of Responsibilities of Auditors and Audited Bodies summarising where the responsibilities of auditors begin and end and what is expected from audited bodies. We draw your attention to this document which is available on Public Sector Audit Appointment's website (www.psaa.co.uk).

External auditors do not act as a substitute for the audited body's own responsibility for putting in place proper arrangements to ensure that public business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

We are committed to providing you with a high quality service. If you have any concerns or are dissatisfied with any part of KPMG's work, in the first instance you should contact Tony Crawley, the engagement lead to the Authority, who will try to resolve your complaint. If you are dissatisfied with your response please contact the national lead partner for all of KPMG's work under our contract with Public Sector Audit Appointments Limited, Andrew Sayers (andrew.sayers@kpmg.co.uk). After this, if you are still dissatisfied with how your complaint has been handled you can access PSAA's complaints procedure by emailing generalenquiries@psaa.co.uk, by telephoning 020 7072 7445 or by writing to Public Sector Audit Appointments Limited, 3rd Floor, Local Government House, Smith Square, London, SW1P 3HZ.



Section one

Summary

This Annual Audit Letter summarises the outcome from our audit work at Bolsover District Council in relation to the 2016/17 audit year. Although it is addressed to Members of the Authority, it is also intended to communicate these key messages to key external stakeholders, including members of the public, and will be placed on the Authority's website.

VFM conclusion

We issued an unqualified conclusion on the Authority's arrangements to secure value for money (VFM) conclusion for 2016/17 on 31 July 2017. This means we are satisfied that during the year the Authority had appropriate arrangements for securing economy, efficiency and effectiveness in the use of its resources.

VFM risk areas

We undertook a risk assessment as part of our VFM audit work to identify the key areas impacting on our VFM conclusion, and considered the arrangements you have put in place to mitigate these risks.

In reaching our VFM conclusion we have considered the Authority's arrangements for making properly informed decisions, sustainable resource deployment and working with partners and third parties. This has included detailed reviews of key documents including the Medium Term Financial Plan, Corporate Plan and Growth Strategy.

Our work also includes the discussions we have held with key officers throughout the year regarding the Authority's continued plans for growth, income generation and cost savings.

In last year's Annual Audit Letter we highlighted the uncertainty with respect to probable changes to the New Homes Bonus scheme, which were confirmed during 2016/17, and reforms to National Non Domestic Rates (NNDR), which remain to be clarified. In response to this uncertainty, the Authority has implemented an Efficiency Plan to enable it to produce a robust Medium Term Financial Plan based on prudent and reasonable assumptions.

Audit opinion

We issued an unqualified opinion on the Authority's financial statements on 31 July 2017. This means that we believe the financial statements give a true and fair view of the financial position of the Authority and of its expenditure and income for the year. Our opinion date was significantly ahead of the 30 September statutory deadline, and was enabled by the high quality working papers and efficient responses to our queries provided by officers.



Section one

Financial statements audit

We did not identify any issues in the course of our audit that are considered to be material.

The Authority has good processes in place for the production of the accounts and high quality working papers. Officers dealt efficiently with audit queries and the audit process has been completed within the planned timescales.

Other information accompanying the financial statements

Whilst not explicitly covered by our audit opinion, we review other information that accompanies the financial statements to consider its material consistency with the audited accounts. This year we reviewed the Annual Governance Statement and Narrative Report. We concluded that they were consistent with our understanding and did not identify any issues.

Whole of Government Accounts

The Authority prepares a consolidation pack to support the production of Whole of Government Accounts by HM Treasury. We are not required to review your pack in detail as the Authority falls below the threshold where an audit is required. As required by the guidance we have confirmed this with the National Audit Office.

Certificate

We issued our certificate on 31 July 2017. The certificate confirms that we have concluded the audit for 2016/17 in accordance with the requirements of the Local Audit & Accountability Act 2014 and the Code of Audit Practice.

Audit fee

Our fee for 2016/17 was £49,410, excluding VAT, in line with prior year. Further detail is contained in Appendix 2.

