

**GROWTH SCRUTINY COMMITTEE  
AGENDA**

**Wednesday 28<sup>th</sup> February 2018 at 1000 hours in the Council Chamber, The Arc, Clowne**

<b>Item No.</b>		<b>Page No.(s)</b>
<b>PART 1 – OPEN ITEMS</b>		
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.	To approve the minutes of a meeting held on 31st January 2018.	3 to 5
5.	List of Key Decisions & Items to be Considered in Private.  <i>(Members should contact the officer whose name appears on the List of Key Decisions for any further information).</i>	6 to 12
6.	Corporate Plan Targets Performance Update – October to December 2017 (Quarter 3 – 2017/18).	13 to 18
7.	Work Plan 2017/18.	19 to 21
<b><u>PART B – INFORMAL</u></b>		
	The formal meeting of the Growth Scrutiny Committee ends at this point. Members will meet informally as a working party to carry out their review work. This meeting is closed to the public, so members of the public should leave at this point.	
8.	Review of Income Generation.	

## **GROWTH SCRUTINY COMMITTEE**

Minutes of a meeting of the Growth Scrutiny Committee of the Bolsover District Council held in the Council Chamber, the Arc, Clowne, on Wednesday 31<sup>st</sup> January 2018 at 1000 hours.

### **PRESENT:-**

Members:- Councillors T. Alexander, A. Anderson, P. Barnes, G. Buxton, J. Clifton, T. Connerton, M. Dixey, P. Smith and S. Statter.

Officers:- G. Galloway (Assistant Director Property and Estates), J. Wilson (Scrutiny Officer), L. Cheong (Scrutiny Officer (Acting)) and A. Bluff (Governance Officer).

Councillor J. Wilson in the Chair

The Chair introduced Joanne Wilson to the meeting who was the Authority's new Scrutiny Officer. Members welcomed Joanne.

### **0577. APOLOGIES**

There were no apologies for absence.

### **0578. URGENT ITEMS OF BUSINESS**

There were no urgent items of business to consider.

### **0579. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **0580. MINUTES – 3<sup>RD</sup> JANUARY 2018**

Moved by Councillor T. Connerton and seconded by Councillor M. Dixey

**RESOLVED** that the Minutes of a Growth Scrutiny Committee held on 3<sup>rd</sup> January 2018 be approved as a correct record.

### **0581. LIST OF KEY DECISIONS AND ITEMS TO BE CONSIDERED IN PRIVATE**

Moved by Councillor J. Wilson and seconded by Councillor P. Smith

**RESOLVED** that the List of Key Decisions and items to be considered in private document be noted.

## **GROWTH SCRUTINY COMMITTEE**

### **0582. UPDATE ON MAPPING OF GARAGE AND INDUSTRIAL SITES**

The Assistant Director Property and Estates provided information to the meeting which detailed sites identified in the District for potential housing development. The information had been produced in a spread sheet format.

At a Council meeting held on 17<sup>th</sup> November 2017, Members had agreed funding for 6 Be@Home properties in the District with a further 66 sites to be considered in the near future.

The sites were a mixture of current and former garage sites, overgrown allotment sites, cleared terraced house sites and open spaces plus others.

The spread sheet provided detailed information on each site, including location, the area size and the number of potential properties that could be built etc. There was also a link on each address on the spread sheet so that the site could be viewed on Google maps.

In response to a Member's question, the Assistant Director Property and Estates replied that the sites would be approved by Members at Council and Planning officers would then identify if there were any potential problems, such as access and parking issues etc.

Members thanked the Assistant Director Property and Estates for providing the information and requested a copy of the spread sheet be emailed to them.

Moved by Councillor J. Wilson and seconded by Councillor P. Smith

**RESOLVED** that the update on the mapping of garage and industrial sites be noted.

### **0583. QUALITY OF JOBS IN THE DISTRICT**

Following on from the discussion at the last meeting regarding quality of jobs in the District, the Scrutiny Officer (Acting) circulated information to the meeting relating to employment by occupation for the Bolsover District between July 2016 and June 2017. The information had been collected from NOMIS.

NOMIS was a service provided by the Office for National Statistics, (ONS), to give free access to the most detailed and up-to-date UK labour market statistics from official sources.

The information showed that Process Plant & Machine Operatives and Elementary Occupations formed the most jobs in the District (9,800). Further, only a fifth (21.6%) of people in the District (10,600) had a higher level NVQ4 equal to a foundation degree or lower level degree. A much larger proportion of people in the District were operating at a lower skill level.

