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To: Members of the Council

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Tuesday, 10 May 2022

Dear Councillor


ANNUAL COUNCIL

You are hereby summoned to attend the Annual Meeting of Council of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Wednesday, 18th May, 2022 at 10:00 hours.

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 and 3.

Yours faithfully



Solicitor to the Council & Monitoring Officer



Bolsover
District Council

We speak your language
Polish **Mówimy Twoim językiem**
Slovak **Rozprávame Vaším jazykom**
Chinese **我们会说你的语言**

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If you require an adjustment to enable you to participate in or access the meeting please contact the Governance Team at least 72 hours before the meeting starts.

ANNUAL COUNCIL

AGENDA

Wednesday, 18th May, 2022 at 10:00 hours taking place in the Council Chamber, The Arc, Clowne

Item No.		Page No.(s)
1.	Election of Chair of the Council for the 2022/23 Municipal Year The Chair will make the Declaration of Acceptance of Office.	
2.	Appointment of Vice Chair of the Council for the 2022/23 Municipal Year The Vice-Chair will make the Declaration of Acceptance of Office.	
3.	Apologies for Absence	
4.	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 matters arising out of the business of those items, and withdraw from the meeting at the relevant time, if appropriate.	
	<u>MINUTES:</u>	
5.	Minutes of a Council Meeting held on 9th March 2022	4 - 8
6.	Minutes of a Special Council Meeting held on 23rd March 2022	
7.	Minutes of an Extraordinary Council Meeting held on 6th April 2022	9 - 10
8.	Executive 2022/23 The Leader will confirm his Executive Portfolio Members for 2022/23.	
9.	Establishment of Committees and Proportionality 2022/23	11 - 17
10.	Appointments to Established Committees and Advisory Groups 2022/23	18 - 25
11.	Nominations of Chairs and Vice-Chairs to Established Committees 2022/23	26 - 27

12.	Appointments to Outside Bodies 2022/23 (Council Functions)	28 - 32
13.	Review of the Council's Constitution 2021/22	33 - 41
14.	Scheme of Delegation	42 - 44
15.	Operation of Urgency Rules and Thresholds for Key Decisions	45 - 52
16.	Schedule of Meetings 2022/23	53 - 80
	(Meetings may become subject to change during the life of the cycle).	
17.	Standards Committee Annual Report 2021/22	81 - 89
18.	Chair's Closing Remarks	

COUNCIL

Minutes of a meeting of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Wednesday, 9th March 2022 at 10:00 hours.

PRESENT:-

Members:-

Councillor Tom Munro in the Chair

Councillors Derek Adams, Allan Bailey, Rose Bowler, Jane Bryson, Anne Clarke, Nick Clarke, Tricia Clough, Paul Cooper, David Dixon, Maxine Dixon, Mary Dooley, David Downes, Stan Fox, Steve Fritchley, Donna Hales, Ray Heffer, Natalie Hoy, Andrew Joesbury, Duncan McGregor, Clive Moesby, Evonne Parkin, Graham Parkin, Sandra Peake, Peter Roberts, Liz Smyth, Janet Tait, Deborah Watson and Jen Wilson.

Officers:-

Karen Hanson (Executive Director of Resources), Grant Galloway (Executive Director of Strategy and Development), Theresa Fletcher (Section 151 Officer), Jim Fieldsend (Interim Monitoring Officer), Pam Brown (Assistant Director – Leader's Executive, Partnerships and Communications), Sara Gordon (HR & OD Manager), Laura Khella (Partnership Consultant Programme Manager), Tom Scott (Governance Officer) and Hannah Douthwaite (Temporary Governance Officer).

Also in attendance at the meeting was Richard Crisp and Elizabeth Sanderson from Sheffield Hallam University.

CL79-21/22 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Dexter Bullock, Tracey Cannon, Jim Clifton, Chris Kane, Tom Kirkham and Rita Turner.

CL80-21/22 DECLARATIONS OF INTEREST

Members were reminded that a blanket exemption existed for all Members regarding declarations of interest in relation to agenda item 9 - Level of Council Tax 2022/23).

No other declarations of interest were made.

CL81-21/22 CHAIR'S ANNOUNCEMENTS

The Chair provided an update on ex District Councillor Ken Walker, who had been recovering in hospital following an incident at his home in January. The Chair noted that the Lord-Lieutenant of Derbyshire and the Vice-Chair of the Council would lay flowers in memory of Ken's late wife Freda, at the Chair's Civic Service on Sunday 3rd April 2022, which would take place at St Lawrence's Church in Whitwell.

COUNCIL

CL82-21/22 MINUTES – 2ND FEBRUARY 2022

Moved by Councillor Ray Heffer and seconded by Councillor Duncan McGregor

RESOLVED that the minutes of a meeting of Council held on 2nd February 2022 be approved as a true and correct record.

CL83-21/22 QUESTIONS FROM THE PUBLIC

No questions from the public had been submitted to the meeting.

CL84-21/22 QUESTIONS FROM MEMBERS

In accordance with Council Procedure Rule 9, Members of Council were able to ask questions about the Council's activities to either the Chair of the Council, Chairman of a specific Committee or a relevant Portfolio Holder.

One question had been submitted by Councillor Nick Clarke:

The guilty verdict against Mark Hankinson; the former Director of the Masters of the Fox Hounds Association on Friday 15th October 2021 highlighted that the use of 'trail hunting' as a cover for illegal hunting will not be tolerated by the courts. This is a timely reminder for all Landowners within Bolsover District who permit their land to be used for trail hunting of their liability under Section 3 of the Hunting Act 2004 should the trails be a ruse to cover up any illegal activity. Will the Leader of the Council therefore please write to all the major landowners in the District of Bolsover, such as the Welbeck and Chatsworth Estates to request that they familiarise themselves with the risks associated with allowing trail hunting on their land and recommend cessation of such activities?

The Leader of the Council agreed that a letter would be sent to major landowners within the District.

Councillor Nick Clarke asked a supplementary question:

Will the Leader of the Council agree to publish something in InTouch stating that BDC does not support barbaric fox hunting in any way, including fox trail hunting, which was often a way to get around the law?

The Leader stated that Bolsover District Council was strongly against illegal activities within the District and an article would be published in a future issue of InTouch.

CL85-21/22 MOTIONS

In accordance with Council Procedure Rule 10, Councillors were able to submit Motions on Notice for consideration at meetings of Council.

The following motion was submitted for consideration by Councillor Peter Roberts:

Money generated by the sale of assets in a ward is to be used, mainly for benefit of that ward

COUNCIL

Moved by Councillor Peter Roberts and seconded by Councillor Allan Bailey.

In presenting his motion, Councillor Peter Roberts suggested that 20% of the money generated in a ward should be given to that ward.

The Chair informed the meeting that a document had been circulated to all Members by the Section 151 Officer in response to the motion, which detailed why the Section 151 Officer believed that the current arrangements made best use of the Council's capital receipts. It explained how the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 and Right-To-Buy regulations meant that the suggestion by Councillor Peter Roberts would not be possible.

Both the Leader and Deputy Leader felt that the document circulated by the Section 151 Officer summed up why it was not feasible.

On being put to a vote, the motion was defeated.

CL86-21/22 REPORTS ON URGENCY DECISIONS TAKEN BY THE EXECUTIVE

When appropriate, meetings of Council were to receive a report from the Executive detailing any Key Decisions taken under special urgency provisions or Key Decisions exempt from Call-in.

The appointment of Security and Concierge Contractor for Commercial Property had been taken by Executive on the 31st January 2022 under Special Urgency.

Moved by Councillor Tom Munro and seconded by Councillor Duncan McGregor
RESOLVED that the Special Urgency decision be noted.

CL87-21/22 LEVEL OF COUNCIL TAX 2022/23

Councillor Clive Moesby (Portfolio Holder – Finance) presented the report and reminded Members that a recorded vote would be taken on the item as set out by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014.

The Chair asked how the government's £150 Council Tax rebate would be given to council tax payers. The Section 151 Officer explained that the Council could pay it directly into those customers' accounts who paid their Council Tax via Direct Debit, however, it would not show on their Council Tax bill.

Councillor Allan Bailey queried the amount of unrecovered payment for the last year of Council Tax, and also if there was an unpaid amount of money for people who could not pay Council Tax. The Section 151 Officer stated she would look into this and respond to Councillor Bailey after the meeting.

The recommendations in the report were moved by Councillor Clive Moesby and seconded by Councillor David Downes.

For: *(Councillors Derek Adams, Allan Bailey, Rose Bowler, Jane Bryson, Anne Clarke, Nick Clarke, Tricia Clough, Paul Cooper, David Dixon, Maxine Dixon, Mary Dooley, David*

COUNCIL

Downes, Stan Fox, Steve Fritchley, Donna Hales, Ray Heffer, Natalie Hoy, Andrew Joesbury, Duncan McGregor, Clive Moesby, Tom Munro, Evonne Parkin, Graham Parkin, Sandra Peake, Liz Smyth, Janet Tait, Deborah Watson and Jen Wilson)

For the motion: 28

Against the motion: 1 (*Councillor Peter Roberts*)

0 abstentions

RESOLVED that (1) the Council Tax for the Financial Year 2022/23 as set out in the report be approved,

(2) That the persons named below are hereby authorised in accordance with Section 223 of the Local Government Act 1972 to:

- a) Collect and recover any Council Tax due to the Council.
- b) Prosecute and appear on behalf of the Council at the hearing of any legal proceedings by way of an application for the issue of a liability order or warrant for the issue of a liability order or warrant of commitment in respect of unpaid Council Tax.
- c) Collect and recover any Community Charges and National Non-Domestic Rates due to the Council.
- d) Prosecute and appear on behalf of the Council at the hearing of any legal proceedings by way of an application for the issue of a liability order or warrant of commitment in respect of unpaid National-Non Domestic Rates.
- e) Prosecute and appear on behalf of the Council at the hearing of any legal proceedings by way of an application for the issue of a distress warrant of commitment in respect of unpaid rates of Section 97, 102 and 103 respectively of the General Rates Act 1967.

Mrs M Whetton Revenues and Benefits Manager

Mrs J Lyons Senior Court Officer

Mrs VJ Warhurst Senior Recovery Officer

Given that the officers performing this role may change during the course of the financial year, delegated authority is given to the Council's Chief Financial Officer to authorise any amendments to the list of named officers that may prove necessary during the course of the financial year.

(Section 151 Officer)

CL88-21/22 BDC ANNUAL PAY POLICY STATEMENT

Councillor Duncan McGregor presented the Annual Pay Policy Statement report. The pay policy statement set out the Council's policy on pay for senior managers and employees in accordance with the requirements of Section 38 of the Localism Act 2011 and Supplementary Guidance 2013.

COUNCIL

Moved by Councillor Duncan McGregor and seconded by Councillor Derek Adams
RESOLVED that Council support the Annual Pay Policy Statement 2022/23.

(HR & OD Manager)

CL89-21/22 SKILLS AUDIT - PRESENTATION BY SHEFFIELD HALLAM UNIVERSITY'S CENTRE FOR REGIONAL ECONOMIC AND SOCIAL RESEARCH (CRESR)

The Chair welcomed Elizabeth Sanderson and Richard Crisp from Sheffield Hallam University to present their findings from a recent Bolsover District Skills Audit.

Between February 2021 and October 2021 1,315 responses were collected either online, face to face, paper and telephone calls.

Their key findings were:

- The nature, availability and accessibility of work was an issue for many,
- There is a desire to improve skills
- Residents have a strong appetite for learning
- 72% of those who received training agreed that it helped them do their present job
- A significant proportion of workers have not received training at work
- A range of barriers to work and training were reported such as public transport
- A diverse range of training provisions and pathways was required
- Approximately 61% of employed residents work outside of the Bolsover District.

The Leader informed Members that the final Bolsover Skills Audit Report produced by the Centre for Regional Economic and Social Research (CRESR) would be circulated to Members after the meeting.

The Chair thanked Elizabeth Sanderson and Richard Crisp for their presentation.

