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To: Chair & Members of the Climate  
Change and Communities Scrutiny  
Committee

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Thursday, 29<sup>th</sup> September 2022

Dear Councillor

**CLIMATE CHANGE AND COMMUNITIES SCRUTINY COMMITTEE**

You are hereby summoned to attend a meeting of the Climate Change and Communities Scrutiny Committee of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Tuesday, 11th October, 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 3 and 4.

Yours faithfully

A handwritten signature in black ink, appearing to read "J. S. Fielden".

Solicitor to the Council & Monitoring Officer

## **Equalities Statement**

Bolsover District Council is committed to equalities as an employer and when delivering the services it provides to all sections of the community.

The Council believes that no person should be treated unfairly and is committed to eliminating all forms of discrimination, advancing equality and fostering good relations between all groups in society.

### **Access for All statement**

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- **Phone:** [01246 242424](tel:01246 242424)
- **Email:** [enquiries@bolsover.gov.uk](mailto:enquiries@bolsover.gov.uk)
- **BSL Video Call:** A three-way video call with us and a BSL interpreter. It is free to call Bolsover District Council with Sign Solutions, you just need WiFi or mobile data to make the video call, or call into one of our Contact Centres.
- Call with [Relay UK](#) - a free phone service provided by BT for anyone who has difficulty hearing or speaking. It's a way to have a real-time conversation with us by text.
- **Visiting** one of our [offices](#) at Clowne, Bolsover, Shirebrook and South Normanton

# CLIMATE CHANGE AND COMMUNITIES SCRUTINY COMMITTEE AGENDA

***Tuesday, 11<sup>th</sup> October 2022 at 10:00 hours taking place in the Council Chamber,  
The Arc, Clowne***

Item No.		Page No.(s)
	<b><u>PART A - FORMAL</u></b>	
1.	<b>Apologies for Absence</b>	
2.	<b>Urgent Items</b>  To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.	
3.	<b>Declarations of Interest</b>  Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:  a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time.	
a.	<b>Minutes</b>  To consider the minutes of the meeting held on 12 <sup>th</sup> July 2022.	5 - 6
b.	<b>Minutes</b>  To consider the minutes of an Extraordinary meeting held on 26 <sup>th</sup> July 2022.	7 - 8
5.	<b>List of Key Decisions and Items to be Considered in Private</b>  <i>(Members should contact the officer whose name appears on the List of Key Decisions for any further information. NB: If Members wish to discuss an exempt report under this item, the meeting will need to move into exempt business and exclude the public in accordance with the Local Government (Access to Information) Act 1985 and Local Government Act 1972, Part 1, Schedule 12a for that part of the meeting only).</i>	9
6.	<b>Review of Council's Policy on Sky Lanterns and Helium Balloons - Briefing from officers</b>	10 - 12

7.	<b>Review of Council Policy on Fireworks: Post-Scrutiny Monitoring (Interim Report)</b>	13 - 39
8.	<b>Review of Voluntary &amp; Community Sector Grant Allocations - Executive Response</b>	40 - 53
9.	<b>Climate Change and Communities Work Programme 2022/23</b>	54 - 60
	<b><u>PART B - INFORMAL</u></b>	
10.	<b>Review work</b>	61 - 76

## CLIMATE CHANGE & COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Climate Change & Communities Scrutiny Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Tuesday 12<sup>th</sup> July 2022 at 10:00 hours.

### **PRESENT:-**

Members:-

Councillor Nick Clarke in the Chair

Councillors David Dixon, Evonne Parkin and Jen Wilson.

Officers: Joanne Wilson (Scrutiny & Elections Officer).

### **CLI12-22/23            APOLOGIES FOR ABSENCE**

Councillor Anne Clarke.

### **CLI13-22/23            URGENT ITEMS OF BUSINESS**

There were no urgent items of business.

### **CLI14-22/23            DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **CLI15-22/23            MINUTES OF MEETING ON 24 MAY 2022**

Moved by Councillor Evonne Parkin and seconded by Councillor David Dixon.

**RESOLVED** that the Minutes of a Climate Change & Communities Scrutiny Committee held on 24th May be approved as a correct record.

### **CLI16-22/23            LIST OF KEY DECISIONS AND ITEMS TO BE CONSIDERED IN PRIVATE**

Committee considered the List of Key Decisions and items to be considered in private document.

Due to the forthcoming item planned for August Executive, a discussion took place in relation to environmental enforcement and the balance between costs of enforcement and clearing of waste. Councillor Parkin noted a forthcoming event in the Pinxton area on 23<sup>rd</sup> July 'Pinxton Freighter Day', which was a Parish Council initiative in conjunction with BDC Streetscene. Residents would be able to take certain types of waste to a number of set collection points during the day in a bid to ensure excess waste could be easily disposed of, hopefully reducing fly-tipping. Councillor Dixon noted that a key issue with this related to professional companies who did not dispose of waste correctly despite advertising such a service.

## **CLIMATE CHANGE & COMMUNITIES SCRUTINY COMMITTEE**

Members agreed that the Council's approach to setting of fines and enforcement should mirror that of neighbouring areas and national trends.

Moved by Councillor David Dixon and seconded by Councillor Evonne Parkin.

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

Councillor Jen Wilson entered the meeting during the following item.

### **CLI17-22/23            REVIEW OF COUNCIL POLICY ON SKY LANTERNS AND HELIUM BALLOONS**

The Scrutiny & Elections Officer presented a summary of the work completed so far in relation to this review area, which was originally commenced by the previous Healthy, Safe, Clean & Green Communities Scrutiny Committee. Members refreshed their knowledge of how the approach at Bolsover compared to both neighbouring areas and nationally. It was noted that the Marine Conservation Society held a list of authorities with such policies/bans in place.

Members agreed that consideration should be given to the scope to lobby Government/the local MP, to add weight to the national campaign for change in policy.

Moved by Councillor Nick Clarke and seconded by Councillor Jen Wilson.

