

ANNUAL COUNCIL

Minutes of the Annual meeting of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Wednesday 23rd May 2018 at 10.00 hours.

PRESENT:-

Members:-

Councillor T. Munro in the Chair

Councillors T. Alexander, A. Anderson, P. Barnes, J.E. Bennett, R.J. Bowler, Mrs P.M. Bowmer, D. Bullock, G. Buxton, T. Cannon, J.A. Clifton, T.J. Connerton, C.P. Cooper, P.A. Cooper, M.G. Crane, M. Dixey, S.W. Fritchley, A. Joesbury, D. McGregor, C.R. Moesby, T. Munro, B.R. Murray-Carr, K. Reid, M.J. Ritchie, J.E. Smith, P. Smith, E. Stevenson, A.M. Syrett, R. Turner, K.F. Walker, B. Watson, D.S. Watson and J. Wilson.

Officers:-

D. Swaine (Joint Chief Executive Officer), L. Hickin (Joint Strategic Director - People), K. Hanson (Joint Strategic Director - Place), S. Sternberg (Joint Head of Corporate Governance & Monitoring Officer), D. Clarke (Joint Head of Finance and Resources and Section 151 Officer), Nicola Calver (Joint Governance Manager).

0001. ELECTION OF CHAIRMAN 2018/19

The Chief Executive Officer sought nominations for the position of Chairman of the Council for the 2018/19 municipal year.

Moved by Councillor K Reid and seconded by Councillor A Syrett.

RESOLVED that Councillor T Munro be appointed Chairman of the Council for the 2018/19 municipal year.

Having signed the Declaration of Acceptance of Office and taken on the Chains of Office, Councillor T Munro took the Chair.

Councillor T Munro thanked Members for nominating him and putting their confidence in him for a second term of office.

With permission of the Chair, the Leader of the Council, Councillor A Syrett, spoke to congratulate Councillor T Munro on his appointment as Chairman for 2018/19.

0002. APPOINTMENT OF VICE CHAIRMAN 2018/19

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

RESOLVED that Councillor R Turner be appointed Vice Chairman of the Council for the 2018/19 municipal year.

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Having made the Declaration of Acceptance of Office and taken the Vice Chairman's medallion, Councillor R Turner took the Vice Chairman's seat.

0003. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M Dooley, R Heffer and S Statter.

0004. DECLARATIONS OF INTEREST

There were no interests declared at this meeting.

0005. CHAIR'S ANNOUNCEMENTS

The Chairman announced that representatives from the Environmental Health team would make themselves readily available to Members to answer queries on a Wednesday morning 9am – 1pm in the office adjacent to the Governance team. This would be reviewed after 2 months.

The Chairman thanked all those Members and officers who supported his recent charity Visually Impaired Cricket Match at Whitwell Cricket Club. He expressed his gratitude to the club and the teams for giving up their time and announced that the event had raised £1000 for Sight Support Derbyshire.

0006. EXECUTIVE

Councillor A Syrett, Leader of the Council, advised of the portfolios for the Executive Members appointed for the year 2018/19. This was confirmed as follows:-

Councillor Ann Syrett, Leader – **Overall Policy and Strategic Planning**

Councillor Duncan McGregor, Deputy Leader – **Corporate Governance**

Councillor Hilary Gilmour – **Housing and Community Safety**

Councillor John Ritchie – **Property and Commercial Services**

Councillor Mary Dooley – **Partnerships and Transformation**

Councillor Brian Watson – **Finance and Resources & Sustainable Energy**

Councillor Brian Murray-Carr – **Street Scene**

Councillor Stephen Fritchley – **Town Centre Renewal, Media & Marketing**

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

RESOLVED that Council notes the Cabinet positions and Portfolios for 2018/19 as set out in **Appendix A** to these minutes.

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0007. ESTABLISHMENT AND APPOINTMENT OF COMMITTEES AND ADVISORY GROUPS 2018/19

A revised page 7 and page 10 of the Council papers were circulated to Members at the commencement of the meeting amending the appointments to:

- Employee Appeals Committee;
- Joint Appeals Committee; and
- Joint Employment Committee.

Moved by Councillor J Smith and seconded by Councillor C Moesby.