It was noted, however, that there were a lot of skilled trades in the District. Further, a person did not necessarily need to attend University to gain a degree, for example, there was now a range of training available to study for a degree in the work place.

Members agreed that as the District did not have a sixth form centre or a university, different approaches to 'upskilling' people needed to be looked at. The information

## GROWTH SCRUTINY COMMITTEE

circulated at the meeting confirmed that the District needed additional employment opportunities requiring higher level skills qualifications and the challenge was attracting and keeping these businesses in the area.

With regard to carrying out a review, the Scrutiny Officer advised Members to consider the areas where they could have the most impact, for example, the terms and conditions in planning applications for employment sites could ensure that there would be a good skills mix across sites, which would also help promote growth in the District. Additionally, the Council's Partnership team had links with the Sheffield City Region and D2N2 training programmes where employers in the District could access additional training support.

Although it was noted that there was now a higher level of apprenticeship programmes in the area, Members agreed that the current types of training provision available to post 16 year olds should be looked at along with the types of qualifications that businesses in the area, (including the Authority), were offering and how these were being promoted, along with location and transport availability to colleges and universities within a 10 mile radius of the District.

*Councillor Buxton left the meeting at this point.*

### **0584. WORK PLAN 2017/18**

Committee considered their Work Plan for 2017/18.

It was noted that it had been agreed at the last meeting to focus on three topics for a mini review;

1. Local business facilities – what would be of interest to businesses?
2. Work skills – what would regional businesses need in the next 10-15 years? (it was suggested that the LEP would have information relating to this).
3. What could the Council do to influence outcomes, for example, business start-ups? For businesses already sited in the District, how could the Council encourage them to move more of their business operation into the area, e.g., their headquarters?

The Scrutiny Officer suggested that she make internal enquiries in relation to the three questions as information was most likely already in existence in the Council's departments such as the Partnership Team and Economic Development. The information could then be joined up to the two areas identified in the earlier discussion regarding quality of jobs in the District and post 16 training provision, with any gaps identified for further research and this be presented to the next meeting in February.

Moved by Councillor J. Wilson and seconded by Councillor P. Smith  
**RESOLVED** that the Work Plan be updated.

The Chair thanked Lynne Cheong, the Scrutiny Officer (Acting)), for all her help and support over the previous few months.

The formal meeting concluded at 1140 hours and Members then met as a working party to continue their review work. The working party concluded at 1155 hours.



The Arc  
High Street  
Clowne  
Derbyshire  
S43 4JY

## **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: 2<sup>nd</sup> February 2018**

## 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 Arc, High Street, Clowne, S43 4JY. Copies of the list can be obtained from Sarah Sternberg, Assistant Director – Governance, Solicitor to the Council & Monitoring Officer at this address or by email to [sarah.sternberg@bolsover.gov.uk](mailto:sarah.sternberg@bolsover.gov.uk). The list can also be accessed from the Council’s website at [www.bolsover.gov.uk](http://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 are as follows:

Councillor A.M. Syrett - Leader  
Councillor M. Dooley – Deputy Leader  
Councillor S.W. Fritchley  
Councillor B.R. Murray-Carr  
Councillor K. Reid  
Councillor M.J. Ritchie  
Councillor B. Watson

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 Council Chamber 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 in Part 2 and the reason why the reports are exempt or confidential. Members of the public may make representations to the Assistant Director – Governance, Solicitor to the Council & 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) **REVENUE**

- (a) Results in the Council making Revenue Savings of £75,000 or more; or
- (b) Results in the Council incurring Revenue Expenditure of £75,000 or more

(2) **CAPITAL**

- (a) Results in the Council making Capital Income of £150,000 or more; or
- (b) Results in the Council incurring Capital Expenditure of £150,000 or more

(3) 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 revenue income or expenditure of £75,000 or more and capital income or expenditure of £150,000 or more is significant.