**RESOLVED** that (1) Members take forward the review topic previously commenced,

(2) Members review and amend the scope and core objectives agreed as required.

(Scrutiny & Elections Officer)

### **CLI18-22/23            WORK PROGRAMME 2022/23**

Committee considered their proposed work programme for 2022/23. Members agreed that to progress the piece of work around Sky Lanterns and Balloons, the relevant Environment Health officers should be invited to the September meeting. It was noted that further items were still being sought for the November meeting.

Moved by Councillor Nick Clarke and seconded by Councillor David Dixon

**RESOLVED** that the Work Programme 2022/23 be approved and noted.

(Scrutiny & Elections Officer)

The formal public part of the meeting ended at 10.26 hours.

Members then moved in to their Informal meeting to discuss the final amendments to their review report and recommendations for the Review of Voluntary & Community Sector Grant Allocations.

The Informal meeting ended at 11:41 hours.

## **CLIMATE CHANGE & COMMUNITIES SCRUTINY COMMITTEE**

Minutes of an Extraordinary meeting of the Climate Change & Communities Scrutiny Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Tuesday 26th July 2022 at 14:00 hours.

### **PRESENT:-**

Members: Councillors David Dixon, Evonne Parkin and Jen Wilson.

Officers: Jessica Clayton (Executive and Partnership Strategy Manager) and Joanne Wilson (Scrutiny & Elections Officer)

Attending remotely via Zoom to observe (attendance not formally recorded under current legislation), were Councillors Nick Clarke (Chair) and Anne Clarke (Vice Chair).

### **CLI19-22/23                      ELECTION OF CHAIR FOR MEETING**

Due to the remote attendance of the Chair and Vice Chair and their attendance not formally recorded under current legislation, Members of the Committee were required to elect a Chair for the meeting.

Moved by Councillor Jen Wilson and seconded by Councillor Evonne Parkin.

**RESOLVED** that Councillor David Dixon be elected as Chair for the meeting.

Councillor David Dixon in the Chair

### **CLI20-22/23                      APOLOGIES FOR ABSENCE**

Apologies for absence were received on behalf of Councillors Mary Dooley, Clive Moesby and David Downes.

### **CLI21-22/23                      DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **CLI22-22/23                      REVIEW OF VOLUNTARY & COMMUNITY SECTOR GRANT ALLOCATIONS**

The Scrutiny & Elections Officer presented the final review report to Members acknowledging the amendments agreed at the previous meeting. It was noted that the relevant Portfolio Members had been briefed and that a draft of the report had already been considered at the Executive pre-meet for the August meeting.

## CLIMATE CHANGE & COMMUNITIES SCRUTINY COMMITTEE

The Executive and Partnership Strategy Manager thanked Committee Members for their commitment to the review and for the work undertaken. She acknowledged that it had not been an easy review to undertake and that officers knew this when suggesting the service area for review. She felt the final report was thorough and robust. The service was confident that they could now move forward with the next steps to future proof the grant allocation process.

Councillor Evonne Parkin agreed with the sentiments and thanked the Scrutiny Officer for the support received and the work completed both during the review and producing the final report. This was echoed by all other Members in attendance.

Councillor David Dixon commented that the report was comprehensive and reflected the findings of the Committee. While he felt there had been lots of uncertainty at the beginning of the review in terms of how the issues identified could be addressed, he was very pleased with the final product and recommendations agreed, and curious to see the outcomes of the review and the new grant allocation scheme.

Moved by Councillor David Dixon and seconded by Councillor Evonne Parkin.

**RESOLVED** that (1) the recommendations of the review outlined in section 2 of the report be endorsed,

(2) the report be presented to the Executive for approval in accordance with the Scrutiny Committee Terms of Reference – Part 3.6 (3) of the Constitution,

(3) if approved by the Executive, the Committee monitors the recommendations over a twelve month period via the PERFORM system with an update report to Committee at the end of the monitoring period.

(Scrutiny & Elections Officer)

The meeting ended at 14:12 hours.



**List of Key Decisions and items to be considered in private**

The latest version of the Forward Plan can be found here:

<https://committees.bolsover.gov.uk/mgListPlans.aspx?RPId=1147&RD=0&bcr=1>

Members should contact the officer whose name appears on the List of Key Decisions for any further information.

**NB:** If Members wish to discuss an exempt report under this item, the meeting will need to move into exempt business and exclude the public in accordance with the Local Government (Access to Information) Act 1985 and Local Government Act 1972, Part 1, Schedule 12a for that part of the meeting only.

## **Review of Council's Policy on Sky Lanterns and Helium Balloons - Briefing from officers**

Sky lanterns might look pretty but they are a serious danger to animals and the countryside. Sky lanterns are usually used in Britain to mark special celebrations such as weddings, parties and New Year, but many are not aware of the dangers they can cause.

Essentially a small hot air balloon made of paper, with an opening at the bottom where a candle is suspended, sky lanterns, or Chinese lanterns as they're also known, can float for miles before they fall to the ground, causing a danger to animals and a fire hazard.

### **What are the risks?**

#### **Litter nuisance**

Farmers and other landowners have to clear up the remnants of sky lanterns from their fields. Whilst 'biodegradable' lanterns made from Bamboo are available, they still take months or years to degrade.

#### **Fire**

Once a sky lantern is lit, nobody knows exactly where it will land. Fields of standing crops, hay and straw stacks, farm buildings housing animals, thatched roofs plus lots more are all at a significant risk of being set alight.

#### **Climate Change**

Global warming is affecting the climate in the UK. In 2022 the highest ever UK daily temperature was recorded and the UK endured drought conditions. These conditions make fields and crops more vulnerable to fire. This trend is forecast to continue. In 2022 the National Farmers Union (NFU) started a campaign for a total ban of sky lanterns in England and Wales and began a petition that received 50,000 signatures.