CL90-21/22 CHAIRMAN'S CLOSING REMARKS

The Chair reminded Members that he was holding a coffee morning on the 27th March and all Members were welcome to attend. Money was being raised for Ashgate Hospice and donations could also be made via Just Giving.

Members were also reminded that a Special Council meeting had been scheduled for 23rd March 2022 at 10am.

The meeting concluded at 11:22 hours.

BOLSOVER DISTRICT COUNCIL

Minutes of an extraordinary meeting of the Bolsover District Council held in the Council Chamber, The Arc, Clowne, on Wednesday 6th April 2022 at 1000 hours.

PRESENT:-

Members:-

Councillor Tom Munro in the Chair

Councillors Derek Adams, Allan Bailey, Rose Bowler, Dexter Bullock, Jim Clifton, Tricia Clough, Paul Cooper, David Dixon, Maxine Dixon, Mary Dooley, Steve Fritchley, Stan Fox, Donna Hales, Ray Heffer, Natalie Hoy, Andrew Joesbury, Chris Kane, Duncan McGregor, Clive Moesby, Graham Parkin, Sandra Peake, Liz Smyth, Janet Tait, Rita Turner, Deborah Watson and Jen Wilson.

Officers:- Karen Hanson (Executive Director - Resources), Grant Galloway (Executive Director of Strategy and Development), Theresa Fletcher (Assistant Director Finance and Resources), Jim Fieldsend (Interim Monitoring Officer), Natalie Etches (Business Growth Manager), Helen Jenkins (Technical Projects Assistant) and Alison Bluff (Governance Officer).

CL94-21/22. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Jane Bryson, Tracey Cannon, David Downes, Tom Kirkham, Peter Roberts, Evonne Parkin, Anne Clarke and Nick Clarke.

CL95-21/22. DECLARATIONS OF INTEREST

As Members of Shirebrook Town Council, Councillors Steve Fritchley, Chris Kane, Sandra Peake and Jenny Wilson, declared a non disclosable pecuniary interest in the presentation proposals for Shirebrook Crematorium. On advice from the Interim Monitoring Officer, these Members could remain in the meeting and partake in discussion and ask questions on the item.

The Leader congratulated the Chair of the Council on his Civic Service which had been held on Sunday 3rd April. He added that the choir had been exemplary.

The Interim Monitoring Officer left the meeting for the following item of business.

CL96-21/22. APPOINTMENT OF ASSISTANT DIRECTOR AND MONITORING OFFICER

Council considered a report presented by the Portfolio Holder for Corporate Governance in relation to the post of Assistant Director of Governance and Monitoring Officer.

BOLSOVER DISTRICT COUNCIL

At Council on 3rd November 2021, Members had approved the disestablishment of the Joint Assistant Director of Governance and Monitoring Officer, and established a Bolsover only post of Assistant Director of Governance and Monitoring Officer (Minute No CL62-21/22 refers).

The Bolsover only post was offered to the existing Joint Assistant Director of Governance and Monitoring Officer, however, the post holder accepted an equivalent post at North East Derbyshire District Council which resulted in a vacancy at this Council.

The vacant post was advertised externally and recruitment was undertaken in line with the Council's policies and procedures.

The Employment & Appeals Committee conducted interviews on Thursday 24th March 2022 and recommended that Mr Jim Fieldsend be appointed to the post of Assistant Director Governance and Monitoring Officer. The Minutes from the Committee were attached as an appendix to the report.

Moved by Councillor Steve Fritchley and seconded by Councillor Duncan McGregor
RESOLVED that Mr Jim Fieldsend be appointed as Assistant Director of Governance and Monitoring Officer (statutory role).

(HR and OD Manager)

The Assistant Director of Governance and Monitoring Officer returned to the meeting.

CL97-21/22. PROPOSALS FOR SHIREBROOK CREMATORIUM PRESENTATION FROM THE CDS GROUP

Council received a detailed presentation from the CDS Group who had been working with the Council's Business Growth Team on designs for a proposed Crematorium in Shirebrook.

The presentation to Council was for the purpose of a consultation exercise and after the presentation Members were invited to make comments and ask questions of the CDS Group and the Business Growth team about the designs and scheme.

Members thanked the CDS Group for an excellent presentation and also thanked the Business Growth Manager, the Technical Projects Assistant and the Executive Director of Strategy and Development, for their thought and hard work which had gone into the project proposals.

The Business Growth Manager informed the meeting that Shirebrook Town Council and members of the public would also be consulted on the proposals.

A feedback questionnaire would be emailed to all Members along with the presentation pack and a link to the exhibition boards and fly through video, which were also available on line.

<https://www.bolsover.gov.uk/latest-news/615-shirebrook-crematorium>

The meeting concluded at 1150 hours.

Bolsover District Council

Meeting of Annual Council on 18th May 2022

Establishment of Committees and Proportionality 2022/23

Report of the Solicitor to the Council & Monitoring Officer

Classification	This report is Public
Report By	Alison Bluff Senior Governance Officer (acting) 01246 242528 alison.bluff@bolsover.gov.uk
Contact Officer	Alison Bluff Senior Governance Officer (acting) 01246 242528 alison.bluff@bolsover.gov.uk

PURPOSE/SUMMARY OF REPORT

To establish the Council's Committees and Advisory Groups for the 2022/23 Municipal Year.

REPORT DETAILS

1. Background

1.1 In line with the provisions within legislation and the Council's Constitution, the Annual Meeting of Council is required to:

- Appoint at least one Scrutiny Committee and other such committees as the Council considers appropriate to deal with matters which are neither reserved to the Council Meeting nor are Executive Functions;
- Decide the size and terms of reference for those committees;
- Decide the allocation of seats to political groups in accordance with the Political Balance rules.

2. Details of Proposal or Information

2.1 The size and terms of reference for each Committee is set out in Appendix 1.

2.2 Changes to the current establishment are detailed in point 2.6 of this report.

- 2.3 Appendix 2 sets out the allocation of committee seats which best meets the requirements of Section 15 of the Local Government and Housing Act 1989 as far as is reasonably practicable.
- 2.4 The Committees are subject to the political balance requirements of the Local Government and Housing Act 1989. The Advisory Groups are not subject to the political balance requirements.
- 2.5 Nominations to committees are detailed in a separate report.

CHANGES TO ESTABLISHMENT

- 2.6 It is proposed that the New Bolsover Joint Partnership Committee be disestablished now the completion of the New Bolsover, New Beginnings project has ended.

3. Reasons for Recommendation

- 3.1 The allocation of Committee seats as detailed best meets the requirements of Section 15 of the Local Government and Housing Act a far as reasonably practicable.

4 Alternative Options and Reasons for Rejection

- 4.1 The Council is required within legislation and by the provisions within its Constitution to establish committees at the Annual Meeting, therefore, there are no alternatives.

RECOMMENDATION(S)

- 1. That the Council's committees as set out in Appendix 1 be established for the 2022/23 municipal year in accordance with Council Procedure Rule 1.1(k),
- 2. That the New Bolsover Joint Partnership Committee be disestablished,
- 3. That the Council agrees the allocation of seats on committees as set out in Appendix 2, is in accordance with the political balance rules,
- 4. That authority be delegated to the Monitoring Officer in consultation with the Leader of the Council and relevant Committee Chair (when appointed) to make amendments to the terms of reference for committees arising within the 2022/23 municipal year.

Approved by Councillor Duncan McGregor, Portfolio Holder for Corporate Governance

IMPLICATIONS:**Finance and Risk:** Yes ☐ No ☒**Details:**

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☒ No ☐**Details:**

The Council is required to appoint at least one Scrutiny Committee and other such committees as the Council considers appropriate to deal with matters which are neither reserved to the Council Meeting nor are Executive Functions; decide the size and terms of reference for those committees; and decide the allocation of seats to political groups in accordance with the Political Balance rules.

On behalf of the Solicitor to the Council

Staffing: Yes ☐ No ☒**Details:**

On behalf of the Head of Paid Service

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: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies	No
Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	No

District Wards Significantly Affected	(please state which wards or state All if all wards are affected)
Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details:

Links to Council Ambition: Customers, Economy and Environment.

Good Governance

DOCUMENT INFORMATION

Appendix No	Title
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1	Establishment of Committees and Terms of Reference
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2	Proportionality on Committees
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Background Papers

<i>(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 Executive you must provide copies of the background papers).</i>
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None

Establishment of Committees

- 1 The following committees be established with their current terms of reference as set out in the Council's Constitution;

•	Audit and Corporate Overview Scrutiny Committee
•	Climate Change and Communities Scrutiny Committee
•	Customer Services Scrutiny Committee
•	Local Growth Scrutiny Committee
•	Employment and Appeals Committee
•	General Licensing Committee
•	Licensing and Gambling Acts Committee
•	Safety Committee
•	Standards Committee
•	Union / Employee Consultation Committee
•	Planning Committee
•	Joint ICT Committee
•	Joint Scrutiny Panel

- 2 The following Committee be disestablished from the Council's Constitution as detailed in part 2.6 of the report;

•	New Bolsover Joint Partnership Committee
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- 3 The following Working Groups be established with their existing terms of reference;

•	Local Plan Implementation Action Group (LPIAG)
•	Member Development Working Group (MDWG)
•	Pleasley Park and Vale Conservation Area Joint Advisory Group
•	Tenant Participation Review and Development Group

	Seats on Council	Proportion
Total seats	37	100.00%
Labour Group	20	54.054%
Independent Group	10	27.027%
Community Independents	4	10.811%
Conservative	3	8.108%
Vacant Seats	0	0.00%

Executive	8
Non-Exec	29

Ordinary Committees	Total seats on Committee	Labour Group		Independent Group		Community Independents		Conservative		Vacant Seats		Total seats allocated
		Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	
Employment Appeals Committee	3	1.62	2	0.81	1	0.32	0	0.24		0.00		3
Employment Appeals Deputies	3	1.62	2	0.81	1	0.32	0	0.24		0.00	0	3
General Licensing Committee	10	5.41	5	2.70	3	1.08	1	0.81	1	0.00	0	10
Licensing and Gambling Acts Committee	10	5.41	5	2.70	3	1.08	1	0.81	1	0.00	0	10
Planning Committee	8	4.32	4	2.16	2	0.86	1	0.65	1	0.00	0	8
Safety Committee	5	2.70	2	1.35	1	0.54	1	0.41	1	0.00	0	5
Standards Committee	6	3.24	3	1.62	2	0.65	0	0.49	1	0.00	0	6
Employment and Personnel Committee	5	2.70	3	1.35	1	0.54	1	0.41	0	0.00	0	5
Union/Employee Consultation Committee	6	3.24	4	1.62	1	0.65	1	0.49	0	0.00	0	6
Total Seats on Ordinary Committees	56	30.27	30	15.14	15	6.05	6	4.54	5	0.00	0	56

Scrutiny Committees	Total seats on Committee		Labour Group		Independent Group		Community Independents		Conservative		Vacant Seats		Total seats allocated
			Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	
Customer Services Scrutiny Committee	7.25	7	3.78	3	1.89	2	0.76	1	0.57	1	0.00	0	7
Local Growth Scrutiny Committee	7.25	7	3.78	3	1.89	2	0.76	1	0.57	1	0.00	0	7
Audit and Corporate Overview Scrutiny Committee	7.25	8	4.32	4	2.16	3	0.86	1	0.65	0	0.00	0	8
Climate Change and Communities Scrutiny Committee	7.25	7	3.78	3	1.89	2	0.76	1	0.57	1	0.00	0	7
Total seats	29.00	29	15.68	13	7.84	9	3.14	4	2.35	3.00	0	0	29

	29											
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*includes all non-executive Members, so political balance cannot strictly apply

Joint Committees*	Total seats on Committee	Labour Group		Independent Group		Community Independents		Conservative		Vacant Seats		Total seats allocated
		Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	
Joint ICT	3	1.62	2	0.81	1	0.32	0	0.24		0.00		3
Joint Scrutiny Panel	3	1.62	2	0.81	1	0.32	0	0.24		0.00		3
New Bolsover Joint Committee	10	5.41	5	2.70	3	1.08	1	0.81	1	0.00		10

* Note – For political balance to apply, there must be at least three seats to be filled on joint committees (excl executive committees)

Joint Employment and Appeals Committee Membership set within Constitution	Total seats on Committee	Majority		Minority	
		Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats
	4	2.16	3	1.08	1

Advisory/Working Groups*	Total seats on Group	Labour Group		Independent Group		Community Independents		Conservative		Vacant Seats		Total seats allocated
		Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	
MDWG	7	3.78	3	1.89	2	0.76	1	0.57	1	0.00		7
Local Plan Implementation Action Group	9	4.86	5	2.43	2	0.97	1	0.73	1	0.00	0	9
Pleasley Park and Vale Conservation Area Working Group	5	2.70	3	1.35	2	0.54	0	0.41		0.00	0	5
Tenant Participant Review and Development Group	5	2.70	3	1.35	1	0.54	1	0.41		0.00		5
Total seats	26	14.05	14	7.03	7	2.81	3	2.11	2	0.00	0	26

Bolsover District Council

Meeting of Annual Council on 18th May 2022

Appointments to Established Committees and Advisory Groups 2022-2023

Report of the Solicitor to the Council & Monitoring Officer

Classification	This report is Public
Report By	Alison Bluff Senior Governance Officer (acting) 01246 242528 alison.bluff@bolsover.gov.uk
Contact Officer	Alison Bluff Senior Governance Officer (acting) 01246 242528 alison.bluff@bolsover.gov.uk

PURPOSE/SUMMARY OF REPORT

To appoint Members to the Council's Committees and Advisory Groups for the 2022/23 Municipal Year.