RESOLVED that the nominations of members to Committees and Advisory Groups 2018/19, as set out in **Appendix B** to these minutes, be approved.

0008. APPOINTMENT OF CHAIRS AND VICE CHAIRS OF COMMITTEES 2018/19

Moved by Councillor C Moesby and seconded by Councillor J Smith.

RESOLVED that the nominations for the positions of Chairs and Vice Chairs of Committees and Advisory Bodies in the municipal year 2018/19 as set out in **Appendix C** to these minutes.

0009. APPOINTMENT OF REPRESENTATTIVES TO SERVE ON OUTSIDE BODIES 2018/19

Nominations to the positions as representatives of the Council to serve on outside bodies (for Council functions only) were presented. It was noted that those representatives for Executive Functions would be considered at the next meeting of the Executive.

Moved by Councillor C Moesby and Seconded by Councillor J Smith.

RESOLVED that the nominations to outside bodies for the municipal year 2018/19 as set out in **Appendix D** to these minutes be approved.

0010. REVIEW OF THE CONSTITUTION

Members gave consideration to the proposed amendments to the Council's constitution as part of the annual review considered by the Standards Committee and recommended to Council for adoption.

The Standards Committee had considered the review of the Constitution at its meetings throughout the 2017/18 civic year and had given targeted scrutiny to areas raised by Members and Officers as part of the review process. These included:-

- Scheme Of Delegation To Officers
- Protocol on Councillor – Officer relations
- Procurement Rules/Contract Procedure Rules

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- Petition Scheme
- Employee Code of Conduct
- Article 11 – Joint Arrangements
- Joint Employment Committee (JEC) and Joint Appeals Committee (JAC)
- Shared Services Consultation Protocol and other aspects of the Joint Working arrangements relating to the Chesterfield Borough Council
- Terms of Reference for Bolsover Conservation Area Advisory Committee and Terms of Reference for Pleasley Park and Vale Conservation Area Joint Advisory Committee as well as re-establishment arrangements
- Terms of Reference for Housing Allocations Review Panel (HARP)
- Terms of Reference for Licensing Committee and DFGs
- Role Profiles
- Access to Minute Books submission to Council
- Procedure Rules for Questions from the Public and by Councillors and Motions
- Correction of numbering in the Council Procedure Rules
- ‘Housekeeping’ – minor corrections and re-wording to bring the Constitution up-to-date.

Appendix 1 to the report set out all the suggested amendments which had been considered by the Standards Committee and were proposed to Council for approval with details of changes set out in Appendices 2 – 11. A tracked changes version of the report had been made available for Members to view prior to the meeting.

An additional recommendation was proposed that a review should be conducted to evaluate the impact of removing consideration of the Minute Book at Council Meetings.

Moved by Councillor T Munro and seconded by Councillor A Syrett

RESOLVED that: (1) the amendments to the Constitution detailed in Appendix 1 of the report be approved,

(2) the ‘housekeeping’ amendments as set out in the full tracked changes version of the Constitution be approved,

(3) delegated power be given to the Monitoring Officer to make changes to the Constitution arising from any new legislation, administrative errors or confusion in interpretation; and

(4) a review of the submission Minute Books to Council be undertaken in 6 months’ time, the findings of which will be reported to a future meeting of Council.

0011. REVIEW OF THE WHISTLEBLOWING POLICY

The Monitoring Officer presented a review undertaken by the Standards Committee suggesting minor changes to the Whistleblowing Policy to amend various job titles and clarify the form of the Register.

Moved by Councillor A Syrett and Seconded by Councillor C Moesby.

RESOLVED that the amended Whistleblowing Policy be approved.

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0012. OPERATION OF URGENCY RULES AND FINANCIAL LIMIT FOR KEY DECISIONS

Council considered a report of the Leader, which advised of decisions taken under special urgency rules over the past 12 months and the revised financial limits for key decisions.

The Council was required under legislation to report instances where Special Urgency Rules had been utilised in respect of Key Decisions. This was where it was impracticable to give the requisite notice of Key Decisions before they were made. Council had not taken any such decisions in the previous year.

The Council also had a constitutional requirement to advise of those occasions when it had taken decisions where Call-In provisions had been waived. The Council had not taken any such decisions in the previous 12 months.