**The remaining dates for meetings of Executive in 2017/18 are as follows:**

2018 -        5<sup>th</sup> March  
                  23<sup>rd</sup> April  
                  21<sup>st</sup> May

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

<b>Matter in respect of which a decision will be taken</b>	<b>Decision Maker</b>	<b>Date of Decision</b>	<b>Documents to be considered</b>	<b>Contact Officer</b>	<b>Is this decision a Key Decision?</b>	<b>Is this key decision to be heard in public or private session</b>
<b>Medium Term Financial Plan</b>	Executive	February 2018	Report of Councillor A Syrett - Leader of the Council, Portfolio Holder for Strategic Planning and Regeneration	Assistant Director – Finance and Revenues & Benefits	Yes – involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Exempt – Paragraph 3
<b>Medium Term Financial Plan</b>	Executive	February 2018	Report of Councillor A Syrett - Leader of the Council, Portfolio Holder for Strategic Planning and Regeneration	Assistant Director – Finance and Revenues & Benefits	Yes – involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Open
<b>Land at Park Avenue, Glapwell</b>	Executive	February 2018	Report of Councillor A Syrett - Leader of the Council, Portfolio Holder for Strategic Planning and Regeneration	Assistant Director – Property and Estates	Yes – involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Exempt – Paragraph 3



<b>Matter in respect of which a decision will be taken</b>	<b>Decision Maker</b>	<b>Date of Decision</b>	<b>Documents to be considered</b>	<b>Contact Officer</b>	<b>Is this decision a Key Decision?</b>	<b>Is this key decision to be heard in public or private session</b>
<b>The Local Plan and the Local Development Scheme</b>	Executive	February 2018	Report of Councillor A Syrett - Leader of the Council, Portfolio Holder for Strategic Planning and Regeneration	Chief Executive Officer	Yes – Affects two or more wards in the District	Open
<b>Invest to Save – LED Lighting</b>	Executive	February 2018	Report of Councillor M. Dooley – Deputy Leader and Portfolio Holder for People and Places	Assistant Director – Property and Estates	Yes – involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Open
<b>Strategic Alliance – Senior Management Team Review – Recommendations</b>	Executive	February 2018	Report of Councillor A Syrett - Leader of the Council, Portfolio Holder for Strategic Planning and Regeneration	Chief Executive Officer	No	Exempt – Paragraphs 1, 3 & 4

<b>Matter in respect of which a decision will be taken</b>	<b>Decision Maker</b>	<b>Date of Decision</b>	<b>Documents to be considered</b>	<b>Contact Officer</b>	<b>Is this decision a Key Decision?</b>	<b>Is this key decision to be heard in public or private session</b>
<b>HCA Funding Agreement</b>	Executive	February 2018	Report of Councillor A Syrett - Leader of the Council, Portfolio Holder for Strategic Planning and Regeneration	Assistant Director – Property and Estates	Yes – involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Open
<b>Arrears – Irrecoverable Items over £2500</b>	Executive	March 2018	Report of Councillor K. Reid – Portfolio Holder for Corporate Services	Assistant Director – Finance and Revenues & Benefits	No	Exempt Paragraph 3 –
<b>Land Sale and Development Proposal for Park Lane, Pinxton</b>	Executive	March 2018	Report of Councillor A Syrett - Leader of the Council, Portfolio Holder for Strategic Planning and Regeneration	Assistant Director – Property and Estates	Yes – involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Exempt Paragraph 3 –

## **SCHEDULE**

### **SCHEDULE 12A**

#### **ACCESS TO INFORMATION: EXEMPT INFORMATION**

##### **PART 1**

##### **DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND**

1. Information relating to any individual.
  2. Information which is likely to reveal the identity of an individual.
  3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
  4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
  5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
  6. Information which reveals that the authority proposes –
    - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
    - (b) To make an order or direction under any enactment.
  7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
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**Bolsover District Council**  
**Growth Scrutiny Committee**

**28<sup>th</sup> February 2018**

<b>Corporate Plan Targets Performance Update – October to December 2017 (Quarter 3 – 2017/18)</b>
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**Report of the Information, Engagement & Performance Manager**

This report is public

**Purpose of the Report**

- To report the quarter 3 outturns for the Corporate Plan 2015-2019 targets.

**1 Report Details**

1.1 The attached contains the performance outturn for targets which sit under the 'unlocking our growth potential' aim as of 30<sup>th</sup> December 2017. (Information compiled on 30/01/2018)

1.2 A summary is provided below:

**1.3 Unlocking our Growth Potential**

- 14 targets in total (3 targets achieved previously – G02, G04 and G14)
- 9 targets on track
- 2 target overdue:
  - **G06** - *Undertake statutory public consultation on the Local Plan (Strategic Policies and Site Allocations) in line with the adopted Local Development Scheme timetable by July 2017*
  - **G07** - *Submit Local Plan (Strategic Policies and Site Allocations) for examination by the Planning Inspectorate by November 2017.*

A report on the Local Plan including a revised timetable is being taken to Planning Committee on 08/02/18. The lead officer will request extensions for these targets at Q4.