REPORT DETAILS

1. Background

The terms of reference for each Committee has been presented to this meeting at agenda item 9.

2. Details of Proposal or Information

- 2.1 Political groups are requested to nominate Members to serve on committees and advisory groups with effect from 18th May 2022 for the 2022/23 Municipal Year.
- 2.2 The committees are subject to the political balance requirements of the Local Government and Housing Act 1989. The advisory groups are not subject to the political balance requirements.

3. Reasons for Recommendation

- 3.1 The report recommends that the allocation of committee seats detailed at Appendix 1 of agenda item 9, best meets the requirements of section 15 of the Local Government and Housing Act as far as reasonably practicable.
- 3.2 Nominations that have been received in advance of the meeting from political groups and are detailed in Appendix 1 to this report.
- 3.3 Further nominations for seats still to be confirmed (TBC) will be made verbally at the meeting.

4 Alternative Options and Reasons for Rejection

- 4.1 The Council may make amendments to the nominations to committees within the proportionality agreed before and up to the discussion of this matter at the Annual Meeting. Mid-year revisions will be brought before a meeting of Council.
- 4.2 There are no alternative options as Council is required by the provisions within its Constitution to establish and appoint to committees at the Annual Meeting.

RECOMMENDATION(S)

That the appointments to committees as set out in Appendix 1 be agreed.

Approved by Councillor Duncan McGregor, Portfolio Holder for Corporate Governance

IMPLICATIONS:

Finance and Risk: Yes ☐ No ☒

Details:

There are no financial or risk implications arising from this report

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☒ No ☐

Details:

The Council is required to:

- Appoint at least one Scrutiny Committee and other such committees as the Council considers appropriate to deal with matter which are neither reserved to the Council Meeting nor are Executive Functions;
- Decide the size and terms of reference for those committees;
- Decide the allocation of seats to political groups in accordance with the Political Balance rules.

On behalf of the Solicitor to the Council

Staffing: Yes ☐ No ☒

Details:

There are no staffing implications arising from this report.

On behalf of the Head of Paid Service

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: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <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 Significantly Affected	(please state which wards or state All if all wards are affected) None
Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input checked="" type="checkbox"/>	Details: All political groups of BDC

Links to Council Ambition: Customers, Economy and Environment.
Good Governance

DOCUMENT INFORMATION	
Appendix No	Title
1	Appointments to Committees for 2022/23

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 Executive you must provide copies of the background papers).

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BOLSOVER DISTRICT COUNCIL

ANNUAL COUNCIL MEETING 18th MAY 2022

APPOINTMENT TO ESTABLISHED COMMITTEES AND ADVISORY GROUPS 2022/23

COMMITTEES

Committee	Labour Group	Independent Group	Community Independents	Conservative Group
Audit & Corporate Overview Scrutiny Committee (8)	(4) Councillors Tom Munro, Chris Kane, Tom Kirkham and Donna Hales	(3) Councillors Jane Bryson, Graham Parkin and Peter Roberts	(1) TBC	(0)
Local Growth Scrutiny Committee (7)	(3) Councillors Jen Wilson, Janet Tait and Tom Kirkham	(2) Councillor Derek Adams and Jim Clifton	(1) TBC	(1) Councillor David Dixon
Customer Services Scrutiny Committee (7)	(3) Councillors Rose Bowler, Rita Turner and Tricia Clough	(2) Councillors Ray Heffer and Andrew Joesbury	(1) TBC	(1) Councillor David Dixon
Climate Change and Communities Scrutiny Committee (7)	(3) Councillors Nick Clarke, Anne Clarke and Jen Wilson	(2) Councillors Dexter Bullock and Evonne Parkin	(1) TBC	(1) Councillor David Dixon

Committee	Labour Group	Independent Group	Community Independents	Conservative Group
Employee Appeals Committee (3) Deputies (3)	(2) Councillor Mary Dooley and Tom Kirkham Deputies: (2) Councillors Steve Fritchley and Duncan McGregor	(1) Councillor Deborah Watson Deputy: (1) Councillor Ray Heffer	(0) TBC	(0)
Employment and Personnel Committee (5)	(3) Councillors Duncan McGregor, Mary Dooley and Sandra Peake	(1) Councillor Deborah Watson	(1) TBC	(0)
General Licensing Committee (10)	(5) Councillors Rose Bowler, Tricia Clough, Mary Dooley, Stan Fox and Rita Turner	(3) Councillors Ray Heffer, Andrew Joesbury and Evonne Parkin	(1) TBC	(1) Councillor Maxine Dixon
Licensing and Gambling Acts Committee (10)	(5) Councillors Rose Bowler, Tricia Clough, Mary Dooley, Stan Fox and Rita Turner	(3) Councillors Ray Heffer, Andrew Joesbury and Evonne Parkin	(1) TBC	(1) Councillor Maxine Dixon
Planning Committee (8)	(4) Councillors Tom Munro, Chris Kane, Duncan McGregor and Nick Clarke	(2) Councillors Derek Adams and Jim Clifton	(1) TBC	(1) Councillor Natalie Hoy

Committee	Labour Group	Independent Group	Community Independents	Conservative Group
Safety Committee (5)	(2) Councillors Chris Kane and Stan Fox	(1) Councillor Andrew Joesbury	(1) TBC	(1) Councillor Maxine Dixon
Standards (6) Plus 1 co-opted Member	(3) Councillors David Downes, Clive Moesby and Chris Kane	(2) Councillors Graham Parkin and Deborah Watson	(0) TBC	(1) Councillor David Dixon
Union / Employee Consultation Committee (6)	(4) Councillors Mary Dooley, Tom Kirkham, Nick Clarke and David Downes	(1) Councillors Andrew Joesbury and Graham Parkin	(1) TBC	(0)

JOINT COMMITTEES

Committee	Labour Group	Independent Group	Community Independents	Conservative Group
ICT Shared Services Committee (3 from BDC plus CBC and NEDDC)	(2) Councillors Steve Fritchley and Duncan McGregor	(1) Councillor Ray Heffer	(0) TBC	(0)

Committee	Labour Group	Independent Group	Community Independents	Conservative Group
Shared Services Scrutiny Committee (also known as Joint Scrutiny Panel) (3)	(2) Councillors Rita Turner and Jen Wilson	(1) Councillor Ray Heffer	(0)	(0)

ADVISORY GROUPS

Committee	Labour	Independent Group	Community Independents	Conservative Group
Pleasley Park and Vale Conservation Area Joint Advisory Group (5)	(3) Councillors Tom Munro, Chris Kane and Tom Kirkham	(2) Councillors Ray Heffer and Derek Adams	(0) TBC	(0)
Local Plan Implementation Advisory Group (9)	(5) Councillors Tom Munro, Chris Kane, Duncan McGregor, Nick Clarke and Janet Tait	(2) Councillors Derek Adams and Jim Clifton	(1) TBC	(1) Councillor Natalie Hoy
Member Development Working Group (7)	(3) Councillors Sandra Peake, Rose Bowler and Mary Dooley	(2) Councillors Graham Parkin and Deborah Watson	(1) TBC	(1) Councillor David Dixon
Tenant Participation Review and Development Group (5)	(3) Councillors Sandra Peake, Rose Bowler and Liz Smyth	(1) Councillors Andrew Joesbury and Deborah Watson	(1) TBC	(0)

**NOMINATIONS OF
CHAIRS AND VICE-CHAIRS TO ESTABLISHED COMMITTEES
2022/23**

	Committee/Regulatory Body	Labour Group nomination	Other nomination
a)	Audit & Corporate Overview Scrutiny Committee Chair Vice Chair	Councillor Tom Munro Councillor Chris Kane	
b)	Climate Change and Communities Scrutiny Committee Chair Vice Chair	Councillor Nick Clarke Councillor Anne Clarke	
c)	Customer Services Scrutiny Committee Chair Vice Chair	Councillor Rose Bowler Councillor Rita Turner	
d)	Local Growth Scrutiny Committee Chair Vice Chair	Councillor Jen Wilson Councillor Tom Kirkham	
d)	Employment and Personnel Committee Chair Vice Chair	To be appointed at first meeting	
e)	Licensing Committee(s) Chair Vice Chair	Councillor Ray Heffer Councillor Andrew Joesbury	
f)	Planning Committee Chair Vice Chair	Councillor Tom Munro Councillor Chris Kane	
g)	Safety Committee Chair Vice Chair	To be appointed at first meeting Councillor Union representative	

h)	Standards Committee Chair Vice Chair	Mrs Jean Ruth Jaffray Councillor Clive Moesby	
i)	Union / Employee Consultation Committee Chair Vice Chair	To be appointed at first meeting Union Representative Councillor	

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

Bolsover District Council

Meeting of Annual Council on 18th May 2022

Appointments to Outside Bodies 2022/2023 (Council Functions)

Report of the Solicitor to the Council & Monitoring Officer

Classification	This report is Public
Report By	Alison Bluff Senior Governance Officer (acting) 01246 242528 alison.bluff@bolsover.gov.uk
Contact Officer	Alison Bluff Senior Governance Officer (acting) 01246 242528 alison.bluff@bolsover.gov.uk

PURPOSE/SUMMARY OF REPORT

For Council to appoint representatives to Outside Bodies for 2022-2023.

REPORT DETAILS

1. Background

- 1.1 Council are asked to consider the list of Outside Bodies (Council functions) attached at Appendix 1 and to make appointments of representatives.

2. Details of Proposal or Information

- 2.1 The term of office for each appointment will be from the date of the Annual Council meeting 2022 until the next Annual Council meeting unless otherwise specified.
- 2.2 Appendix 1 includes details of the proposed representatives to be appointed for 2022/2023. Further nominations for seats to be confirmed will be made verbally at the meeting.

3. Reasons for Recommendation

- 3.1 To appoint representatives on the list of Outside Bodies (Council functions) as attached at Appendix 1.

4 **Alternative Options and Reasons for Rejection**

- 4.1 Council could choose not to appoint to the Outside Bodies, however, this is not recommended as it would fail to provide a representative of the Council to these organisations.

RECOMMENDATION(S)

1. Council are asked to consider the list of Outside Bodies (Council functions) attached at Appendix 1 and to make appointments of representatives.
2. The term of office for each appointment will be from the date of the Annual Council meeting 2022 until the next Annual Council, unless otherwise specified.

Approved by Councillor Duncan McGregor (Portfolio Holder for Corporate Governance)

IMPLICATIONS:

Finance and Risk: Yes ☐ No ☒

Details:

There are no financial or risk implications arising from this report.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☐ No ☒

Details:

There are no legal or data protection implications arising from this report.

On behalf of the Solicitor to the Council

Staffing: Yes ☐ No ☒

Details:

There are no staffing implications arising from this report.

