



Date: 18th May 2015

The Arc
High Street
Clowne
Derbyshire
S43 4JY

Dear Sir or Madam

You are hereby summoned to attend a meeting of the Growth Scrutiny Committee of the Bolsover District Council to be held in Chamber Suites 1 and 2, The Arc, Clowne on **Wednesday 27th May 2015** at **1400** hours.

Register of Members' Interest - 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 page 2.

Please Note: You only need attend if you are appointed to the Growth Scrutiny Committee at Annual Council on 21st May 2015.

Yours faithfully

Assistant Director of Governance and Monitoring Officer
To: Members of the Growth Scrutiny Committee

ACCESS FOR ALL

If you need help understanding this document or require a larger print or translation, please contact us on the following telephone number:-

 **01246 242529** **Democratic Services**
Minicom: 01246 242450 **Fax: 01246 242423**



Tel 01246 242424 **Fax** 01246 242423 **Minicom** 01246 242450
Email enquiries@bolsover.gov.uk **Web** www.bolsover.gov.uk
Chief Executive Officer: Wes Lumley, B.Sc. F.C.C.A.



The Government Standard

GROWTH SCRUTINY COMMITTEE

AGENDA

Wednesday 27th May 2015 at 1400 hours in Chamber Suites 1 & 2, The Arc, Clowne

Item No.		Page No.(s)
	PART 1 – OPEN ITEMS	
1.	To receive apologies for absence, if any.	
2.	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.	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 urgent additional items to be considered c) any matters arising out of those items and, if appropriate, withdraw from the meeting at the relevant time.	
4.	Key Decisions and Items to be considered in private. <i>(NB: Members should contact the officer whose name appears on the List of Key Decisions for any further information).</i>	To Follow
5.	Managing a Scrutiny Review – Centre for Public Scrutiny Skills Briefing.	3 to 11
6.	Selection of subject for Scrutiny Review 2015 – To agree the subject for Scrutiny Review from the shortlist produced at the Annual Scrutiny Conference on 19 th May 2015.	To be circulated at the meeting
7.	Scoping the Scrutiny Review – To carry out a scoping exercise on the chosen subject for Scrutiny Review and complete the scoping document.	12 to 14
8.	Scrutiny Committee Work Plan – to note the work plan for the 2015/16 year and suggest any further issues that should be considered.	To be circulated at the meeting



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Key Decisions & Items to be Considered in Private

To be made under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Published on: 15 May 2015

INTRODUCTION

The list attached sets out decisions that are termed as “Key Decisions” at least 28 calendar days before they are due to be taken by the Executive or an officer under delegated powers.

Preparation of the list helps Executive to programme its work. The purpose of the list is to give notice and provide an opportunity for consultation on the issues to be discussed. The list is updated each month with the period of the list being rolled forward by one month and republished. The list is available for public inspection at the The Arc, High Street, Clowne, S43 4JY. Copies of the list can be obtained from Sarah Sternberg, Assistant Director – Governance & Monitoring Officer at this address or by email to sarah.sternberg@bolsover.gov.uk.

The list can also be accessed from the Council’s website at www.bolsover.gov.uk. The Executive is allowed to make urgent decisions which do not appear in the list, however, a notice will be published at The Arc and on the Council’s website explaining the reasons for the urgent decisions. Please note that the decision dates are indicative and are subject to change.

The names of Executive members will be known following the Annual Council Meeting on 21 May 2015.

The Executive agenda and reports are available for inspection by the public five clear days prior to the meeting of the Executive. The papers can be seen at The Arc at the above address. The papers are also available on the Council’s website referred to above. Background papers are listed on each report submitted to the Executive and members of the public are entitled to see these documents unless they contain exempt or confidential information. The report also contains the name and telephone number of a contact officer.

Meetings of the Executive are open to the public and usually take place in the Chamber Suites at The Arc. Occasionally there are items included on the agenda which are exempt and for those items the public will be asked to leave the meeting. This list shows where this is intended and the reason why the reports are exempt or confidential. Members of the public may make representations to the Assistant Director – Governance & Monitoring Officer about any particular item being considered in exempt.