#### **Animals and Livestock**

Sky lanterns can cause suffering or even kill animals and livestock. Not just by fire, sky lantern debris can cause immense stress and injury. Some of the key dangers are: -

- Animals eating lantern debris which can cause tears or punctures to internal organs leading to a potentially life-threatening situation
- Animals getting splinters in their skin which may cause infection
- Animals becoming trapped or tangled in debris
- Frames of lanterns can contaminate crops which are then unknowingly fed to animals.

## **False alarms**

Sky lanterns pose a significant danger to aviation traffic such as planes and helicopters. There are concerns that lanterns can be drawn into aircraft engines and can delay take-off and landing. In addition, lanterns drifting across a night sky have also been mistaken by the public and coast guards for marine distress signals.

## **Councils**

A number of other councils have backed the campaign and banned the release of sky lanterns on council owned land. Councils taking action include: -

- Lincoln City Council
- Newark & Sherwood District Council
- Nottinghamshire County Council
- Rushcliffe Borough Council
- South Kesteven District Council
- West Lindsey District Council#
- North East Derbyshire District Council

Other organisations, including the Peak District National Park, the Countryside Alliance and the RSPCA are calling for bans.

## **Other considerations**

In addition to concerns about sky lanterns some councils, such as Norfolk County Council, have also banned the release of Helium filled balloons.

Balloon releases can also cause harm to the environment and wildlife. Balloon materials quickly become litter and can choke animals and livestock and are harmful to birds.

## **The alternatives**

There are many fun alternatives to balloon and sky lantern releases such as tree planting, flag flying, jam jar lights, or even releasing giant bubbles. The RSPCA website has more suggestions

(<https://www.rspca.org.uk/adviceandwelfare/litter/balloon-and-sky-lantern-alternatives>).

## **Charter**

The Council may wish to consider developing a charter as follows: -

*Bolsover District Council has banned the release of sky lanterns and balloons on any land or property owned by the Council.*

*We are committed to encouraging businesses, communities, landowners and individuals to switch to alternative ways of celebrating and commemorating events.*

*Bolsover District Council pledges to: -*

- *Promote the restriction of the release of all types of helium-filled balloon and sky lantern on property and land owned by the Council. This includes those that are made from bamboo or claim to be biodegradable.*
- *Engage with businesses, communities, landowners, schools and individuals to encourage them to sign up to this charter.*
- *Raise awareness of safer and more environmentally friendly alternatives that people can celebrate with, through promotion and campaigns.*

## **Potential Recommendations/Action to be taken**

To develop a Charter banning the release of sky lanterns and helium balloons on any land or property owned by the Council.

To lobby Government for a national ban on the sale of sky lanterns, backing the NFU campaign.

To receive a Council report recommending approval of the Charter.

**Ken Eastwood, Joint Assistant Director of Environmental Health**  
**5<sup>th</sup> September, 2022**

## **Bolsover District Council**

### **Meeting of the Climate Change & Communities Scrutiny Committee on 11 October 2022**

### **Review of the Council's Policy on Fireworks – Post Scrutiny Monitoring (Interim Report)**

### **Report of the Chair of Climate Change & Communities Scrutiny Committee**

<b>Classification</b>	This report is Public
<b>Report By</b>	Joanne Wilson, Scrutiny & Elections Officer, 01246 242385, <a href="mailto:joanne.wilson@bolsover.gov.uk">joanne.wilson@bolsover.gov.uk</a>
<b>Contact Officer</b>	Joanne Wilson, Scrutiny & Elections Officer, 01246 242385, <a href="mailto:joanne.wilson@bolsover.gov.uk">joanne.wilson@bolsover.gov.uk</a>

### **PURPOSE/SUMMARY OF REPORT**

- To present the Interim Post-Scrutiny Monitoring Report on the Review of Council's Policy on Fireworks to Climate Change & Communities Scrutiny Committee.

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### **REPORT DETAILS**

#### **1. Background**

- 1.1 During the 2020-21 municipal year, Members of the Healthy, Safe, Clean & Green Communities Scrutiny Committee were made aware of a number of resident concerns in relation to the impact of firework use, both at specified celebrations such as Bonfire Night and New Year's Eve and inappropriate use throughout the year.
- 1.2 Following referrals from the Customer Standards & Complaints Officer and the Leader of the Council, Members chose to investigate further to establish what the Council could do to mitigate the impacts at a local level.
- 1.3 Members looked at action taken previously following a motion to Council and also compared the approach of Bolsover District Council (BDC) to that of other neighbouring authorities, including North East Derbyshire District Council (NEDDC) who have the joint Environmental Health Service with Bolsover. This is set out in section 5 of the original review report.

## **2. Details of Proposal or Information**

- 2.1 This review was originally agreed by the previous Healthy, Safe, Clean and Green Communities Scrutiny Committee as part of their 2020-21 work programme. Following the change in scrutiny structure for 2021-22, the Members of the new Committee agreed to carry this work forward with a view to clarifying the Council's stance and addressing residents' concerns previously identified.
- 2.2 The Committee put together four recommendations which will hopefully assist the Council in improving regulation of local firework displays and enforcement against misuse of fireworks.
- 2.3 This report acknowledges progress to date by Officers implementing the recommendations.
- 2.4 To date 3 out of 4 recommendations have been achieved and 1 has been extended but should hopefully complete within the original twelve month monitoring period.

## **3. Reasons for Recommendation**

- 3.1 Members are required to make their report and findings public, in accordance with Part 4.5.17(4) of the Constitution.
- 3.2 Committee is required to monitor implementation of their recommendations in accordance with Part 3.6(1) of the Constitution.

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

- 4.1 There are no alternative options. Members are required to note the service's response to progress against the review recommendations.
- 4.2 Committee is required to monitor implementation of their recommendations in accordance with Part 3.6(1) of the Constitution and as such the report cannot be rejected.

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## **RECOMMENDATION(S)**

- 6.1 That Members note the progress against the review recommendations.
- 6.2 That Members acknowledge any exceptions to delivery and clarify the additional action required by the service.
- 6.3 That Members make its report and findings public, in accordance with Part 4.5.17(4) of the Constitution.
- 6.4 That Officers continue to implement the recommendations and submit a final report in six months' time highlighting exceptions to delivery.