Council noted that it was a requirement at its annual meeting to review the thresholds for Key Decisions.

The current thresholds for Key Decisions were recommended to continue and were as follows:-

- Revenue Income, Savings or Expenditure - £75,000
- Capital Income or Expenditure - £150,000

Moved by Councillor A Syrett and seconded by Councillor R Turner.

RESOLVED that (1) the decisions taken over the past 12 months under Special Urgency Rules be noted,

(2) the decisions taken over the past 12 months under Urgency Provisions in the Council's Scrutiny Rules be noted; and

(3) the financial thresholds for Key Decisions be maintained at £75,000 (Revenue) and £150,000 (Capital).

0013. ANNUAL SCRUTINY REPORT

Council considered a report presented by Councillor Sandra Peake on behalf of the Scrutiny Chairs which provided an update on the work of the Scrutiny Committees over the past year.

A further recommendation was proposed to bring another report to Council later in the municipal year, in order to fully report against the outcomes of the 2017/18 work programme.

Moved by Councillor S Peake and Seconded by Councillor J Wilson.

RESOLVED that (1) the Annual Scrutiny Report be noted; and

(2) a further report be submitted to a future meeting of the Council.

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0014. MEMBER DEVELOPMENT ANNUAL REPORT

Council considered a report of Councillor Hilary Gilmour, Member Development Champion and Chair of the Member Development Working Group, setting out the work undertaken in respect of Member Development in 2017/18.

Seven internal Member Development Sessions were carried out over the year with attendances of between 14 and 24 Members. Members had been working towards obtaining the Member Charter as this was a Corporate Plan Target, but just at the point of submission, East Midlands Councils changed the criteria and it was considered that, as the Council were broadly meeting the requirements, the cost of the Member Charter would be better spent on Council services and it was decided at Executive on 5th March 2018 to withdraw the target.

The proposed Member Learning, Development and Information Session Programme for 2018/19 was set out in the report and would cover briefing sessions prior to Regulatory Committees, Budget Scrutiny Committee and Audit Committee as well as planned sessions from external trainers.

Moved by Councillor H J Gilmour and seconded by Councillor R Bowler.

RESOLVED that the Annual Report on Member Development 2017/18 be noted.

0015. MINUTE BOOK

Moved by Councillor R Turner and seconded by Councillor D Watson.

RESOLVED that the minutes as printed in the Minute Books dated 23rd May 2018 be noted.

0016. MINUTES OF PREVIOUS MEETINGS

Two amendments to the minutes of the meeting held on 25th April 2018 were proposed during the meeting.

Page 165 – “In order to ensure that readers of these areas specifically are truly represented at THE MITIGATION BOARD, the Council would appoint Councillor Moesby...”

Page 168 – “Councillor K Reid expressed his sincere thanks to THE PARTNERSHIP MANAGER and the Building Resilience Team...”

Moved by Councillor A Syrett and seconded by Councillor R Turner.

RESOLVED that the Minutes of the meeting of the Council held on 25th April 2018 be approved as amended.

Meeting concluded at 1026 hours.

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APPENDIX A

CABINET MEMBER RESPONSIBILITIES

2018/19

NAME	RESPONSIBILITIES
Councillor Ann Syrett Leader	Overall Policy and Strategic Planning <ul style="list-style-type: none"> • Economic Development • Growth Strategy • Finance & Investment • LEP & Devolution • Combined Authority • Regeneration
Councillor Hilary Gilmour	Housing and Community Safety <ul style="list-style-type: none"> • Community Safety • Environmental Health & Licensing • Emergency Planning • Housing (BDC)
Councillor John Ritchie	Property and Commercial Services <ul style="list-style-type: none"> • Commercial Property Development & Investment • Facilities & Estates Management • Joint Venture Companies • One Public Estate Support • Property Services • Strategic Housing
Councillor Mary Dooley	Partnerships and Transformation <ul style="list-style-type: none"> • Partnership Strategy • Customer Services • Health & Wellbeing • Leisure • Transformation Programme • Social Inclusion
Councillor Duncan McGregor Deputy Leader	Corporate Governance <ul style="list-style-type: none"> • Democratic Services • Elections • Health & Safety • Human Resources & Payroll • Legal • Performance