On behalf of the Head of Paid Service

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: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <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 Significantly Affected	None
Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details:

Links to Council Ambition: Customers, Economy and Environment.
<p>Good Governance</p> <p>Council representatives on Outside bodies support the overall objectives of the Corporate Ambition and partnership working</p>

DOCUMENT INFORMATION	
Appendix No	Title
1	Appointments to Outside Bodies (Council Functions) for 2022/23

Background Papers
<i>(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 Executive you must provide copies of the background papers).</i>

Appendix 1

APPOINTMENTS TO OUTSIDE BODIES 2022/23 (COUNCIL FUNCTIONS)

All Terms of Office expire at the next Annual Council Meeting unless otherwise specified.

Organisation	Representative(s)
Arthur Townrow Pensions Fund (4 year term expiring on 1 st January 2023)	Councillor Tricia Clough Councillor Jen Wilson
Association of Councillors a) National	a) Councillor Councillor (Substitute)
b) English Regional	b) Councillor Councillor (Substitute)
Creswell Heritage Trust	Councillor Duncan McGregor
Derbyshire Police and Crime Panel	Portfolio Holder for Community Safety Councillor Clive Moesby (Substitute)
Doe Hill Community Advisory Panel	Councillor Mary Dooley
Doe Lea Management Committee	Councillor Tricia Clough
Glapwell Waste Disposal Site Liaison Committee	Councillor Tricia Clough Councillor Janet Tait Councillor Tom Kirkham Plus Relevant Portfolio Holder
Historic England (formerly English Heritage)	Councillor Tom Munro
HS2 Mitigation Group	Councillor Deborah Watson

Organisation	Representative(s)
Isabella Smithson's Charity	Councillor Anne Clarke Councillor Nick Clarke Councillor Rose Bowler
Joint Board (BDC/NEDDC/CBC) Council Appointments - Scrutiny Observers	Leader and Deputy Leader (Executive Appointments) Councillor Rose Bowler (Scrutiny Representative Observer) Councillor Tom Munro Councillor Nick Clarke (Scrutiny Representative Substitute Observers)
Local Government Association National	Leader Deputy Leader (Substitute)
National Coal Mining Museum Liaison Committee	Councillor Tom Munro
Rural Action Derbyshire Stakeholder Meeting	Councillor Deborah Watson
Sheffield City Region Scrutiny Committee	Councillor Jen Wilson (Scrutiny Representative) Councillor Nick Clarke (Substitute)
Sheffield City Region Audit Committee	Councillor Tom Munro Councillor Chris Kane (Substitute)
Whitwell Quarry Liaison	Councillor Duncan McGregor Councillor Tom Munro

Bolsover District Council

Meeting of Annual Council on 18th May 2022

Review of the Council's Constitution

Report of the Solicitor to the Council & Monitoring Officer

Classification	This report is Public
Report By	Jim Fieldsend Solicitor to the Council jim.fieldsend@bolsover.gov.uk 01246 242472
Contact Officer	Jim Fieldsend Assistant Director & Monitoring Officer jim.fieldsend@bolsover.gov.uk 01246 242472

PURPOSE/SUMMARY OF REPORT

To consider proposed amendments to the Council's constitution as recommended by the Standards Committee as part of the Annual Review for adoption by Council.

REPORT DETAILS

1. Background

- 1.1 The Constitution is the Council's 'rulebook'. It sets out how the Council operates and how it makes decisions. Council approved its latest version of the Constitution at the Annual Meeting in May 2021.
- 1.2 The Council is required by law to prepare and keep up to date a Constitution which explains how the Council operates, how decisions are made and the procedures which are to be followed to ensure that these are efficient, transparent and accountable to local people.
- 1.3 Article 1 of the Constitution stipulates that the Monitoring Officer must monitor and review how it is working to make sure it gives full effect to its purpose.

2. Details of Proposal or Information

- 2.1 One of the functions of the Standards Committee is to undertake an annual review of the Council's Constitution to ensure it is up to date and in line with legislation and current circumstances.
- 2.2 The Standards Committee considered the Review of the Constitution at its meetings on 20 July 2020, 29 September 2020, 30 November 2020 and 22 February 2021. The following areas of the Constitution and related procedures have been reviewed during 2020/21:
- Questions by Members (Scope and Withdrawal)
 - Housing Allocations Review Panel (HARP) Terms of Reference
 - Audit and Corporate Overview Scrutiny Committee Terms of Reference
 - Delegation Scheme in relation to a new Senior Management Team
 - Petitions Scheme
 - Council Procedure Rules
 - Scrutiny Procedure Rules
 - Call In Procedure
 - Budget and Policy Framework
- 2.3 Each of the areas of review, other than the housekeeping changes, has been set out in detail, including the rationale for the amendments proposed, in Appendix 1.
- 2.4 All of the amendments have been entered into the Constitution at Appendix 2. The amendments appear in the document as 'tracked changes'.

Due to the size of the Appendix 2, a paper copy has not been issued to Members. The document is published on the Council's website and is accessible to Members on their iPads.

3. Reasons for Recommendation

- 3.1 The Standards Committee with support from the Monitoring Officer, Deputy Monitoring Officer and Governance Manager have carried out the review with a particular focus on certain areas of the Constitution that required attention. These areas have been thoroughly discussed and the amendments proposed are recommended to Council for approval.
- 3.2. It is required by law to keep an up to date constitution. Part of the role of the Standards Committee is to review the document on a regular basis to make such recommendations to Council as necessary.

4 Alternative Options and Reasons for Rejection

- 4.1 The Council may make other amendments or reject the amendments proposed as part of this review, however the rationale for each proposal has been to ensure the Council's procedures comply with the law, are in line with best practice, are practical and up-to-date, as well as in accordance with other decisions taken by the Council. No alternative options are therefore proposed.

RECOMMENDATION(S)

That the amendments to the Constitution detailed at Appendix 1 and set out in Appendix 2 be approved.

Approved by the Portfolio Holder – Corporate Governance

IMPLICATIONS:

Finance and Risk: Yes ☐ No ☒

Details:

There are no financial or risk implications arising from this report.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☐ No ☐

Details:

It is a requirement under Council Procedure Rule 1.1 (o) of the Council's Constitution, that Annual Council Meeting agrees the Scheme of Delegation as set out in Part 3 of the Constitution.

On behalf of the Solicitor to the Council

Staffing: Yes ☐ No ☒

Details:

There are no human resource issues implications arising from this report.

On behalf of the Head of Paid Service

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: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies	No
Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	No

District Wards Significantly Affected	All
Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details: The Leader

Links to Council Ambition: Customers, Economy and Environment.

DOCUMENT INFORMATION	
Appendix No	Title
1	Summary of Amendments to the Constitution
2	Tracked Changes to the Constitution

Background Papers
<i>(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 Executive you must provide copies of the background papers).</i>
None

Area of Review	Proposal and Rationale	Sections of the Constitution to be revised
Scope of Council Questions by Members	<p>There is currently a disparity between the scope for questions from members of the public and councillors. The scope applied to public questions does not currently apply to questions on notice by councillors. A change to Procedure Rule 9 to include the same scope as for questions from members of the public (as set out below) would bring both Procedure Rules 8 and 9 into line with each other.</p> <p><i>The Monitoring Officer may reject a question if:</i></p> <p><i>(a) it is not about a matter for which the Council has a responsibility or which affects the district;</i></p> <p><i>(b) it is defamatory, frivolous or offensive;</i></p> <p><i>(c) it is substantially the same as a question which has been put at a meeting of the Council in the past six months;</i></p> <p><i>(d) it requires the disclosure of confidential or exempt information;</i></p> <p><i>(e) it breaches any procedure rule;</i></p> <p><i>(f) it relates to an item on the agenda for that Council meeting; or</i></p> <p><i>(g) it relates to a planning application that is in the process of being determined by the District Council.</i></p> <p><i>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.</i></p>	Part 4 – Council Procedure Rule 9

Withdrawal of Questions by Members	<p>There is no provision within the constitution for a Councillor to withdraw a question which has been submitted, accepted and published. Referring to section 9 with the Council Procedure Rules the Constitution is silent on this scenario. This matter has been referred to the Standards Committee to agree clarity by adding a 9.9 to page 80 of the May 2021 Constitution (which is currently being published).</p> <p>9.9: Withdrawal of Questions</p> <p><i>A question which has been accepted and published may be withdrawn by the Member who asked it provided that they indicate this in writing to the Monitoring Officer and the Member to which the question has been asked not later than 24 hours in advance of the meeting.</i></p>	Part 4 – Council Procedure Rule 9
Housing Allocations Review Panel (HARP)	<p>The Housing Allocations Review Panel (HARP) membership (set out at (1) on page 54 of the May 2021 Constitution which is currently being published) needs to be updated as the Housing Needs Manager post has been disestablished. It is proposed to substitute the Housing Needs Manager post with <i>the Community Safety and Enforcement Manager</i> post.</p> <p>Also, it is proposed to change (2) from ‘ The Housing Needs Manager or the Housing Enforcement Manger must be in attendance’ to <i>‘The Housing Enforcement Manager or the Community Safety and Enforcement Manager must be in attendance with at least one other panel member.’</i> This change would ensure clarity on who needed to be present and that the panel should comprise of at least two officers.</p>	Part 3 – Responsibility for Functions

Audit and Corporate Overview Scrutiny Committee Terms of Reference	<p>To add into the terms of reference for the Committee to evaluate the tenders for the appointment of external auditors.</p> <p>The decision to appoint auditors is for Council to make but it would be good practice for the Audit and Corporate Overview Scrutiny Committee to see the tenders first.</p>	Part 3 - Responsibility for Functions
Delegation Scheme	<p>Members have previously received a copy of a Delegated Decision in relation to the senior management review and its effects on the Directors' delegations. The Delegated Decision transferred existing delegations to the new Directors. No new delegations were included although now the two Directors have the same powers with the exception of the role of Head of Paid Service.</p> <p>In addition there are a couple of delegations to be moved to the Statutory Officers or to which the Statutory Officers are also added. Again these were included in the Delegated Decision and are not new. All the delegations have or will have new numbers.</p>	Part 3.1 Scheme of Delegation for Officers .
Petitions Scheme	<p>The petitions scheme has been reviewed and largely it is considered to remain fit for purpose. One change is proposed as follows:</p> <p>Remove the following exclusions from the petition scheme –</p> <ul style="list-style-type: none"> Any matter which is currently or imminently subject to a consultation exercise. Any matter which is subject to a statutory consultation exercise, such as the Local Plan or other local development plan documents. <p>And replace with:</p> <ul style="list-style-type: none"> Where any matter is currently or imminently subject to a consultation exercise, a decision as to whether the Petition can be dealt with under the Council's Petitions Scheme will be made by 	Part 7 - Petitions Scheme.

	the Head of Paid Service having received the advice of the Monitoring Officer on the matter.	
Deadlines	<p>Clarity is required when no time has been specified in respect of a deadline.</p> <p>This would require the following sentence to be added to the Council Procedure Rules -</p> <p><i>'Unless otherwise stated, or where 'working day' is used as a description, a deadline within this constitution is deemed to be 5.00pm'.</i></p>	Part 4.1 – Council Procedure Rules
Review of the guidance and constitutional rules on public speaking at Council	The guidance and rules on public speaking at Council have been reviewed.	Part 4.1 – Council Procedure Rules
Planning and Licensing Decisions	Council Procedure Rule 13.2 applies to Committees as well as Council and prohibits a motion or amendment to one similarly rejected being moved (lacking notice) without signature of one third or more of the Councillors appointed to that committee. When applied to Planning and Licensing Committees an issue has arisen whereby through the course of debate on applications a motion is put forward and rejected to both approve and deny planning permission or a licensing application. This could be for varying reasons, but the outcome would be that in order to decide the application suspension of council procedure rules needs to be employed as set out in CPR 23. As suspension of rules without notice requires half of the Councillors there present to agree, it becomes confusing for the public and elongates an already convention-heavy procedure.	Part 4.1 – Council Procedure Rules

	<p>It is therefore proposed that both in respect of applications heard by either Licensing or Planning Committee that this rule should no longer apply. If Members were so minded to agree the amendment would be as follows:</p> <p>New CPR 24. 2 – CPR 13.2 does not apply to applications heard by either the Planning or the Licensing Committee. It does apply however to all other decisions taken by those committees.</p>	
Scrutiny Procedure Rules	To update the scrutiny procedure rules following changes to the scrutiny structure in May 2021.	Part 4.5 Scrutiny Procedure Rules
Call-in Procedure	To add further details and clarify the process of call-in.	Part 4.6 Call-in Procedure
Budget and Policy Framework	<p>To amend section 4.3.8 (call in of decision outside the budget and policy framework) of the Budget and Policy Framework so it reflects changes made to the Call-in procedure.</p> <p>.</p>	Part 4.3 Budget and Policy Framework

Bolsover District Council

Meeting of Annual Council on 18th May 2022

Scheme of Delegation

Report of the Solicitor to the Council & Monitoring Officer

Classification	This report is Public
Report By	Jim Fieldsend Solicitor to the Council The Arc Clowne Jim.fieldsend@bolsover.gov.uk 01246 242472
Contact Officer	Jim Fieldsend Assistant Director & Monitoring Officer Jim.fieldsend@bolsover.gov.uk 01246 242472

PURPOSE/SUMMARY OF REPORT

For Council to approve the Scheme of Delegation as outlined in Part 3 of the Council's Constitution.