**IMPLICATIONS:****Finance and Risk:** Yes ☐ No ☒**Details:** None from this report. Suggested action for the service can be contained within existing budgets.

On behalf of the Section 151 Officer

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

In carrying out scrutiny reviews the Council is exercising its scrutiny powers as laid out in s.21 of the Local Government Act 2000 and subsequent legislation which added to/amended these powers e.g. the Local Government and Public Involvement in Health Act 2007.

On behalf of the Solicitor to the Council

**Staffing:** Yes ☐ No ☒**Details:** None from this report.

On behalf of the Head of Paid Service

**DECISION INFORMATION**

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

<b>District Wards Significantly Affected</b>	All
<b>Consultation:</b> <b>Leader / Deputy Leader</b> <input checked="" type="checkbox"/> <b>Executive</b> <input checked="" type="checkbox"/> <b>SLT</b> <input checked="" type="checkbox"/> <b>Relevant Service Manager</b> <input checked="" type="checkbox"/> <b>Members</b> <input checked="" type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	<b>Details:</b> Detailed consultation with service area and relevant Portfolio.

**Links to Council Ambition: Customers, Economy and Environment.**

Ambition: Environment

DOCUMENT INFORMATION	
Appendix No	Title
7.1	PSM Review of Council's Policy on Fireworks – INTERIM Original Recommendations from Review and Executive's Response
7.2	PSM Review of Council's Policy on Fireworks – INTERIM Response to Scrutiny Committee on implementation following scrutiny review
7.3	Bolsover Firework Scheme Comms Summary 2022
7.4	22-630 Firework Bonfire Registration Scheme
7.5	22-630 Firework Bonfire Registration Scheme FORM
7.6	22-630 Firework Bonfire Registration Scheme POST

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>
Please contact Scrutiny & Elections Officer where further information is required.

**Original Recommendations from Review and Executive's Response**

<b>PERFORM Code</b>	<b>Recommendation</b>	<b>Desired Outcome</b>	<b>Target Date</b>	<b>Lead Officer</b>	<b>Resources</b>	<b>Service Response</b>	<b>Executive Response</b>
CCCSC20-22 1.1	That BDC adopt a Firework & Bonfire Event Voluntary Registration Scheme, to align our approach with neighbouring areas and provide consistency of approach to Derbyshire Fire & Rescue Service.	Implementation of a Registration Scheme with the Bolsover District.  Alignment of shared service across both Councils.  Alignment with neighbouring areas, supporting a consistent approach for the Fire Service.	June 2022	Assistant Director Environmental Health;  Joint Environmental Health Manager (Commercial & Environment)	Officer time  Approval of Executive	Report to be submitted for next available cabinet and implemented thereafter. Systems and process adopted from NEDDC existing arrangements require minimal work to replicate.	Recommendation Approved.
CCCSC20-22 1.2	That provision of advice and guidance on the BDC website is amended to be more accessible within the existing page.	Improved provision of information on BDC website.  Alignment of the approach of the service reducing duplication of workload.	June 2022	Assistant Director Environmental Health;  Joint Environmental Health Manager (Commercial & Environment);	Officer time	Website to be updated in readiness for the scheme going live	Recommendation Approved.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
		Adoption of Registration Scheme will require a refresh of existing information.		Communications, Marketing and Design Manager			
CCCSC20-22 1.3 8	That BDC writes a follow-up letter to the Government further lobbying for change to legislation	Further lobbying for change due to in-action by Government following parliament debate.	April 2022	Portfolio Holder for Environmental Health;  Governance Manager	Officer time	This can be completed pending approval by Executive. In light of current staff vacancies this may be actioned by the Scrutiny & Elections Officer in conjunction with the Portfolio Holder.	Recommendation Approved.
CCCSC20-22 1.4	That the Enforcement Team investigates the possibility of operating under a Community Safety Accreditation Scheme in relation to firework misuse, enabling enforcement powers similar to the Police.	Improved local enforcement powers in relation to firework misuse.	September 2022	Assistant Director Housing Management & Enforcement	Officer time	This has previously been explored as a development/enforcement option in January 2020, pre-covid, in conjunction with the now Director of Resources. At the time Derbyshire Police agreed to consider our request for accreditation, however due to the pandemic this has not been progressed further. We have made	Recommendation Approved.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
19						contact with the Police again who have indicated they will explore this further. We will continue to explore the possibility of such a scheme if the Committee recommends this, although this is subject to the Police granting the Council additional powers.	

RESPONSE TO SCRUTINY COMMITTEE ON IMPLEMENTATION FOLLOWING SCRUTINY REVIEW					
<b>Title of Review:</b>	Review of Council Policy on Fireworks				
<b>Timescale of Review:</b>	December 2020 – December 2021		<b>Post-Monitoring Period:</b>	12 months commencing April 2022. Interim report due September 2022.	
<b>Date agreed by Scrutiny:</b>	February 2022		<b>Date agreed by Executive:</b>	April 2022	
<b>Total No. of Recommendations and Sub Recommendations</b>	<b>Achieved</b>	2	<b>On track</b>	0	<b>Extended</b> 1
	<b>Achieved (Behind target)</b>	1	<b>Overdue</b>	0	<b>Alert</b> 0
<b><u>Key Achievements:</u></b> <ul style="list-style-type: none"> <li>A Firework &amp; Bonfire Event Voluntary Registration Scheme has been implemented within the District as planned with appropriate communications and an update to the Council website. (See Appendices 3-6).</li> <li>As requested by Committee a letter has been sent to the Secretary of State for Business, Energy and Industrial Strategy, with a copy also sent to Mark Fletcher MP (Bolsover constituency).</li> </ul>					
<b><u>Reasons for non-implementation of Recommendations:</u></b> <ul style="list-style-type: none"> <li>Negotiation of additional powers for the Enforcement Team requires a partnership approach and approval of such powers is out of the Council's control. Work is continuing to establish options for future implementation.</li> </ul>					