**2 Conclusions and Reasons for Recommendation**

2.1 Out of the 14 targets 9 are on track, 2 is overdue and 3 have been achieved (previously).

2.2 This is an information report to keep Members informed of progress against the corporate plan targets noting achievements and any areas of concern.

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

- 3.1 Not applicable to this report as consultation was carried out on the original Corporate Plan.

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

- 4.1 Not applicable to this report as providing an overview of performance against agreed targets.

### **5 Implications**

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

No finance or risk implications within this performance report.

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

No legal implications within this performance report.

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

No human resource implications within this performance report.

### **6 Recommendations**

- 6.1 That progress against the Corporate Plan 2015-2019 targets be noted.

### **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>	Not applicable
<b>Links to Corporate Plan priorities or Policy Framework</b>	Links to all Corporate Plan 2015-2019 aims and priorities

### **8 Document Information**

<b>Appendix No</b>	<b>Title</b>
1.	Corporate Plan Performance Update – Q3 Oct to Dec 2017
<b>Background Papers</b>	
All details on PERFORM system	
<b>Report Author</b>	
<b>Contact Number</b>	
Kath Drury, Information, Engagement and Performance Manager	
01246 242280	

**Bolsover District Council**  
**Corporate Plan Targets Update – Q3 Oct to Dec 2017**

**Aim – Unlocking our Growth Potential**

Key Corporate Target	Directorate	Status		Progress	Target Date
G 01 - Through the use of Key Account Management develop a relationship with a minimum of 50 local businesses by March 2019.	Growth	On track		Q3 - 105 Businesses engaged to date. The service has worked this Quarter to support potential growth businesses including - Sylvan Furniture, Premier Chocolate, J McMahon School of Woodworking, ECS Engineering, Creative5, Central Coffins, Carlton Woodmill, Fairbanks Dental Laboratory, Tiny Tots Childcare, bPersonlised, Temple Mill Engineering, Ian Gee Landscaping, Mr Frosty & His Hungry Sheep, CTC Ltd, Lemon Tree Cafe, Oh Bee Hive, Heist Brewery. We responded to 40 business enquiries, including 30 Business Growth Fund/LEADER grant enquiries. Attended the on-going regular Crossover Advisor Forum for both LEPs.	Sun-31-Mar-19
G 03 - Optimise business growth (as measured by gross NNDR) by £2.5m by March 2019	Growth Operations	On track		Q3 An estimate of NNDR to be collected by 31/03/18 is £25,389,249 based on the NNDR1 part 4 form. Actual Gross NNDR figure will be reported at Q1 2018/19.  (Baseline: £23,476,638 Gross NNDR for 2014/15)	Sun-31-Mar-19
G 05 - Through the Bolsover North East Derbyshire LEADER Approach collectively support the creation of 65 sustainable jobs in the combined programme area by December 2020.	Growth	On track		Q3: 6 of the 25 endorsed Expressions of Interest are from the BDC area. Following instruction from the Rural Payments Agency, projects who have failed to submit bids following deadline extensions have been removed from the process and must resubmit on the new application forms if they wish to proceed. 3 full applications from the Bolsover Area are currently in development and 2 more are in the appraisal process. Eckington Civic Centre Improving Accessibility project was approved in October 2017 for	Thu-31-Dec-20