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Councillor Brian Watson	Finance and Resources & Sustainable Energy <ul style="list-style-type: none">• Accountancy and financial systems• Audit & Procurement• Treasury Management• Revenues & Benefits• Low Carbon Initiatives• Sustainable Energy
Councillor Brian Murray-Carr	Street Scene <ul style="list-style-type: none">• Fleet Management• Grounds Maintenance• Street Cleansing• Waste Collection & Recycling• Environment
Councillor Stephen Fritchley	Town Centre Renewal, Media & Marketing <ul style="list-style-type: none">• Town Centre & High Street Renewal• Marketing & Promotion of the District• Public Relations & Communication• Visitor Economy• Parish & Town Council Engagement• Member Development & Induction Planning• ICT

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APPENDIX B

BOLSOVER DISTRICT COUNCIL

ANNUAL COUNCIL MEETING 23rd MAY 2018

APPOINTMENT OF COMMITTEES AND ADVISORY GROUPS

1. Political Groups are requested to nominate members to serve on the following Committees and Advisory Groups with effect from 23rd May 2018 for the 2018/19 Council year.
2. The Committees (unless stated) are subject to the political balance requirements of the Local Government and Housing Act 1989.
3. The Advisory Groups, Executive and Budget Scrutiny Committee are not subject to the political balance requirements.

COMMITTEES

Committee	Labour Group	Independent Group	Non Aligned Independent	Total Seats
Audit	(5) Councillors Duncan McGregor, Tom Munro, Karl Reid, Ann Syrett, Brian Watson. Independent Representative.	(1) Councillor Deborah Watson		6 plus co-opted Members
Budget Scrutiny	All of Labour Group's Scrutiny Members.	All Independent Group Members	(1) Cllr R Heffer	29

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Committee	Labour Group	Independent Group	Non Aligned Independent	Total Seats
Customer Services and Transformation Scrutiny	(7) Councillors: Rose Bowler, Pauline Bowmer, Paul Cooper, Malc Crane, Jim Smith, Emma Stevenson, Rita Turner.	(1) Councillor Andrew Joesbury	(1) Cllr R Heffer	9
Employee Appeals Committee	(2) Councillors: Tom Munro, John Ritchie	(1) Councillor Deborah Watson		3
	(2) Deputies: Toni Bennett, Philip Smith	(1) Deputy: Councillor Jim Clifton		3
Growth Scrutiny	(9) Councillors: Tom Alexander, Andrew Anderson, Paul Barnes, Gwyneth Buxton, Terry Connerton, Mark Dixey, Karl Reid, Sue Statter, Jen Wilson.	(1) Councillor Deborah Watson		10

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Committee	Labour Group	Independent Group	Non Aligned Independent	Total Seats
Healthy, Safe, Clean and Green Scrutiny	(8) Councillors: Toni Bennett, Tracey Cannon, Pat Cooper, Clive Moesby, Tom Munro, Sandra Peake, Philip Smith Ken Walker.	(2) Councillors Dexter Bullock and Jim Clifton		10
High Hedges	(5) Chair and Vice Chair of Planning Committee Plus three other Members chosen by them.		(1) Cllr R. Heffer	6
Licensing	(13) Councillors: Andrew Anderson, Paul Barnes, Toni Bennett, Rose Bowler, Gwyneth Buxton, Tracey Cannon, Mark Dixey, Mary Dooley, Brian Murray-Carr, John Ritchie, Jim Smith, Sue Statter, Emma Stevenson.	(1) Councillor Deborah Watson	(1) Cllr R. Heffer	15

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Committee	Labour Group	Independent Group	Non Aligned Independent	Total Seats
Planning	(16) Councillors: Tom Alexander, Pauline Bowmer, Terry Connerton, Paul Cooper, Pat Cooper, Malc Crane, Steve Fritchley, Duncan McGregor, Tom Munro, Sandra Peake, Karl Reid, Phil Smith, Rita Turner, Ken Walker, Brian Watson, Jen Wilson.	(2) Councillors Deborah Watson and Jim Clifton		18
Safety Committee (Safety Visits Panel to be determined by Safety Committee)	(4) Councillors: Toni Bennett, Rose Bowler, Hilary Gilmour, Brian Murray-Carr.	(1) Councillor Andrew Joesbury		5