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
CCCSC20-22 1.1	That BDC adopt a Firework & Bonfire Event Voluntary Registration Scheme, to align our approach with neighbouring areas and provide consistency of approach to Derbyshire Fire & Rescue Service.	Assistant Director Environmental Health;  Joint Environmental Health Manager (Commercial & Environment)	June 2022	June 2022		Officer time  Approval of Executive	<u>INTERIM UPDATE</u> Approved by Portfolio Holder. Publicity began in June 2022 advertising the scheme with staged press releases, social media and Bolsover TV advertising. Communications provided with a diary of dates to hit running up to the deadline for applications.
CCCSC20-22 1.2	That provision of advice and guidance on the BDC website is amended to be more accessible within the existing page.	Assistant Director Environmental Health;  Joint Environmental Health Manager (Commercial & Environment);	June 2022	June 2022		Officer time	<u>INTERIM UPDATE</u> Updated by July 2022 with improved information on fireworks and the new registration scheme.

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
		Communications, Marketing and Design Manager					Coverage on Bolsover TV (05/08/22 edition)
CCCSC20-22 1.3	That BDC writes a follow-up letter to the Government further lobbying for change to legislation	Portfolio Holder for Environmental Health;  Governance Manager	April 2022	August 2022		Officer time	<u>INTERIM UPDATE</u> A letter has been sent as requested by Committee to the Secretary of State for Business, Energy and Industrial Strategy, with a copy also sent to Mark Fletcher MP (Bolsover constituency). This was sent during the summer as it was felt timely to prompt a response from the government closer to the usual period of

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
							firework usage/displays.
CCCSC20-22 1.4	That the Enforcement Team investigates the possibility of operating under a Community Safety Accreditation Scheme in relation to firework misuse, enabling enforcement powers similar to the Police.	Assistant Director Housing Management & Enforcement	September 2022	To be agreed.		Officer time	<u>INTERIM UPDATE</u> Initial exploratory meeting held with the Police. Positive response, in principle. Executive Director of Resources reflecting on range of powers that could be included.

## Website

Main website updated mid June 2022



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### Fireworks

Every year injuries occur and property is damaged due to unsupervised or poorly organised firework displays. Noise from fireworks and firework displays can have significant impact on vulnerable people and pets.

People who misuse fireworks, could face fines or possible court action. The police and council have powers to issue fines of up to £100 to those who flout the rules and are involved in anti-social behaviour. Sales of fireworks are controlled and Derbyshire County Council licence and register different types of sellers.

#### Voluntary Registration Scheme for Public Events

If you run an event as a businesses or other organisation, either free or by payment you will also need to have insurance in place and complete risk assessments to ensure you, your helpers or staff and the public are safe. For support about health and safety for events, please visit the [Health and Safety Executive](#) website.

If you wish to host a large bonfire and fireworks where public attend please read our [Firework Bonfire Registration Scheme](#) guidance. The guidance may also be of interest to householders.

We are operating a voluntary registration scheme where we will promote registered public events through our website. This will prove you with an independent check on whether your plans meet the guidance and that you have insurance in place.

You must complete and return the [Firework Bonfire Registration Scheme form](#) at least six-weeks prior to the event taking place and [email](#) it to us.

#### When can fireworks be sold and set off?

Fireworks cannot be let off between 11pm and 7am except on:

- Bonfire Night (5 November), when the cut off is midnight;
- New Year's Eve, Diwali and Chinese New Year, when the cut off is 1am.

To buy fireworks at other times, you must go to specially licensed shops. Derbyshire County Council licence sellers and more information can be found on their [website](#). Most shops have only been given permission to sell fireworks on or between these dates:

- 15 October to 10 November
- 26 to 31 December
- 3 days before Diwali and Chinese New Year


**Store your fireworks safely**

## Communications summary

Completed:

- 27<sup>th</sup> June 2022 - Press release and web page for the registration scheme
- 5<sup>th</sup> July 2022 - Social Media posts as a follow up
- 5<sup>th</sup> August 2022 – Bolsover TV advertise the registration scheme
- 5<sup>th</sup> August 2022 – Weekly staff bulletin email details the scheme


Further social media posts and direct communications with known planned events during September.


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## News

Jun 29 2022




### Council Chair officially opens new eye-health clinic

Our chair, Councillor Tom Munro praised a new sight-saving clinic when he cut the ribbon at the official opening. Cllr Munro was guest of honour at N...

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Jun 27 2022




### Register your fireworks event to help it go off safely

Organisers of firework displays across Bolsover District where the public will attend are being urged to register with us to ensure their event meets ...

[Read More...](#)

Jun 24 2022



### Bolsover TV - 24 June 2022

The latest episode of Bolsover TV is now live and can also be viewed on our Vimeo channel. In this week's episode: - Our planners are 'the best'...

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## Register your fireworks event to help it go off safely

Organisers of firework displays across Bolsover District where the public will attend are being urged to register with us to ensure their event meets all the necessary safety requirements.

We have developed a voluntary [Bonfire and Firework Display Registration Scheme](#) to promote firework and bonfire event safety and help organisers provide a safer environment for the public.

By registering for the scheme, we will provide an independent check on whether the event meets the guidance, that proper insurance is in place and events will also receive free publicity through our communication channels.

Council Leader, Councillor Steve Fritchley said: "Bonfire and Firework events are a fantastic tradition which we want to support, but we also need to make sure events are run safely.

"And whilst they can be a fantastic spectacle and enjoyable, there are real risks to the public if events are not managed safely. This voluntary registration scheme will help draw attention to the guidance and the safety responsibilities organisers have to the safety of those in attendance."

In addition, promoting responsible use of fireworks alongside this scheme will help draw attention to the distress which misuse and inconsiderate use of fireworks can have on vulnerable people and pets.