Key Corporate Target	Directorate	Status		Progress	Target Date
				£32,348.68. The Monitoring & Support Officer was recruited as Programme Officer in October and the resulting vacancy advertised, to commence in the New Year. Focus will then continue in earnest to promote the LEADER to businesses across the two districts.	
G 06 - Undertake statutory public consultation on the Local Plan (Strategic Policies and Site Allocations) in line with the adopted Local Development Scheme timetable by July 2017.	Growth	Overdue		<p>Q3- Indicative timetable was considered at Planning Committee in October 2017, following which the Council had an advisory visit from PINS. Work is underway to address the issues raised by the Inspector and to finalise a revised timetable for the remaining stages of Plan production.</p> <p>A report on the Local Plan including a revised timetable will be taken to Planning Committee on 08/02/18. The lead officer will request target extension at Q4.</p>	Mon-31-Jul-17
G 07 - Submit Local Plan (Strategic Policies and Site Allocations) for examination by the Planning Inspectorate by November 2017.	Growth	Overdue		<p>Q3- Indicative timetable was considered at Planning Committee in October 2017, following which the Council had an advisory visit from PINS. Work is underway to address the issues raised by the Inspector and to finalise a revised timetable for the remaining stages of Plan production.</p> <p>A report on the Local Plan including a revised timetable will be taken to Planning Committee on 08/02/18. The lead officer will request target extension at Q4.</p>	Thu-30-Nov-17
G 08 - Process all major planning applications 10% better than the minimum for special measures per annum.	Growth	On track		Q3- 100% (10 out of 10 applications for major development determined within statutory deadline or agreed extension of time)	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
G 09 - Deliver a minimum of 100 new Council properties by March 2019.	Operations	On track		<p>Q3 2017: Fir Close Shirebrook (8 units) work completed. Derwent Drive, Tibshelf (12 units) and Hilltop Avenue Shirebrook (37 units) work started. Future sites being considered.</p> <p>Blackwell Hotel site (6 units) and Rogers Avenue (7 units) completed previously.</p> <p>Total B @ Home properties in progress is 92 plus purchased one former RTB property. Also considering purchasing S.106 Units from developer.</p> <p>Outline plans for Stage 2 have been reported to Members.</p>	Sun-31-Mar-19
G 10 - Enable the development of at least 1,000 new residential properties within the district by March 2019.	Growth	On track		<p>Q3 - This is an annual figure however we are on track to exceed the target of 1000 homes by 2019</p> <p>Annual figure to be reported in Q1 2018-19</p>	Sun-31-Mar-19
G 11 - Through a programme of targeted refurbishment bring 15 empty private sector properties back into use per annum.	Growth	On track		<p>Q3 - Action Housing are on schedule to complete the conversion of The Station Hotel in Creswell by April 2018, this will result in 16 apartments being available to rent. They are still in the process of purchasing the Miners Welfare which will result in the conversion of 11 apartments by the end of 2018. It is anticipated that the purchase should be completed before the end of this financial year.</p> <p>2 properties have recently been refurbished by Action Housing, one has been tenanted and the other has been advertised for rental.</p> <p>Both Environmental Health and the Empty Property Officer have worked with an owner to bring a long term empty</p>	Sun-31-Mar-19



Key Corporate Target	Directorate	Status		Progress	Target Date
				<p>property back into use in Creswell. The property has been empty for more than 5 years and was causing a nuisance. The owner has now commenced work to bring the property back into use and it is expected that it will be ready to let by the end of January. The Council will assist the owner with finding a suitable tenant.</p> <p>A Property Matching Service has been developed for the website which will allow owners of empty properties to advertise their properties for sale/rent to encourage owners to bring them back into use. This service has gone live in January 2018 and will be publicised in the next edition of In Touch.</p>	
G 12 - Achieve an increase of £850,000 in additional New Homes Bonus from the government by March 2019.	Growth	On track		<p>Q3 - £191,202 is the additional amount of NHB being received in 2017/18</p> <p>Actuals  2015/16 = £285,730  2016/17= £257,091  2017/18 = £191,202  Total for corporate plan period to date = £734,023</p> <p>The predicted NHB for 2018/19 is £246,690 making a cumulative figure of £980,713</p>	Sun-31-Mar-19
G 13 - Work with partners to deliver an average of 20 units of affordable homes each year.	Growth	On track		<p>Q3 - The interim policy has been removed but no affordable units have yet to be completed on private sites. The next B@Home scheme for completion is Derwent Drive which is due in the second week in Feb.</p> <p>YTD = 14 Properties</p>	Sun-31-Mar-19

Growth Scrutiny CommitteeWork Programme – 2017 – 2018

**Vision:** to enhance and improve the wealth profile, well-being and quality of life for the communities of Bolsover District