REPORT DETAILS

1. Background

- 1.1 It is a requirement under Council Procedure Rule 1.1 (o) of the Council's Constitution that the Annual Council Meeting agrees the Scheme of Delegation as set out in Part 3 of the Constitution.
- 1.2 The Scheme of Delegation outlines the specific delegation of Council and Executive Functions to officers. In Particular;
 - Executive Director of Resources
 - Executive Director of Strategy and Development
 - Assistant Director of Finance and Resources and Section 151 Officer
 - Assistant Director of Governance and Monitoring Officer
- 1.3 The Scheme also outlines Proper Officer Provisions.

2. Details of Proposal or Information

- 2.1 The Scheme of Delegation has been amended as set out in the Review of the Constitution report considered on this agenda at item 8, and therefore agreement of the Scheme of Delegation (as a separate item) is a procedural matter only.
- 2.2 The Scheme is not duplicated as an attachment to this report and can be found in the link to the Delegation Scheme in the Review of the Constitution report. This report suggests no further changes, but fulfils the requirements to accept it at the Annual Meeting of Council.

3. Reasons for Recommendation

- 3.1 That Council approves the Scheme of Delegation.
- 3.2. The framework outlines the specific delegation of Council and Executive Functions to officers, in order for them to do their paid work as officers of the Council.

4 Alternative Options and Reasons for Rejection

- 4.1 It is a requirement of the Council's Procedural Rules that the Scheme of Delegation is approved.

RECOMMENDATION(S)

That Council approves the Scheme of Delegation as set out in the Council's Constitution.

Approved by Councillor Duncan McGregor, Portfolio Holder for Corporate Governance

IMPLICATIONS:

Finance and Risk: Yes ☐ No ☒

Details:

There are no financial or risk implications arising from this report.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☐ No ☐

Details:

It is a requirement under Council Procedure Rule 1.1 (o) of the Council's Constitution, that Annual Council Meeting agrees the Scheme of Delegation as set out in Part 3 of the Constitution.

On behalf of the Solicitor to the Council

Staffing: Yes ☐ No ☒

Details:

There are no human resource issues implications arising from this report.

On behalf of the Head of Paid Service

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: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	No

District Wards Significantly Affected	All
Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details: The Leader

Links to Council Ambition: Customers, Economy and Environment.

DOCUMENT INFORMATION	
Appendix No	Title

Background Papers <i>(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 Executive you must provide copies of the background papers).</i>

Bolsover District Council

Meeting of Annual Council on 18th May 2022

Operation of Urgency Rules and Financial Limit for Key Decisions

Report of the Solicitor to the Council & Monitoring Officer

Classification	This report is Public
Report By	Jim Fieldsend Solicitor to the Council The Arc Clowne Jim.fieldsend@bolsover.gov.uk 01246 242472
Contact Officer	Jim Fieldsend Assistant Director & Monitoring Officer Jim.fieldsend@bolsover.gov.uk 01246 242472

PURPOSE/SUMMARY OF REPORT

The purpose of this report is to:

- (a) advise of Key Decisions taken under statutory Special Urgency Rules in the past 12 months.
- (b) advise of decisions taken under Urgency Rules within the Council's Scrutiny Rules (this is where call in provisions are waived as the decision is urgent and cannot be reasonably deferred).
- (c) set the Key Decisions threshold for the forthcoming year in line with the constitutional requirement at Annual Council Meetings.

REPORT DETAILS

1. Background

1.1 A Key Decision is an Executive (i.e. Cabinet or officer) decision which is likely 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

- Be significant in terms of its effects on communities living or working in an area comprising two or more wards within the District.
- 1.2 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 current key decision threshold for income or expenditure is £75,000 for revenue and £150,000 for capital.
 - 1.3 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 require that all Key Decisions must be published at least 28 days prior to being made. Where this is not possible the decision may still be made so long as there is compliance with General Exception provisions. This involves informing the Chair of the relevant Scrutiny Committee (or, in their absence the Chair of Council or Vice Chair of Council) and publishing a notice five days prior to making the decision outlining the reasons why compliance with the requirements is not possible.
 - 1.4 Where it is impractical to comply with the General Exception rules, a Key Decision may only be taken in cases of Special Urgency. This is where the Chair of the relevant Scrutiny Committee (or, in their absence the Chair of Council or Vice Chair of Council) agrees that the decision is urgent and cannot be reasonably deferred. Again, the Council must publish a notice setting out the reasons why the decision is urgent and cannot be reasonably deferred.
 - 1.5 The Leader is required to submit, at least on an annual basis, a report setting out those decisions where Special Urgency rules have been used. The report must cover the period since the last report was issued and contain details of the decisions that were made. Since the last such report to Council in May 2021, there has been one decision taken using Special Urgency rules. Details of this decision is attached at Appendix 1.
 - 1.6 All Key Decisions are subject to the Council’s call-in provisions which are set out in the Scrutiny Rules. Call-in provisions may be waived only where a decision is urgent. A decision is urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council’s or the public interests. The Chair of the relevant Scrutiny Committee (or, in their absence the Chair of Council or Vice Chair of Council) must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. Decisions taken as a matter of urgency are required to be reported to Council, together with the reasons for urgency. In the past 12 months there have been one decision taken using these urgency provisions. Details of this decision is attached at Appendix 2.
 - 1.7 Finally, this report enables Council to review the threshold for Key Decisions on a regular basis. It is recommended that the financial threshold for an executive decision to be considered as significant be maintained at the levels set out in paragraph 1.2.

2. Details of Proposal or Information

- 2.1 To note the Key Decisions taken under Special Urgency rules and separate constitutional duties to report decisions where call-in has been waived and to agree the financial threshold for Key Decisions.

3. Reasons for Recommendation

- 3.1 To fulfil a statutory duty to report Key Decisions taken under Special Urgency rules and separate constitutional duties to report decisions where call-in has been waived and to review the financial threshold for Key Decisions.

4 Alternative Options and Reasons for Rejection

- 4.1 None

RECOMMENDATION(S)

1. That the financial thresholds for Key Decisions be maintained at £75,000 (Revenue) and £150,000 (Capital)
2. Notes there has been one decisions taken over the past 12 months under Special Urgency rules;
3. Notes there has been one decision taken over the past 12 months under Urgency provisions in the Council's Scrutiny Rules.

Approved by the Leader of the Council

IMPLICATIONS:

Finance and Risk: Yes ☐ No ☒

Details:

There are no financial or risk implications arising from this report.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☐ No ☐

Details:

This report is to comply with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 regarding key decision rules and use of urgency procedures.

On behalf of the Solicitor to the Council

Staffing: Yes ☐ No ☒

Details:

There are no human resource issues implications arising from this report.

On behalf of the Head of Paid Service

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: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	No

District Wards Significantly Affected	(please state which wards or state All if all wards are affected)
Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details: The Leader

Links to Council Ambition: Customers, Economy and Environment.

DOCUMENT INFORMATION	
Appendix No	Title
1	Decision taken under Special Urgency Rules
2	Decision taken under Urgency provisions in the Council's Scrutiny Rules

Background Papers
<i>(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 Executive you must provide copies of the background papers).</i>



BOLSOVER DISTRICT COUNCIL

RECORD OF DECISION TAKEN BY THE ASSISTANT DIRECTOR OF FINANCE AND RESOURCES

29 September 2021

Renewal of Insurance Policies

Authority for decision	Decision	Reasons	Alternative options considered and rejected	Conflicts of interest and any dispensation
Delegation Scheme – General Powers – 4.10.9 (20) To carry out any duties or responsibilities as contained within the Financial Regulations. 4.7.7 (1) The Chief Financial Officer shall effect all insurance cover, including insurance reserves and provisions, and negotiate all claims in consultation with other officers where necessary.	To obtain retrospective approval for the annual renewal of the insurance policies within the 3 year Long Term Arrangement (with 2 year optional extension) which was awarded in October 2019 to Zurich Municipal, with the exception of the engineering contract, which was awarded to British Engineering Services. The renewal date each year is 30 th September. A report will be submitted to the next Council to report on waiving call-in.	To secure best value for the Council, whilst ensuring adequate insurance cover.	The Council followed European (OJEU) procurement rules to fully test the insurance market in 2019/20. The chosen contracts were the most financially attractive for the Council. These insurance renewal premiums are within the Long Term Arrangement terms and conditions, therefore we do not have the opportunity to leave the current insurers without incurring a penalty.	None

Please complete the following where relevant:

Key Decision?	Confidential/ Exempt (if yes, please state paragraph)?	Do General Exception or Special Urgency Rules apply to this decision?	Consultation has taken place with the Section 151 & Monitoring Officer?	The Leader, Deputy Leader or relevant Portfolio Member have been consulted?
Yes	No	Yes	Yes	Yes

Authorising Signature:  .

Job title: Assistant Director, Finance & Resources

Unique Reference Number: .DD/066/21/TF.....

Date decision may be implemented following call in (if necessary):

Circulation to:

Head of Paid Service
Monitoring Officer
Section 151 Officer
Scrutiny Officer
Internal Audit

Decisions taken by Executive under Special Urgency

Executive held on 31st January 2022

KEY DECISION

**EX82-21/22. APPOINTMENT OF SECURITY AND CONCIERGE
CONTRACTOR FOR COMMERCIAL PROPERTY**

EXEMPT PARAGRAPH 3

Executive's approval was sought to give delegated powers to the Assistant Director for Development and Planning to appoint the first or second choice supplier following a recent procurement evaluation exercise and interviews undertaken to appoint contractors to deliver the Security and Concierge contract.

The last contract for the Security and Concierge Contract came to an end on 30th November 2021. A tender was issued in September 2021 to re commission a specialist experienced Security organisation to continue to achieve security and effective operational objectives for the Council's business parks and business centres; Pleasley Vale Business Park and The Tangent, Shirebrook. The contract also required CCTV Monitoring and Key Holder responsibilities in relation to other property owned by the Council.

Bids were received from 8 organisations and were evaluated on a cost and quality basis: Cost 60% / Quality 40%. The quality elements included: method statement (15%); operational instructions (10%); implementation (5%); Contract Management (5%); Learning and Development (3%); Service Development (2%).

A spreadsheet showing the evaluation scores of the 8 submissions was attached to the report.

Based on results of the evaluation matrix and following an initial offer letter to the preferred supplier, contract mobilisation and Tupe commenced on 1st December 2021.

The Council had reserved the right to add and/or remove sites to the contract, and any inclusion of sites would be based on the rate specified in the tender response of the appointed company.