Businesses have a responsibility to ensure their events are safe. If there are injuries to attendees and they have not planned events safely they can face criminal charges under Health and Safety legislation.

Also, people who misuse fireworks, could face fines or possible court action. The police have powers to issue fines of up to £100 to those who flout the rules and are involved in anti-social behaviour. Fireworks cannot be let off between 11pm and 7am except on:

- Bonfire Night (5 November), when the cut off is midnight;
- New Year's Eve, Diwali and Chinese New Year, when the cut off is 1am.

Fireworks bought at other times, must be purchased from specially licensed shops controlled by a County Council licence.

The scheme will also provide guidance for households on being a considerate neighbour in the use of fireworks in residential areas.

Cllr Fritchley added, "Bonfire night may seem a long way off, but the earlier you register with us, the better as we can provide as much information and guidance as possible to make sure your event goes off safely for all concerned."

Event organisers must complete a form at least six-weeks prior to their event so a robust check can be undertaken. More information about bonfires and fireworks can be found on our [fireworks](#) pages.



Crowd celebrating fireworks going off





# Firework and Bonfire Event



Derbyshire  
Fire & Rescue Service  
Making Derbyshire Safer

*Voluntary Registration Scheme*

# Contents

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Event essentials	3
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Key equipment and knowledge	4
After the event	4
Danger areas and safety distances	4
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Bonfire site layout guidance	6
Disclaimer	6

The Firework and Bonfire Event Voluntary Registration Scheme enables local public events to obtain publicity through the Council's websites and social media accounts where they meet the criteria of the scheme.

The Council promotes events which have declared in a self-assessment which:

- a. Meet the guidance in this document;
- b. Provide documents to support their application;
- c. Submit a site assessment and comply with Council and Fire Service guidance; and
- d. Commit to ensuring only clean wood (not laminated chipboard or laminated wood for example) is placed on bonfires.

Applications must be made in full, with all the required documentation at least six weeks before the event date. Applications made nearer to the event may not be considered, so early preparation is key.

**For further information, contact:**

**Bolsover District Council,  
Joint Environmental Health Service,  
The Arc, High Street, Clowne S43 4JY  
Tel: 01246 242424**

**Email: [environmentalhealthadmin@bolsover.gov.uk](mailto:environmentalhealthadmin@bolsover.gov.uk)**

# Firework displays and bonfire guidance

## Introduction

Whether you apply for registration with the Council's voluntary scheme or not the following guidance can be followed to help you run your event more smoothly and ensure the event is fun and safe for everyone.

The Confederation of British Industry Explosives Interest Group has produced detailed guidance for event organisers and professional display companies, as well as smaller community events which can be found via the Health and Safety Executive's website - <https://www.hse.gov.uk/explosives/fireworks/using.htm>.

The following guidance is a summary of the main guidance documents.

## Event essentials

- An event management plan.
- Organisers familiar with the CBI and HSE guidance.
- Operatives trained and have read literature on organising a display.
- Operatives familiar with display fireworks and lighting requirements.
- Named Chief Marshall available at event in case of a site visit.
- One person designated responsible for lighting the bonfire.
- Operatives suitably clothed - substantial outer garments, boots, etc.
- Display operatives designated.
- Sufficient Marshalls for the size of event.
- Checks that only clean wood (no laminated woods or other combustible material) is used on a bonfire.
- No accelerants e.g. petrol, paraffin on site.
- Checking of the bonfire for children and animals prior to lighting.

## Managing your event

An event management plan is key to ensuring you, and your teams can fully understand the event and the safety precautions. This can be used to help you complete and modify risk assessments, find problems in your plans which can be fixed, as well as help brief staff and volunteers before the event.

An event management plan should contain:

- The event safety policy statement detailing the organisation chart and levels of safety responsibility. (Is there a clear understanding within the organising team of who will be responsible for safety matters?).
- The event risk assessment/s.
- The site safety plan detailing the site safety rules; storing fireworks safely; bonfire safety; firing the display; site manager/s and safety co-ordinator.
- The crowd management plan detailing the numbers and types of stewards, methods of working, chains of command.
- The transport management plan detailing the parking arrangements, highway management issues and public transport arrangements.
- The emergency plan detailing action to be taken by designated people in the event of a major incident or contingency.
- The first-aid plan detailing procedures for administering first aid on site and arrangements with local hospitals.
- Plans for Clearing up after the display and waste disposal arrangements.
- Details of who has been informed that the event is taking place including the Council's Environmental Health Service, Fire Service, Police and Neighbours.
- Plans to minimise the effect of noise and smoke on neighbours and animals. If you are in a residential area, there may be vulnerable people and pets affected. In rural areas farm animals can be affected by noise from fireworks and smoke.

## Key equipment and knowledge

- Hose pipe (will it reach?), or water buckets or water extinguishers.
- Metal buckets for spent sparklers.
- Fire blanket available in bonfire display areas.
- First Aid kits available.
- On site knowledge of how to treat a burn injury.
- Identification of operatives.
- Arrangements for calling Emergency Services.
- Provision to maintain adequate site access for Emergency Services.

## After the event

- Ensure bonfire is safe (damp down if necessary).
- Collect spent fireworks and sparklers.
- Clear away litter/rubbish.

## Danger areas and safety distances

Fireworks can cause serious injuries to spectators or firers. The first consideration for any public firework event should be to make sure there is enough space to meet the safe distance guidelines. The distances between the different areas on your site need to be marked on your site plan.

Use the table and diagram (right) as a guide to where the danger areas and safety distances are in relation to each other.

### Display Site - the whole site used for the firework display and made up of:

- **The spectator area** - from which the spectators watch the display.

- **The safety area** - the distance between the spectators and the firework firing area to ensure the spectators are at a safe distance from the fireworks during the display.

- **The firing area** - from which the fireworks are set off.

- **The fall out area** - (or dropping zone) - an area clear of people, where the debris from spent fireworks lands.

- **The bonfire area** - the area provided for the bonfire.