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Committee	Labour Group	Independent Group	Non Aligned Independent	Total Seats
Standards	(5) Councillors: Mary Dooley, Hilary Gilmour, Clive Moesby, Tom Munro, Brian Watson.	(1) Councillor Jim Clifton		6 plus co-opted Members
Union and Employee Consultation	(5) Councillors: Pauline Bowmer, Mary Dooley, Duncan McGregor, Karl Reid, Ann Syrett.	(1) Councillor Andrew Joesbury		6 plus union reps

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JOINT COMMITTEES

Committee	Labour Group	Independent Group	Non Aligned Independent	Total Seats
Joint Appeals Committee	Leader Deputy Leader Deputies: Councillors: Karl Reid, John Ritchie	Councillor Deborah Watson Deputy: Councillor Jim Clifton		3
ICT Shared Services Committee	Leader Deputy Leader Cabinet Member for Town Centre Renewal, Media and Marketing			3 from BDC plus CBC and NEDDC
Joint Employment Committee	Leader Deputy Leader Deputies: Councillors: Mary Dooley, Brian Murray-Carr	Councillor Deborah Watson Deputy: Councillor Jim Clifton		3

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Committee	Labour Group	Independent Group	Non Aligned Independent	Total Seats
New Bolsover Joint Committee	<p style="text-align: right;">(9)</p> Chair and Vice Chair of Planning Committee Two Bolsover West Ward Members Cabinet Members responsible for Housing, Health and Wellbeing, Economic Growth Chairs of HSCG Scrutiny Committee and Growth Scrutiny Committee.	<p style="text-align: right;">(1)</p> Councillor Jim Clifton		10
Shared Services Scrutiny	<p style="text-align: right;">(3)</p> Councillors: Toni Bennett, Rita Turner, Jen Wilson.			3
Strategic Alliance Joint Committee	<p style="text-align: right;">(8)</p> Councillors: Mary Dooley, Steve Fritchley, Hilary Gilmour, Duncan McGregor, Brian Murray-Carr, Ann Syrett, Brian Watson	<p style="text-align: right;">(1)</p> Councillor Jim Clifton		9 from BDC and 9 from NEDDC

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Committee	Labour Group	Independent Group	Non Aligned Independent	Total Seats
	Chair of Budget Scrutiny Committee.			

ADVISORY GROUPS

Committee	Labour	Independent Group	Non Aligned Independent	Total Seats
Pleasley Park and Vale Conservation Area Joint Liaison Committee	(4) Chair and Vice Chair of Planning Committee, Two Pleasley Ward Members.	(1) Councillor Dexter Bullock		5
Local Plan Steering Group	(6) Chair and Vice Chair of Planning Committee Councillors: Terry Connerton, Steve Fritchley, Duncan McGregor, Brian Watson.	(1) Councillor Deborah Watson	(1) Cllr R. Heffer	8

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<p>Member Development Working Group</p>	<p align="right">(5)</p> <p>Chairs of Scrutiny Committees, Member Development Champion - Councillor Hilary Gilmour, Cabinet Member responsible for Member Development.</p>	<p align="right">(1)</p> <p>Councillor Deborah Watson</p>	<p align="right">(1)</p> <p>Cllr R. Heffer</p>	<p align="center">7</p>
<p>Tenant Participation Review and Development Group</p>	<p align="right">(4)</p> <p>Councillors: Hilary Gilmour, Duncan McGregor, Rita Turner, Jen Wilson</p>	<p align="right">(1)</p> <p>Councillor Deborah Watson</p>		<p align="center">5</p>

**NOMINATIONS TO CHAIRS AND VICE-CHAIRS OF COMMITTEE AND
ADVISORY BODIES 2018/19**

	Committee/Regulatory Body	Labour Group nomination	Independent Group nomination
a)	Audit Chair Vice Chair	Councillor Karl Reid Independent Representative	
b)	Budget Scrutiny Chair Vice Chair	Councillor Sandra Peake Councillor Rose Bowler	
c)	Customer Services and Transformation Scrutiny Chair Vice Chair	Councillor Rose Bowler Councillor Jim Smith	
d)	Growth Scrutiny Chair Vice Chair	Councillor Jen Wilson Councillor Karl Reid	
e)	Healthy, Safe, Clean and Green Scrutiny Chair Vice Chair	Councillor Sandra Peake Councillor Clive Moesby	
f)	Licensing Chair Vice Chair	Councillor Andrew Anderson Councillor Emma Stevenson	
g)	Planning Chair Vice Chair	Councillor Tom Munro Councillor Rita Turner	
h)	Safety Committee Chair Vice Chair	Union appointment To be appointed at first meeting	