The list does not detail all decisions which have to be taken by the Executive, only “Key Decisions”. In these Rules a “Key Decision” means an executive decision, which is likely:

- (1) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council’s budget for the service or function to which the decision relates; or
- (2) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

In determining the meaning of “significant” the Council must have regard to any guidance for the time being issued by the Secretary of State. The Council has decided that income or expenditure of £50,000 or more is significant.

The dates for meetings of Executive in 2015/2016 are as follows:

2015	15 June
	13 July
	7 September
	5 October
	2 November
	30 November
2016	4 January
	1 February
	29 February
	4 April
	25 April

The Council hereby gives notice of its intention to make the following Key Decisions and/or decisions to be considered in private:

<i>Matter in respect of which a decision will be taken</i>	<i>Decision-maker</i>	<i>Date of Decision</i>	<i>Documents to be considered</i>	<i>Contact Officer</i>	<i>Is this decision a Key Decision?</i>	<i>Is this decision to be heard in public or private session</i>
Contract for security at empty properties To award the contract for the service	Executive	June 2015	Report Of Portfolio Holder	Assistant Director – Community Safety and Head of Housing (BDC)	Yes - Likely to result in expenditure over £50,000	Private – relates to business affairs of the Council
Award of Reroofing Contract at Victoria House, Creswell To award the tender for the reroofing of Victoria House, Creswell	Executive	June 2015	Report Of Portfolio Holder	Assistant Director – Property & Estates	Yes - Likely to result in income or expenditure over £50,000	Private - relates to the business affairs of the authority
Enforcement Fund To seek approval to establish a fund for enforcement projects	Executive	June 2015	Report Of Portfolio Holder	Assistant Director – Community Safety & Head of Housing (BDC)	Yes - Likely to result in income or expenditure over £50,000	Public

<i>Matter in respect of which a decision will be taken</i>	<i>Decision-maker</i>	<i>Date of Decision</i>	<i>Documents to be considered</i>	<i>Contact Officer</i>	<i>Is this decision a Key Decision?</i>	<i>Is this decision to be heard in public or private session</i>
Investment Property To consider the purchase of properties in Bolsover for investment purposes	Executive	June 2015	Report Of Portfolio Holder	Assistant Director – Property & Estates	Yes - Likely to result in income or expenditure over £50,000	Private - relates to the business affairs of the authority
Irrecoverable Items over £2,500 To write off irrecoverable debt	Executive	June 2015	Report Of Portfolio Holder	Executive Director - Operations	Yes - Likely to result in income or expenditure over £50,000	Private - relates to an individual

BOLSOVER DISTRICT COUNCIL

SCRUTINY PROJECT MANAGEMENT

SCRUTINY REVIEW SCOPE

<u>NAME OF COMMITTEE:</u>	<u>SCRUTINY OFFICER:</u> Claire Millington
SUBJECT TO BE REVIEWED	
MEMBERSHIP	Cllrs;
DIRECTOR	
REASON(S) FOR THE REVIEW	
IDENTIFY APPROPRIATE CORPORATE PLAN AIMS, PRIORITIES AND TARGETS	CORPORATE PLAN AIM – PRIORITY –
TERMS OF REFERENCE	•
AIMS AND OBJECTIVES OF REVIEW	<i>Aim:</i> <i>Objectives:</i>
KEY ISSUES	

TIMESCALE	ESTIMATED	REVISED	ACTUAL
Commencement			
Interim Report/ Recommendations			
Finish			
Report			

METHOD(S) OF REVIEW:	
IMPLICATIONS: (legislative, regulatory, etc)	
DOCUMENTARY EVIDENCE: (Internal/External)	
STAKEHOLDERS	RELEVANT PORTFOLIO HOLDER MUST BE INVOLVED IN THE REVIEW
CONSULTATION/ RESEARCH:	
SITE VISITS	
<u>SCRUTINY REVIEW OUTCOMES</u>	
CONCLUSIONS:	
RECOMMENDATIONS:	

DRAFT REPORT SENT TO DIRECTOR & ANY RELEVANT OFFICERS FOR COMMENT:	
DRAFT REPORT CONSIDERED BY PORTFOLIO HOLDER:	
SIGNED OFF BY COMMITTEE/CHAIR:	
SIGNED OFF BY SCRUTINY MANAGEMENT BOARD:	
REVIEW OF PROCESS/COMMENTS:	
EXECUTIVE CONSIDERED:	
OUTCOME:	
FOLLOW UP:	
DATE:	