### Other information to be marked on the plan:

- Approximate dimensions (in metres) of the whole site.

- The location of barriers or fences.

- The position of buildings or structures within the site .

- The position of public access to site.

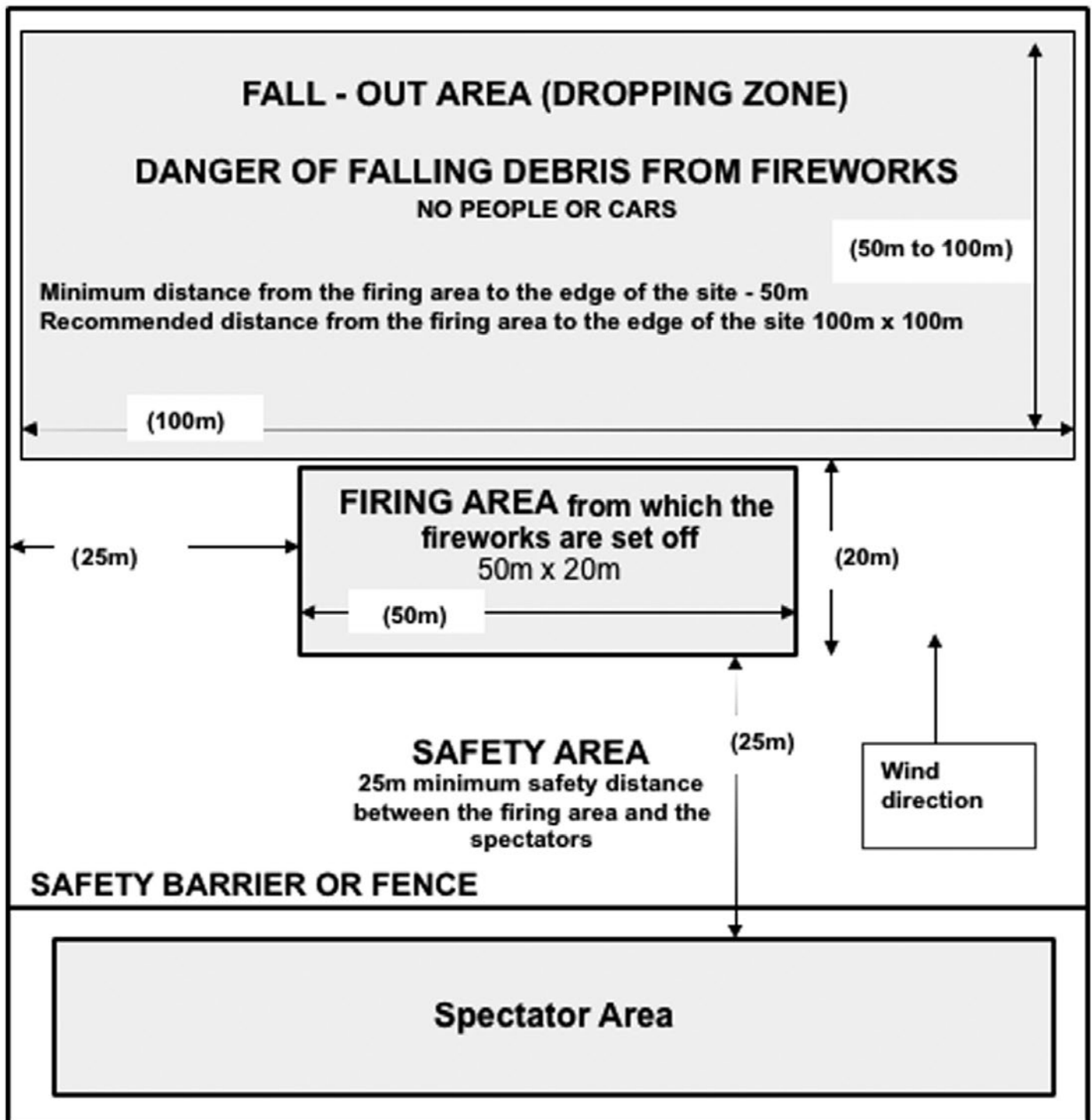
- The position of emergency vehicle access to site.

- Prevailing wind direction.

## Firework display site layout guidance

For public events, displays should have:

- Adequate viewing, display and fallout areas relative to size of display.
- Areas sited with consideration of prevailing winds.
- Areas a safe distance away from buildings, trees, etc.
- Areas clear of overhead obstructions such as power cables, etc.
- An area for safe storage of fireworks.
- Fenced/taped/roped safety area relative to display size and type.



These are ideal distances. Any variations should be subject to risk assessment, e.g. height of bonfire, restriction on types and size of fireworks used.

## Bonfire site layout guidance

A bonfire needs to be:

- 15m from other areas, buildings, roads, railways & public rights of way.
- A safe distance from flammable materials and overhead electric powerlines.
- Downwind of spectators.
- A safe distance away from buildings, trees, etc.
- Clear of overhead obstructions such as power cables etc.
- Well-constructed - especially if on sloping ground.
- Free of foam furniture, rubber, aerosols, gas cylinders, bottles.
- Free of light ash producing materials that could blow about, e.g. corrugated cardboard.
- Sited with consideration of prevailing winds.
- Fenced/taped/roped off at a safe distance relative to bonfire size.

**Please note:** This is a generic document intended to assist the event organiser/s consider the general issues relevant to an event. It is not comprehensive and the level of detail the organisers will need to consider will depend on the nature, scope and scale of the event.

### Disclaimer

Given the current Coronavirus pandemic Bolsover District Council and Derbyshire Fire & Rescue cannot accept any responsibility for the subsequent cancellation of any event, or for any other reason beyond our control. As a result of the exercise of this Bolsover District Council and Derbyshire Fire and Rescue will not incur any liability for any cancellation.

Bolsover District Council and Derbyshire Fire and Rescue will also not be held liable for any other consequential loss or expenses incurred by any party either directly or indirectly resulting from such cancellation or prohibition.