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i)	Standards Chair Vice Chair	Independent Representative Councillor Clive Moesby	
j)	UECC Chair Vice Chair	Councillor Karl Reid Union Nomination	

The chairs and vice-chairs of all other joint committees and advisory groups will be selected at the first meetings of those bodies.

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APPENDIX D

REPRESENTATIVES ON OUTSIDE BODIES 2018/19

COUNCIL FUNCTIONS

Organisation and Representative(s)	Term of Office Expires On
Arthur Townrow Pensions Fund Councillor M.G. Crane Councillor J. Wilson	4 year term expiring on 1 st January 2019 – following expiry same Members to be elected for a further term
Association of Councillors (a) National Councillor M.G. Crane Councillor J. Wilson (Substitute) (b) English Regional Councillor M.G. Crane Councillor J. Wilson (Substitute)	Annual Meeting of the Council Annual Meeting of the Council
Chesterfield Borough Council – Best Value Scrutiny Panel	Annual Meeting of the Council DECIDED NOT TO NOMINATE UNLESS REP REQUESTED BY CBC – IF REQUESTED NOMINATION REQUIRED FROM SCRUTINY CHAIRS
Creswell Heritage Trust Councillor R. Turner	Annual Meeting of the Council
Derbyshire Rural Community Council Councillor M. Dooley	Annual Meeting of the Council
Derbyshire Scrutiny Liaison Group Councillor S. Peake (Representative from Scrutiny)	Annual Meeting of the Council
Derbyshire Police and Crime Panel Councillor H. Gilmour	Annual Meeting of the Council

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<p>Doe Hill Community Advisory Panel</p> <p>Councillor M. Dooley</p>	<p>Annual Meeting of the Council</p>
<p>Doe Lea Management Committee</p> <p>Councillor P. Bowmer</p>	<p>Annual Meeting of the Council</p>
<p>English Heritage</p> <p>Councillor D. McGregor</p>	<p>Annual Meeting of the Council</p>
<p>Glapwell Waste Disposal Site Liaison Committee</p> <p>Councillor P. Bowmer</p> <p>Councillor M.G. Crane</p> <p>Councillor A.M. Syrett</p> <p>Plus relevant Cabinet Member</p>	<p>Annual Meeting of the Council</p>
<p>HS2 Mitigation Group</p> <p>Councillor C.R. Moesby</p>	<p>Annual Meeting of the Council</p>
<p>Isabella Smithson's Charity</p> <p>Councillor J. Bennett</p> <p>Councillor R. Bowler</p> <p>Councillor S. Statter</p>	<p>Annual Meeting of the Council</p>
<p>Joint Working Board (BDC/NEDDC/CBC)</p> <p>Leader of the Council</p> <p>Deputy Leader of the Council</p> <p>Chief Executive Officer</p> <p>Councillor R. Bowler (Scrutiny Representative) (Observer)</p> <p>Councillor S. Peake (Scrutiny Representative) (Substitute Observer)</p>	<p>First meeting of the Executive following Annual Council</p>
<p>Local Government Association National</p> <p>Leader of the Council</p> <p>Deputy Leader of the Council (Substitute)</p>	<p>Annual Meeting of the Council</p>

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National Coal Mining Museum Liaison Committee Councillor A. Syrett	Annual Meeting of the Council
Rural Action Derbyshire Stakeholder Meeting Councillor M. Dooley	Annual Meeting of the Council
Sheffield City Region Scrutiny Committee Chair of Budget Scrutiny Committee (Scrutiny Representative)	Annual Meeting of the Council
Sheffield City Region Audit Committee Councillor K. Reid	Annual Meeting of the Council
South Normanton Local Action Group Councillor P. Smith	Annual Meeting of the Council
Whitwell Quarry Liaison Councillor D. McGregor Councillor T. Munro	Annual Meeting of the Council