Moved by Councillor Liz Smyth and seconded by Councillor Clive Moesby
RESOLVED that (1) the Assistant Director for Development and Planning be given delegated authority to appoint the preferred supplier and to enter in to a contract agreement, to be drafted and issued by Legal Services. The delegation to extend to include the appointment of the second supplier on the shortlist if for any reason contracts were not agreed with the preferred supplier,

(2) The Assistant Director for Development and Planning be given delegated authority to implement the two one-year extensions based on satisfactory performance from the contractor, and also an acceptable pricing proposal going forward.

(Assistant Director of Development and Planning)

BOLSOVER DISTRICT COUNCIL

DRAFT MEETING SCHEDULE 2022-2023

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<u>W/C: MONDAY, 2nd MAY 2022</u>				
Monday 2 May	Tuesday 3 May	Wednesday 4 May	Thursday 5 May	Friday 6 May
BANK HOLIDAY	10am Labour Group AGM (Council Chamber)			
<u>W/C: MONDAY, 9th MAY 2022</u>				
Monday 9 May	Tuesday 10 May	Wednesday 11 May	Thursday 12 May	Friday 13 May
10am – Informal Cabinet (CR1) 10am PRE MEET - Customer Services Scrutiny Committee (1) (via zoom) 1.30pm PRE MEET - Climate Change and Communities Scrutiny Committee (1) (via zoom)			10am PRE MEET – Audit and Corporate Overview Scrutiny Committee (1) (via zoom) 10am - Member Development Working Group (Council Chamber) 2pm – Employment and Personnel Committee (Council Chamber) <i>last one of 21/22</i>	

Agenda Item 16

<u>W/C: MONDAY, 16th MAY 2022</u>				
Monday 16 May	Tuesday 17 May	Wednesday 18 May	Thursday 19 May START OF NEW MUNICIPAL YEAR	Friday 20 May
10AM – EXECUTIVE (Council Chamber)		10AM – ANNUAL COUNCIL (Council Chamber) followed by ORDINARY COUNCIL (Council Chamber)	9.30am – Executive Board AGM (via zoom only) 2pm - Senior Leadership Team (Middle Meeting Rm, Riverside Depot)	
<u>W/C: MONDAY, 23rd MAY 2022</u>				
Monday 23 May	Tuesday 24 May	Wednesday 25 May	Thursday 26 May	Friday 27 May
10am – Customer Services Scrutiny Committee (1) (Council Chamber) 2pm PRE MEET – Executive (1) and Council (1)	10am – Climate Change and Communities Scrutiny Committee (1) (Council Chamber)		10am – Audit and Corporate Overview Scrutiny Committee (1) (ON CURRENT WORK PROGRAMME) (Council Chamber)	10am PRE MEET – Local Growth Scrutiny Committee (1) (via zoom)

<u>W/C: MONDAY, 30th MAY 2022</u>				
Monday 30 May	Tuesday 31 May	Wednesday 1 June	Thursday 2 June	Friday 3 June
		10am - Planning Site Visits (1) 2pm - Labour Group Executive Meeting (Council Chamber)	SPRING BANK HOLIDAY	PLATINUM JUBILEE BANK HOLIDAY
<u>W/C: MONDAY, 6th JUNE 2022</u>				
Monday 6 June	Tuesday 7 June	Wednesday 8 June	Thursday 9 June	Friday 10 June
10am - Informal Cabinet (CR1)	10am – Labour Group (Council Chamber)	10am - Planning Committee (1) (Council Chamber)	10am - Licensing and Gambling Acts Committee (1) followed by General Licensing Committee (1) (CR1)	Publish List of Key Decisions (Executive 2)

<u>W/C: MONDAY, 13th JUNE 2022</u>				
Monday 13 June	Tuesday 14 June	Wednesday 15 June	Thursday 16 June	Friday 17 June
10AM - EXECUTIVE (1) (Council Chamber)	10am – Local Growth Scrutiny Committee (1) (Council Chamber)	10AM - COUNCIL (1) (Council Chamber)	2pm - Senior Leadership Team (Middle Meeting Rm, Riverside Depot)	
<u>W/C: MONDAY, 20th JUNE 2022</u>				
Monday 20 June	Tuesday 21 June	Wednesday 22 June	Thursday 23 June	Friday 24 June
1.30pm – Parish Council Liaison (Council Chamber)		2pm PRE MEET - Executive (2)		

W/C: MONDAY, 27th JUNE 2022

Monday 27 June	Tuesday 28 June	Wednesday 29 June	Thursday 30 June	Friday 1 July
2pm – Standards Committee (1) (Council Chamber)	10am PRE MEET - Climate Change and Communities Scrutiny Committee (2) (via zoom)	10am – Local Plan Implementation Advisory Group (1) (Council Chamber) 2pm – Low Carbon Thematic Group (CR1)	2pm - Senior Leadership Team (CR1)	10am – Planning Site Visits (2)

W/C: MONDAY, 4th JULY 2022

Monday 4 July	Tuesday 5 July	Wednesday 6 July	Thursday 7 July	Friday 8 July
10am - Informal Cabinet (CR1) 10am PRE MEET - Customer Services Scrutiny Committee (2) (Council Chamber)	10am – Labour Group (Council Chamber)	10am – Planning Committee (2) (Council Chamber)	10am – Licensing Sub Committee (1) (CR1)	Publish List of Key Decisions (Executive 3)

W/C: MONDAY, 11th JULY 2022

Monday 11 July	Tuesday 12 July	Wednesday 13 July	Thursday 14 July	Friday 15 July
10AM - EXECUTIVE (2) (Council Chamber) 1pm – ICT Strategy Working Group (CR1) 2pm – Joint ICT at BDC (Council Chamber)	10am - Climate Change and Communities Scrutiny Committee (2) (Council Chamber) 1.30pm PRE MEET - Audit and Corporate Overview Scrutiny Committee (2) (via zoom)	 2pm – Employment and Personnel Committee (1) (CR1)	9.30am – Executive Board (Council Chamber) (Hybrid) 2pm - Senior Leadership Team (Middle Meeting Rm, Riverside Depot)	 10am PRE MEET - Local Growth Scrutiny Committee (2) via Zoom

W/C: MONDAY, 18th JULY 2022

Monday 18 July	Tuesday 19 July	Wednesday 20 July	Thursday 21 July	Friday 22 July
10am – Customer Services Scrutiny Committee (2) (Council Chamber)	10am - Risk Management Group (CR1)	 2pm PRE MEET - Executive (3) and Council (2)	10am – Member Development Working Group (Council Chamber)	

<u>W/C: MONDAY, 25th JULY 2022</u>				
Monday 25 July	Tuesday 26 July	Wednesday 27 July	Thursday 28 July	Friday 29 July
	10am – Audit and Corporate Overview Scrutiny Committee (2) (Council Chamber)		10am – Safety Committee (1) (Council Chamber) 2pm - Senior Leadership Team (CR1)	10am – Planning Site Visits (3)
<u>W/C: MONDAY, 1st AUGUST 2022</u>				
Monday 1 August	Tuesday 2 August	Wednesday 3 August	Thursday 4 August	Friday 5 August
10am - Informal Cabinet (CR1) 10am – Local Growth Scrutiny Committee (2) (Council Chamber)	10am – Labour Group (Council Chamber)	10am - Planning Committee (3) (Council Chamber)	10am – Licensing Sub Committee (2) (CR1)	Publish List of Key Decisions (Executive 4)

<u>W/C: MONDAY, 8th AUGUST 2022</u>				
Monday 8 August	Tuesday 9 August	Wednesday 10 August	Thursday 11 August	Friday 12 August
10AM – EXECUTIVE (3) (Council Chamber)		10AM - COUNCIL (2) (Council Chamber)	2pm - Senior Leadership Team (Middle Meeting Rm, Riverside Depot)	
<u>W/C: MONDAY, 15th AUGUST 2022</u>				
Monday 15 August	Tuesday 16 August	Wednesday 17 August	Thursday 18 August	Friday 19 August
	2pm PRE MEET - Executive (4)			

<u>W/C: MONDAY, 22nd AUGUST 2022</u>				
Monday 22 August	Tuesday 23 August	Wednesday 24 August	Thursday 25 August	Friday 26 August
<p>2pm – Standards Committee (2) (Council Chamber)</p>			<p>10am – Union/Employee Consultation Committee (1) (Council Chamber)</p> <p>2pm - Senior Leadership Team (CR1)</p>	<p>10am - Planning Site Visits (4)</p>
<u>W/C: MONDAY, 29th AUGUST 2022</u>				
Monday 29 August	Tues 30 August	Weds 31 August	Thursday 1 September	Friday 2 September
<p>BANK HOLIDAY</p>	<p>10am - Labour Group followed by Informal Cabinet (Council Chamber)</p> <p>(post Labour Group); PRE MEET - Audit and Corporate Overview Scrutiny Committee (3) (via zoom)</p>	<p>10am - Planning Committee (4) (Council Chamber)</p>	<p>10am - Licensing Sub Committee (3) (CR1)</p>	<p>Publish List of Key Decisions (Executive 5)</p>

<u>W/C: MONDAY, 5th SEPTEMBER 2022</u>				
Monday 5 September	Tues 6 September	Wednesday 7 September	Thursday 8 September	Friday 9 September
10AM - EXECUTIVE (4) (Council Chamber)	10am PRE MEET - Climate Change and Communities Scrutiny Committee (3) (via zoom)	2pm - Pleasley Park and Vale Conservation Area Joint Advisory Group (1) (Pleasley Vale Greaseworks)	10am - Employment and Personnel Committee (2) (CR1) 2pm - Senior Leadership Team (Middle Meeting Rm, Riverside Depot)	
<u>W/C: MONDAY, 12th SEPTEMBER 2022</u>				
Monday 12 September	Tues 13 September	Wednesday 14 September	Thursday 15 September	Friday 16 September
10am - ICT Strategy Working Group (CR1) 1.30pm - Parish Council Liaison (Council Chamber)	10am - Audit and Corporate Overview Scrutiny Committee (3) (Council Chamber)	2pm – PRE MEET - Executive (5) and Council (3)	9.30 am - Executive Board (Council Chamber) (Hybrid)	

W/C: MONDAY, 19th SEPTEMBER 2022

Monday 19 September	Tuesday 20 September	Wednesday 21 September	Thursday 22 September	Friday 23 September
10am PRE MEET – Local Growth Scrutiny Committee (3) (via zoom) 1pm - Joint Crematorium Committee at BDC (Council Chamber)	10am - Climate Change and Communities Scrutiny Committee (3) (Council Chamber)	10am - Local Plan Implementation Advisory Group (2) (Council Chamber) 2pm - Joint Board at BDC (Council Chamber)	10am - Member Development Working Group (Council Chamber) 2pm - Senior Leadership Team (CR1)	10am - Planning Site Visits (5)

W/C: MONDAY, 26th SEPTEMBER 2022

Monday 26 September	Tuesday 27 September	Wednesday 28 September	Thursday 29 September	Friday 30 September
10am - Informal Cabinet (CR1) 10am PRE MEET - Customer Services Scrutiny Committee (3) (via zoom)	10am - Labour Group (Council Chamber)	10am - Planning Committee (5) (Council Chamber)	10am - Licensing Sub Committee (4) (CR1) 2pm - Low Carbon Thematic Group (CR1)	Publish List of Key Decisions (Executive 6)

<u>W/C: MONDAY, 3rd OCTOBER 2022</u>				
Monday 3 October	Tuesday 4 October	Wednesday 5 October	Thursday 6 October	Friday 7 October
10AM - EXECUTIVE (5) (Council Chamber)	10am - Local Growth Scrutiny Committee (3) (Council Chamber)	10AM - COUNCIL (3) (Council Chamber)	2pm - Senior Leadership Team (Middle Meeting Rm, Riverside Depot)	
<u>W/C: MONDAY, 10th OCTOBER 2022</u>				
Monday 10 October	Tuesday 11 October	Wednesday 12 October	Thursday 13 October	Friday 14 October
10am - Customer Services Scrutiny Committee (3) (Council Chamber) 2pm - Joint ICT Committee (Venue TBC)		2pm PRE MEET - Executive (6)		