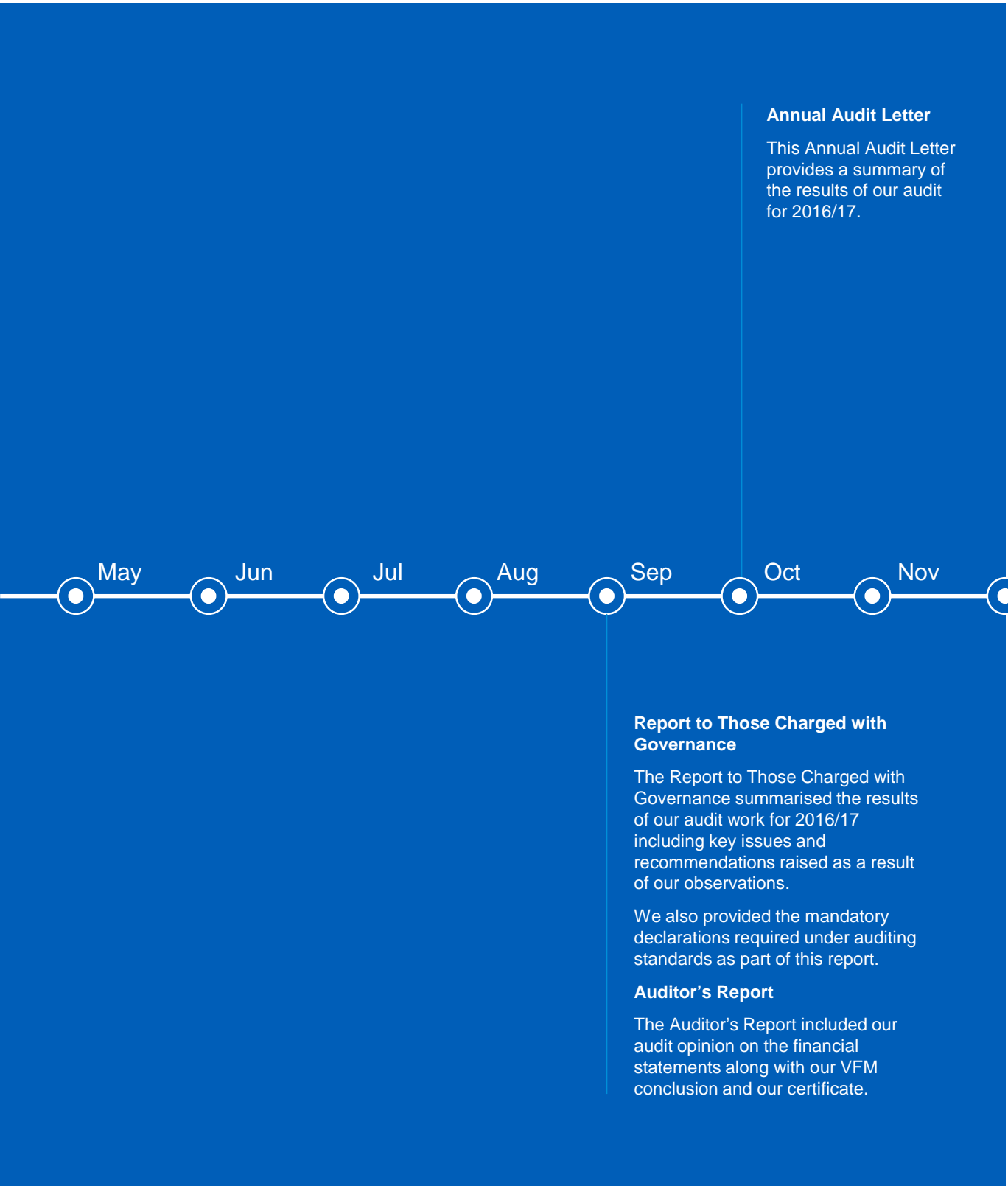
Appendix 1

Summary of reports issued

This appendix summarises the reports we issued since our last Annual Audit Letter.

These reports can be accessed via the Audit Committee pages on the Authority's website at www.authorityname.gov.uk.





Appendix 2

Audit fees

This appendix provides information on our final fees for the 2016/17 audit.

To ensure transparency about the extent of our fee relationship with the Authority we have summarised below the outturn against the 2016/17 planned audit fee.

External audit

Our final fee for the 2016/17 audit of the Authority was £49,410, which is in line with the planned fee. We have discussed additional fee in relation to the work undertaken in respect of the CIES restatement and the triennial pension revaluation with the S151 officer. This is still subject to final agreement and PSAA approval.

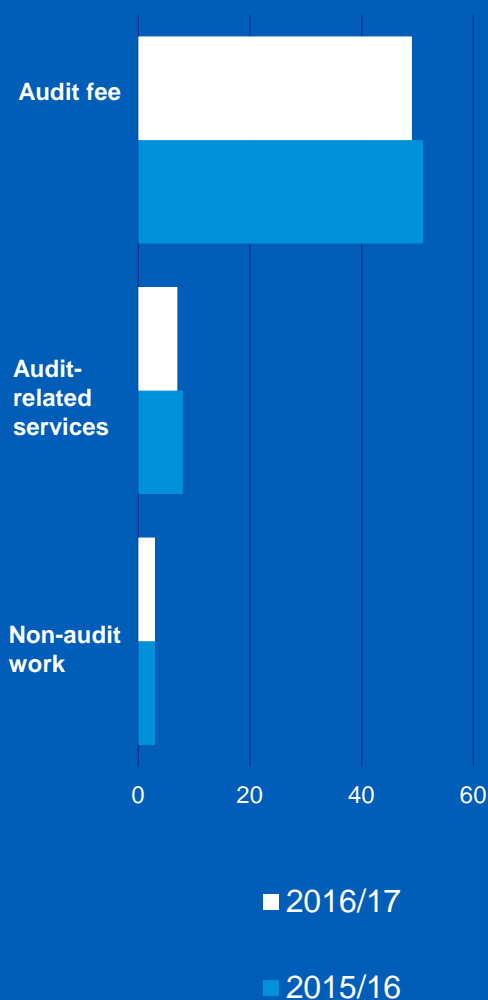
Certification of grants and returns

Under our terms of engagement with Public Sector Audit Appointments we undertake prescribed work in order to certify the Authority's housing benefit grant claim. This certification work is still ongoing. The final fee will be confirmed through our reporting on the outcome of that work in January 2018.

Other services

We charged £3,000 for additional audit-related services for the certification of the Pooling of Housing Capital Receipts grant which is outside of Public Sector Audit Appointment's certification regime.

External audit fees 2016/17 (£'000)



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