**Corporate Aim:** Unlocking our Growth Potential

Date of Meeting	Items		Lead Officer	Notes
14 <sup>th</sup> June 2017	Part A - Formal	<ul style="list-style-type: none"> <li>Setting the work plan</li> </ul>	Scrutiny Officer	
26 <sup>th</sup> July 2017	Part A - Formal	<ul style="list-style-type: none"> <li>Quarter 1 – Performance Update</li> </ul>	Kath Drury, Information, Engagement and Performance Manager	
		<ul style="list-style-type: none"> <li>Planning for the future – growth in Bolsover District</li> </ul>	Portfolio Holder – Efficiency & Business Development	
		<ul style="list-style-type: none"> <li>Website Demonstration</li> </ul>	Scott Chambers, Communications and Marketing Manager	
	Part B – Informal	<ul style="list-style-type: none"> <li>Review Work</li> </ul>	Scrutiny Officer	
20 <sup>th</sup> September 2017	Part A - Formal	<ul style="list-style-type: none"> <li>BDC Website – to receive an explanation for the delay in data being available for the new website, resulting in delays to the launch.</li> </ul>	James Arnold – Assistant Director, Planning and Environmental Health	
		<ul style="list-style-type: none"> <li>Concerns regarding an extension to the target date for the Local Plan submission and the consequences to the authority of an extension</li> </ul>	James Arnold – Assistant Director, Planning and Environmental Health	
		<ul style="list-style-type: none"> <li>Agreement of Review Scope</li> </ul>	Scrutiny Officer (Acting)	
	Part B – Informal	<ul style="list-style-type: none"> <li>Review Work</li> </ul>	Scrutiny Officer (Acting)	

Date of Meeting	Items		Lead Officer	Notes
18 <sup>th</sup> October 2017	Part A - Formal	• Planning for the future – Growth in Bolsover District. Discussion with the Leader	Leader – Strategic Planning and Regeneration	
		• Business Growth update		
	Part B - Informal	• Review work	Scrutiny Officer (Acting)	Tourism – what BDC is doing
15 <sup>th</sup> November 2017	Part A - Formal	• Quarter 2 – Performance Update	Kath Drury, Information, Engagement and Performance Manager	
		• Growth Performance Indicators	Kath Drury, Information, Engagement and Performance Manager	
		• Quarterly Growth Update	Dan Swaine, CEO	
		• High Street Regeneration update	Cllr Fritchley	
	Part B – Informal	• Review Work	Scrutiny Officer (Acting)	
13 <sup>th</sup> December 2017	Part B – Informal	• Review Work	Scrutiny Officer (Acting)	
3 <sup>rd</sup> January 2018	Part A - Formal	• Update on BDC Business Website	Scott Chambers, Communications Manager	
	Part B - Informal	• Review work	Scrutiny Officer (Acting)	
31 <sup>st</sup> January 2018	Part A - Formal	• Update on mapping of garage and industrial sites	Grant Galloway, JAD Property & Estates	
	Part B - Informal	• Review work	Scrutiny & Elections Officer	
28 <sup>th</sup> February 2018	Part A - Formal	• Quarter 3 – Performance Update	Kath Drury, Information, Engagement and Performance Manager	
	Part B – Informal	• Review Work	Scrutiny & Elections Officer	

Date of Meeting	Items		Lead Officer	Notes
<b>4<sup>th</sup> April 2018</b>	Part A - Formal	<ul style="list-style-type: none"> <li>Quarterly Growth Update</li> </ul>	Dan Swaine, CEO	
	Part B - Informal	<ul style="list-style-type: none"> <li>Review Work – Draft Report</li> </ul>	Scrutiny & Elections Officer	
<b>2<sup>nd</sup> May 2018</b>	Part A - Formal	<ul style="list-style-type: none"> <li>Quarter 4 – Performance Update</li> </ul>	Kath Drury, Information, Engagement and Performance Manager	
		<ul style="list-style-type: none"> <li>Growth Performance Indicators</li> </ul>	Kath Drury, Information, Engagement and Performance Manager	
		<ul style="list-style-type: none"> <li>Quarterly Growth Update</li> </ul>	Dan Swaine, CEO	
	Part B – Informal	<ul style="list-style-type: none"> <li>Review of Income Generation (Draft report)</li> </ul>	Scrutiny & Elections Officer	

Growth Scrutiny Committee Membership – 10 Members

Councillors: - T. Alexander, A. Anderson, P. Barnes, J. Clifton, T Connerton, G. Buxton, M. Dixey, P Smith, S. Statter, & J Wilson

To be included in the work plan:

- Identifying sites for growth – January 2018

v2. 11.10.17 LC

v.3 15.12.17 LC

v.4 12.01.18 LC

v190218