W/C: MONDAY, 17th OCTOBER 2022

Monday 17 October	Tuesday 18 October	Wednesday 19 October	Thursday 20 October	Friday 21 October
2pm - Standards Committee (3) (Council Chamber)			2pm - Senior Leadership Team (CR1)	10am - Planning Site Visits (6)

W/C: MONDAY, 24th OCTOBER 2022

Monday 24 October	Tuesday 25 October	Wednesday 26 October	Thursday 27 October	Friday 28 October
10am - Informal Cabinet (CR1) 2pm - Risk Management Group (CR1)	10am - Labour Group (Council Chamber)	10am - Planning Committee (6) (Council Chamber)	10am - Licensing Sub Committee (5) (CR1)	Publish list of Key Decisions (Executive 7)

<u>W/C: MONDAY, 31st OCTOBER 2022</u>				
Monday 31 October	Tuesday 1 November	Wednesday 2 November	Thursday 3 November	Friday 4 November
10AM - EXECUTIVE (6) (Council Chamber)	10am PRE MEET - Climate Change and Communities Scrutiny Committee (4) (via zoom)	2pm – Employment and Personnel Committee (3) (CR1)	10am - Safety Committee (2) (Council Chamber) 2pm - Senior Leadership Team (Middle Meeting Rm, Riverside Depot)	
<u>W/C: MONDAY, 7th NOVEMBER 2022</u>				
Monday 7 November	Tuesday 8 November	Wednesday 9 November	Thursday 10 November	Friday 11 November
			10am - ICT Strategy Working Group (CR1)	

<u>W/C: MONDAY, 14th NOVEMBER 2022</u>				
Monday 14 November	Tuesday 15 November	Wednesday 16 November	Thursday 17 November	Friday 18 November
	10am - Climate Change and Communities Scrutiny Committee (4) (Council Chamber) 1.30pm PRE MEET - Audit and Corporate Overview Scrutiny Committee (4) (via zoom)	2pm – PRE MEET - Executive (7) and Council (4)	9.30am - Executive Board (Council Chamber) (Hybrid) 2pm - Senior Leadership Team (CR1)	10am - Planning Site Visits (7)
<u>W/C: MONDAY, 21st NOVEMBER 2022</u>				
Monday 21 November	Tuesday 22 November	Wednesday 23 November	Thursday 24 November	Friday 25 November
	10am - Labour Group (Council Chamber) (post Labour Group); PRE MEET – Local Growth Scrutiny Committee (4) (via zoom)	10am - Planning Committee (7) (Council Chamber)	10am - Licensing and Gambling Acts Committee followed by General Licensing Committee (2) (CR1)	

W/C: MONDAY, 28th NOVEMBER 2022

Monday 28 November	Tuesday 29 November	Wednesday 30 November	Thursday 1 December	Friday 2 December
10am - Informal Cabinet (CR1) 10am PRE MEET - Customer Services Scrutiny Committee (4) (via zoom)	10am - Audit and Corporate Overview Scrutiny Committee (4) (Council Chamber)		10am - Union/Employee Consultation Committee (2) (Council Chamber) 2pm - Senior Leadership Team (Middle Meeting Rm, Riverside Depot)	

W/C: MONDAY, 5th DECEMBER 2022

Monday 5 December	Tuesday 6 December	Wednesday 7 December	Thursday 8 December	Friday 9 December
10AM - EXECUTIVE (7) (Council Chamber)	10am - Local Growth Scrutiny Committee (4) (Council Chamber)	10AM - COUNCIL (4) (Council Chamber)	10am - Member Development Working Group (Council Chamber)	

W/C: MONDAY, 12th DECEMBER 2022

Monday 12 December	Tuesday 13 December	Wednesday 14 December	Thursday 15 December	Friday 16 December
10am - Customer Services Scrutiny Committee (4) (Council Chamber) 1.30pm - Parish Council Liaison (Council Chamber)		10am - Employment and Personnel Committee (4) (CR1)	2pm - Senior Leadership Team (CR1)	10am - Planning Site Visits (8)

W/C: MONDAY, 19th DECEMBER 2022

Monday 19 December	Tuesday 20 December	Wednesday 21 December	Thursday 22 December	Friday 23 December
10am Standards Committee (4) (Council Chamber) 1pm - Joint Crematorium Committee at NEDDC	10am - Low Carbon Thematic Group (CR1)	10am - Planning Committee (8) (Council Chamber)	10am - Licensing Sub Committee (8) (CR1) Publish list of Key Decisions (Executive 8)	CLOSE AT 12 NOON

<u>W/C: MONDAY, 26th DECEMBER 2022</u>				
Monday 26 December	Tuesday 27 December	Wednesday 28 December	Thursday 29 December	Friday 30 December
BANK HOLIDAY	OFFICES CLOSED	OFFICES CLOSED	OFFICES CLOSED	OFFICES CLOSED
<u>W/C: MONDAY, 2nd JANUARY 2023</u>				
Monday 2 January	Tuesday 3 January	Wednesday 4 January	Thursday 5 January	Friday 6 January
BANK HOLIDAY			2pm - Senior Leadership Team (Middle Meeting Rm, Riverside Depot)	

W/C: MONDAY, 9th JANUARY 2023

Monday 9 January	Tuesday 10 January	Wednesday 11 January	Thursday 12 January	Friday 13 January
	10am PRE MEET – Audit and Corporate Overview Scrutiny Committee (5) (via zoom)	10am - Local Plan Implementation Advisory Group (3) (Council Chamber)	9.30am - Executive Board (Council Chamber) (Hybrid)	

W/C: MONDAY, 16th JANUARY 2023

Monday 16 January	Tuesday 17 January	Wednesday 18 January	Thursday 19 January	Friday 20 January
2pm – PRE MEET – Executive (8) and Council (5)	10am - Labour Group (Council Chamber) (post Labour Group) - PRE MEET - Climate Change and Communities Scrutiny Committee (5) (via zoom)		10am - ICT Strategy Working Group (CR1) 2pm - Senior Leadership Team (CR1)	Planning Site Visits (9)

<u>W/C: MONDAY, 23rd JANUARY 2023</u>				
Monday 23 January	Tuesday 24 January	Wednesday 25 January	Thursday 26 January	Friday 27 January
10am - Informal Cabinet (CR1) 10am PRE MEET – Local Growth Scrutiny Committee (5) (via zoom)	10am - Audit and Corporate Overview Scrutiny Committee (5) (Council Chamber)	10am - Planning Committee (9) (Council Chamber)	10am - Licensing Sub Committee (8) (CR1)	
<u>W/C: MONDAY, 30th JANUARY 2023</u>				
Monday 30 January	Tuesday 31 January	Wednesday 1 February	Thursday 2 February	Friday 3 February
10AM - EXECUTIVE (8) (Council Chamber) 10am PRE MEET - Customer Services Scrutiny Committee (5) (via zoom)	10am - Climate Change and Communities Scrutiny Committee (5) (Council Chamber) 2pm - Risk Management Group (CR1)	10AM - COUNCIL (5) (Council Chamber)	10am - Safety Committee (3) (Council Chamber) 2pm - Senior Leadership Team (Middle Meeting Rm, Riverside Depot)	Publish List of Key Decisions (Executive 9)

W/C: MONDAY, 6th FEBRUARY 2023

Monday 6 February	Tuesday 7 February	Wednesday 8 February	Thursday 9 February	Friday 10 February
2pm - Joint ICT Committee (Venue TBC)	10am - Local Growth Scrutiny Committee (5) (Council Chamber)	2pm - Pleasley Park and Vale Conservation Area Joint Advisory Group (2) (Pleasley Vale Greaseworks)	10am - Employment and Personnel Committee (5) (CR1)	

W/C: MONDAY, 13th FEBRUARY 2023

Monday 13 February	Tuesday 14 February	Wednesday 15 February	Thursday 16 February	Friday 17 February
10am - Customer Services Scrutiny Committee (5) (Council Chamber)	10am - Labour Group (Council Chamber)	2pm – PRE MEET – Executive (9) and Council (6)	2pm - Senior Leadership Team (CR1)	

<u>W/C: MONDAY, 20th FEBRUARY 2023</u>				
Monday 20 February	Tuesday 21 February	Wednesday 22 February	Thursday 23 February	Friday 24 February
<p>2pm - Standards Committee (5) (Council Chamber)</p>	<p>10am PRE MEET - Climate Change and Communities Scrutiny Committee (6) (via zoom)</p>		<p>10am - Licensing Sub Committee (9) (CR1)</p>	<p>10am - Planning Site Visits (10)</p>
<u>W/C: MONDAY, 27th FEBRUARY 2023</u>				
Monday 27 February	Tuesday 28 February	Wednesday 1 March	Thursday 2 March	Friday 3 March
<p>10am - Informal Cabinet (CR1)</p> <p>10am PRE MEET – Local Growth Scrutiny Committee (6) (via zoom)</p>	<p>10am PRE MEET – Audit and Corporate Overview Scrutiny Committee (6) (via zoom)</p>	<p>10am - Planning Committee (10) (Council Chamber)</p>	<p>10am - Union/Employee Consultation Committee (3) (Council Chamber)</p> <p>2pm - Senior Leadership Team (Middle Meeting Rm, Riverside Depot)</p>	<p>Publish List of Key Decisions (Executive 10)</p>

W/C: MONDAY, 6th MARCH 2023

Monday 6 March	Tuesday 7 March	Wednesday 8 March	Thursday 9 March	Friday 10 March
10AM - EXECUTIVE (9) (Council Chamber) 10am PRE MEET - Customer Services Scrutiny Committee (6) (via zoom)	10am - Climate Change and Communities Scrutiny Committee (6) (Council Chamber)	10AM - COUNCIL (6) COUNCIL TAX SETTING (Council Chamber)		

W/C: MONDAY, 13th MARCH 2023

Monday 13 March	Tuesday 14 March	Wednesday 15 March	Thursday 16 March	Friday 17 March
10am – Local Growth Scrutiny Committee (6) (Council Chamber)	10am - Labour Group (Council Chamber)	2pm PRE MEET – Executive (10)	10am - Audit and Corporate Overview Scrutiny Committee (6) (Council Chamber) 2pm - Senior Leadership Team (CR1)	

W/C: MONDAY, 20th MARCH 2023

Monday 20 March	Tuesday 21 March	Wednesday 22 March	Thursday 23 March	Friday 24 March
10am - Customer Services Scrutiny Committee (6) (Council Chamber) 1pm - Joint Crematorium Committee at BDC (Council Chamber)	2pm - ICT Strategy Working Group (CR1)		9.30am - Executive Board (Council Chamber) (Hybrid)	10am - Planning Site Visits (11)

W/C: MONDAY, 27th MARCH 2023

Monday 27 March	Tuesday 28 March	Wednesday 29 March	Thursday 30 March	Friday 31 March
10am - Informal Cabinet (CR1)	10am - Low Carbon Thematic Group (CR1)	10am - Planning Committee (11) (Council Chamber) 2pm - Joint Board at CBC	10am - Licensing Sub Committee (10) (CR1) 2pm - Senior Leadership Team (Middle Meeting Rm, Riverside Depot)	

W/C: MONDAY, 3rd APRIL 2023

Monday 3 April	Tuesday 4 April	Wednesday 5 April	Thursday 6 April	Friday 7 April
10AM - EXECUTIVE (10) (Council Chamber)			10am - Member Development Working Group (Council Chamber) 1.30pm - Parish Council Liaison (Council Chamber)	GOOD FRIDAY BANK HOLIDAY

W/C: MONDAY, 10th APRIL 2023

Monday 10 April	Tuesday 11 April	Wednesday 12 April	Thursday 13 April	Friday 14 April
EASTER MONDAY BANK HOLIDAY			2pm - Senior Leadership Team (CR1)	

<u>W/C: MONDAY, 17th APRIL 2023</u>				
Monday 17 April	Tuesday 18 April	Wednesday 19 April	Thursday 20 April	Friday 21 April
	10am – Labour Group AGM (Council Chamber)	10am - Local Plan Implementation Advisory Group (4) (Council Chamber)	10am - Safety Committee (4) (Council Chamber) (CR1)	10am - Planning Site Visits (12) Publish List of Key Decisions (Executive 11)
<u>W/C: MONDAY, 24th APRIL 2023</u>				
Monday 24 April	Tuesday 25 April	Wednesday 26 April	Thursday 27 April	Friday 28 April
2pm - Standards Committee (6) (Council Chamber)	10am - Risk Management Group (CR1)	10am - Planning Committee (12) (Council Chamber)	10am - Licensing Sub Committee (11) (CR1) 2pm - Senior Leadership Team (Middle Meeting Rm, Riverside Depot)	NB: THE COUNCIL CHAMBER WILL NOT BE AVAILABLE UNTIL 5TH MAY 2023 DUE TO THE ELECTIONS

<u>W/C: MONDAY, 1st MAY 2023</u>				
Monday 1 May	Tuesday 2 May	Wednesday 3 May	Thursday 4 May	Friday 5 May
BANK HOLIDAY	<u>ELECTION WORK</u> NB: THE COUNCIL CHAMBER WILL NOT BE AVAILABLE UNTIL 5TH MAY 2023 DUE TO THE ELECTIONS	<u>ELECTION WORK</u> 2pm PRE MEET - Executive (11) and Annual Council / Ordinary CI (Leader's Meeting Room) NB: THE COUNCIL CHAMBER WILL NOT BE AVAILABLE UNTIL 5TH MAY 2023 DUE TO THE ELECTIONS	<u>ELECTION DAY</u> NB: THE COUNCIL CHAMBER WILL NOT BE AVAILABLE UNTIL 5TH MAY 2023 DUE TO THE ELECTIONS	<u>ELECTION CLEAR UP</u>
<u>W/C: MONDAY, 8th MAY 2023</u>				
Monday 8 May	Tuesday 9 May	Wednesday 10 May	Thursday 11 May	Friday 12 May
	10am - Labour Group (Council Chamber)		10am - Employment and Personnel Committee (6) (CR1) 2pm - Senior Leadership Team (CR1)	

<u>W/C: MONDAY, 15th MAY 2023</u>				
Monday 15 May	Tuesday 16 May	Wednesday 17 May	Thursday 18 May	Friday 19 May
10am - Informal Cabinet (CR1)			10am - Union/Employee Consultation Committee (4) (Council Chamber)	
<u>W/C: MONDAY, 22nd MAY 2023</u>				
Monday 22 May	Tuesday 23 May	Wednesday 24 May	Thursday 25 May	Friday 26 May
10AM - EXECUTIVE (11) (Council Chamber)	2pm - ICT Strategy Working Group (CR1)	10AM – ANNUAL COUNCIL Followed by ORDINARY COUNCIL (if required) (Council Chamber)	2pm - Senior Leadership Team (Middle Meeting Rm, Riverside Depot)	

Bolsover District Council

Meeting of Annual Council on 18th May 2022

Annual Report of the Standards Committee 2021/22

Report of the Portfolio Holder for Corporate Governance

Classification	This report is Public
Report By	Alison Bluff Governance Officer 01246 242528 alison.bluff@bolsover.gov.uk
Contact Officer	Alison Bluff Governance Officer 01246 242528 alison.bluff@bolsover.gov.uk

PURPOSE/SUMMARY OF REPORT

For Council to consider the Standards Committee Annual Report on the work it has undertaken during the municipal year 2021/22.

REPORT DETAILS

1. Background

- 1.1 At the end of each municipal year, the Standards Committee produces an annual report of the work it has undertaken during the year for consideration by Annual Council.

2. Details of Proposal or Information

- 2.1 For Council to consider the Standards Committee Annual Report which sets out the work of the Committee during the municipal year 2021/22.
The Annual Report 2021/22 is attached as Appendix 1 to this report.

3. Reasons for Recommendation

- 3.1 To enable the Council to consider the Annual Report of the Standards Committee in relation to its work during the municipal year 2021/22.

4 **Alternative Options and Reasons for Rejection**

- 4.1 This report is to inform the Council of the work of the Standards Committee therefore there are no alternative options.

RECOMMENDATION(S) that;

Council notes the Standards Committee Annual Report 2021/22

Approved by Councillor Duncan McGregor, Portfolio Holder for Corporate Governance

IMPLICATIONS:

Finance and Risk: Yes ☐ No ☒

Details:

None arising from this report.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☐ No ☒

Details:

None arising from this report.

On behalf of the Solicitor to the Council

Staffing: Yes ☐ No ☒

Details:

None arising from this report.

On behalf of the Head of Paid Service

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>Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies</p>	No
<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p>	No

District Wards Significantly Affected	None
Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input checked="" type="checkbox"/>	Details: Councillor Duncan McGregor, Portfolio Holder for Corporate Governance Standards Committee

Links to Council Ambition: Customers, Economy and Environment.
Demonstrating good governance

DOCUMENT INFORMATION	
Appendix No	Title
1	Annual Report of the Standards Committee 2021/2022

Background Papers
<i>(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 Executive you must provide copies of the background papers).</i>



Standards Committee
Annual Report 2021/22

Standards Committee Annual Report 2021/22

Foreword from the Chair of the Standards Committee

The work of the Standards Committee remains central to the ethical and governance responsibilities of the Council which are an essential element in local government continuing to retain the trust of the public which it serves.

I would like to take the opportunity to thank the Members on the Committee, the Independent Persons and officers of the Council, for their continued hard work and support in the work of the Committee during the year.

Mrs Ruth Jaffray

Co-opted Member

The Annual Report outlines the work of the Standards Committee during the municipal year 2021/22 and covers the following subjects:

- 1 Chair and Co-optees of the Standards Committee 2021/22
- 2 Independent Persons
- 3 Complaints received during 2021/22
- 4 Constitution Review Work
- 5 Policy Review Work
- 6 Gifts and Hospitality
- 7 Member Training Attendance
- 8 Other items considered by the Standards Committee

1 Chair and Co-optees of Standards Committee 2021/22

- 1.1 The Articles of the Constitution require that a co-opted member be appointed Chair of the Standards Committee. The Council therefore approved the appointment of Mrs Ruth Jaffray in November 2016.

2 Independent Persons

- 2.1 The Council had previously appointed Mr Stephen Wainwright to fulfil the role as Independent Person who advises the Monitoring Officer on complaints against District or Parish Councillors and also advises Councillors who were the subject of complaints.
- 2.2 Although the legislation required the appointment of only one Independent Person, the Council had agreed that a second appointment ensured flexibility and resilience and a second Independent Person, Mr Ian Kirk, was selected as a suitable candidate for a 4 year term in August 2017.
- 2.3 Mr Kirk's term was due to expire on 14th September 2021, however, it was considered, in the Monitoring Officer's opinion that he continue to be an ideal candidate for the role, and on that basis Council approved that Mr Kirk be offered a further four year term of engagement to carry out this service to the Authority until September 2025.

3 Complaints received during the period January 2021 to 19th April 2022

- 3.1 14 complaints against Members were received during the period January 2021 to 19th April 2022. Twelve related to parish councils and 2 related to the District Council. Thirteen were closed with no further action and 1 complaint was still being considered.

4 Constitution Review Work

- 4.1 One of the functions of the Standards Committee is to undertake an annual review of the Council's Constitution to ensure it is up to date and in line with legislation and current circumstances. The Committee considered a number of areas that had been identified for review including;

- Questions by Members (Scope and Withdrawal)
- Housing Allocations Review Panel (HARP) Terms of Reference
- Audit and Corporate Overview Scrutiny Committee Terms of Reference
- Delegation Scheme in relation to a new Senior Management Team
- Petitions Scheme
- Substitution Scheme
- Council Procedure Rules
- Scrutiny Procedure Rules
- Call In Procedure
- Budget and Policy Framework
- Minor wording changes or updating of job titles (housekeeping)

- 4.2 Changes made under Delegated Authority by the Monitoring Officer during the year included Planning Committee Procedure and Licensing Committee Terms of Reference.

4.3 New Code of Conduct for Councillors

The Council is required to have a Code of Conduct for Councillors by the Localism Act 2011.

Following the recommendations of the Committee for Standards in Public Life, the Local Government Association (LGA), had produced a new model Code of Conduct for Councillors.

Based on the LGAs model, the Standards Committee had considered a new draft Code of Conduct for Bolsover District Councillors, and had made suggestions to further strengthen the Code.

The Code was approved and adopted at Council in July 2021 and each District Councillor was written to requiring them to agree to be subject to the Code.

Two training sessions were held for District Councillors via zoom in December 2021 with 49% of Members attending between the two sessions. Post sessions, all Members were sent a recording of the training via YouTube.

The Committee had also agreed that following adoption of the Code at Council, all parish and town councils be written to recommending them to adopt the LGAs new Code, and that training on the Code take place for all parish and town Councillors.

A draft Code based on the new LGA Model for parish and town councils had been considered at Standards Committee in January this year and has been circulated to all parish and town councils for their consideration. However, parish and town councils could still use their own versions if they preferred.

If parish and town councils adopted the circulated Code then training would be provided to them by the Monitoring Officer.

5 Policy Review Work

5.1 Whistle-blowing Policy Review

The Council previously had a joint Whistle-blowing policy with North East Derbyshire District Council. This was recently adapted and is now a Bolsover only policy. The Council is committed to updating the policy on a regular basis to ensure it is fit for purpose and a review was conducted in January 2022 with no substantive changes being made other than housekeeping amendments.

The Monitoring Officer had overall responsibility for the maintenance and operation of the policy and would maintain a record of any concerns raised and the outcomes. The Monitoring Officer was also required to report as necessary to

the Council on instances relating to Whistleblowing. It was noted by the Standards Committee at its meeting in January 2022, that the policy was fit for purpose and there had been no instances of whistle blowing since the 2021 annual review.

5.2 RIPA Policy Review

The Council previously had a joint RIPA policy with North East Derbyshire District Council. The Standards Committee had considered a report regarding a review undertaken on the RIPA Policy, which covers the Council's activities under the Regulation of Investigatory Powers Act 2000 (RIPA). The policy had been amended to make it a Bolsover only policy and several changes had been highlighted which included keeping a log of surveillance and the introduction of control measures on the use of social media.

RIPA training for investigating officers and authorising officers had been provided by an external trainer in March 2022.

6 Gifts and Hospitality

- 6.1 The Council's Constitution specifies detailed arrangements for the registering of gifts and hospitality made to Members and officers.
- 6.2 The annual reporting of offers of gifts and hospitality made to Members and officers ensures that the Council's performance on this matter is monitored on a regular basis and that any changes in procedure can be introduced if necessary. The register of Gifts and Hospitality is also published on the Council's website.
- 6.3 In January this year, the Standards Committee received and noted an annual report in respect of offers of gifts and hospitality made to Members and officers for the period January 2021 to December 2021.
- 6.4 Members are reminded that advice is available from the Monitoring Officer, Deputy Monitoring Officer and Legal Services in relation to any offer of gift or hospitality and Members and officers are encouraged to seek this advice where they were unsure.

7 Member Training Attendance

Part of the Terms of Reference of the Standards Committee is to oversee Members training including attendance at courses. This was in relation to matters affecting their conduct and probity including relevant information provided to newly elected District Councillors.

A mid-term induction programme was held during May and June 2021 and all sessions were delivered internally by officers.

Other training sessions which had been on offer during the year, some internally and some informally, were drop in sessions for all Members to receive training and support with anything ICT related with the Members ICT and Training Officer, a workshop on Overview and Scrutiny run by East Midlands Councils, and a free

webinar run by the Centre for Governance and Scrutiny for Members of the Audit and Corporate Overview Scrutiny Committee.

Between November 2021 and March 2022, sessions had been arranged for Members to attend Safeguarding, New Councillor Code of Conduct, Section 106 Planning obligations (Planning Committee Members only) and a CIPFA webinar for Audit Committee Members in local authorities.

8 **Other items considered by the Standards Committee**

During the 2021/22 Municipal Year, the Standards Committee also considered;

- the Annual Letter from the Local Government & Social Care Ombudsman (2020/21)
- a report relating to Customer Service Standards and Compliments, Comments and Complaints (2020/21)

Footnote: If any Member would like a copy of any of the reports referred to in this report, they should contact the Governance Team on 01246 242528