The Event Organiser shall take out and maintain public liability insurance in the sum of £5,000,000 (five million) and indemnify the Council against all actions, claims, damages, costs, demands and expenses in respect of loss of or damage to goods or death, injury to persons howsoever occurring or caused, which may be brought or awarded against, suffered, sustained or incurred against the Event Organiser.

A photograph of a crowd of people at night, looking up at a sky filled with bright, colorful fireworks. The people are silhouetted against the bright light of the fireworks. The fireworks are in various colors, including green, yellow, and orange. The crowd is in the foreground, and the fireworks are in the background.

## Reminder:

Applications must be made in full, with all the required documentation at least six weeks before the event date. Applications made nearer to the event may not be considered, so early preparation is key.



**We speak your language**

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**Polish**

**Mówimy Twoim językiem**

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**Slovak**

**Rozprávame Vaším jazykom**

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# Firework and Bonfire Event Voluntary Registration Scheme

## Application Form



Appendix 5

**Bolsover**  
District Council

Please provide the information about your event, along with a site plan. The site plan can form part of other documents you submit with the application. If you do not submit all the documents listed on page two your application will be returned without being assessed.

***This information should be returned no later than six weeks before the event is planned.***

Use Adobe Acrobat reader to fill in the form online or print off, fill in and send back to

Bolsover District Council, Joint Environmental Health Service, The Arc, High Street, Clowne S43 4JY

Email: [environmentalhealthadmin@bolsover.gov.uk](mailto:environmentalhealthadmin@bolsover.gov.uk)

### EVENT DETAILS

Name of the event:

Site address:

Proposed date:

Event times: from

to

Numbers expected:

Name of organiser:

Email of organiser:

Home/business  
address:

Contact number:

Contact number (on the night of the event):

Named chief marshal:

Form completed by:

Date:

Please note: This is a generic document intended to assist the event organiser/s consider the general issues relevant to an event. It is not comprehensive and the level of detail the organisers will need to consider will depend on the nature, scope and scale of the event.

Using your personal information: For more information on how we use personal information please go to our privacy statement on our website [www.bolsover.gov.uk](http://www.bolsover.gov.uk) or ask a member of staff.

#### OFFICE USE ONLY

INSPECTED BY

SITE VISIT DATE

DATE SATISFACTORY

APPROVED BY

35

## REQUIRED DOCUMENTS

### Document list

#### 1. Site plan:

Make sure your site is large enough for the event.

- Use the CBI guidance document, 'Giving your own firework display - How to run and fire it safely' to make sure you include all the required information and measurements requested on the site plan

The blank site plan should be completed using the checklists on the guidance booklet to help make sure you provide enough information for us to access your application. A freehand sketch of your site is suitable providing the measurements (in metres) are reasonably accurate.

#### 2. Public Liability Insurance:

Please provide a copy of your current Public Liability insurance certificate for the event.

- Check that both bonfire & firework displays are included in your insurance.

Policy No:

Does your insurance policy require you to notify the Fire Service?    Yes ☐    No ☐

#### 3. Fire risk assessment as per the regulatory reform (Fire Safety) Order 2005.

#### 4. Event management plan (see the guidance notes for more information)

#### 5. Firework storage

The storage of fireworks in excess of 14 days requires a licence.

- Does this apply to your event?    Yes ☐    No ☐
- If yes, have you contacted Trading Standards for a licence?    Yes ☐    No ☐
- Please provide a copy of the licence

### Disclaimer

Given the current Coronavirus pandemic Bolsover District Council and Derbyshire Fire & Rescue cannot accept any responsibility for the subsequent cancellation of any event, or for any other reason beyond our control. As a result of the exercise of this Bolsover District Council and Derbyshire Fire and Rescue will not incur any liability for any cancellation.

Bolsover District Council and Derbyshire Fire and Rescue will also not be held liable for any other consequential loss or expenses incurred by any party either directly or indirectly resulting from such cancellation or prohibition.

The Event Organiser shall take out and maintain public liability insurance in the sum of £5,000,000 (five million) and indemnify the Council against all actions, claims, damages, costs, demands and expenses in respect of loss of or damage to goods or death, injury to persons howsoever occurring or caused, which may be brought or awarded against, suffered, sustained or incurred against the Event Organiser.

## SITE PLAN

This is the site plan for:

To be held on:

Please draw your plan here (or if filling in online, insert a jpg).



**We speak your language**

---

Polish

**Mówimy Twoim językiem**

---

Slovak

**Rozprávame Vaším jazykom**

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# Firework and Bonfire Event

*Voluntary Registration Scheme*

## **Bolsover District Council**

### **Meeting of the Climate Change & Communities Scrutiny Committee on 11 October 2022**

#### **Review of Voluntary & Community Sector Grant Allocations – Executive Response**

#### **Report of the Chair of Climate Change & Communities Scrutiny Committee**

<b>Classification</b>	This report is Public
<b>Report By</b>	Joanne Wilson, Scrutiny & Elections Officer, 01246 242385, <a href="mailto:joanne.wilson@bolsover.gov.uk">joanne.wilson@bolsover.gov.uk</a>
<b>Contact Officer</b>	Joanne Wilson, Scrutiny & Elections Officer, 01246 242385, <a href="mailto:joanne.wilson@bolsover.gov.uk">joanne.wilson@bolsover.gov.uk</a>

#### **PURPOSE/SUMMARY OF REPORT**

- To present Executive's Response to the completed report for the recent Review of Voluntary & Community Sector Grant Allocations to Climate Change & Communities Scrutiny Committee.

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#### **REPORT DETAILS**

##### **1. Background**

- 1.1 The Climate Change & Communities Scrutiny Committee agreed to undertake a Review of Voluntary & Community Sector Grant Allocations, as part of the 2021-22 Work Programme.
- 1.2 The suggestion came direct from the Executive and Partnerships Team and Members agreed to consider this alongside other work carried over from the previous year.
- 1.3 The last review of the programme took place in 2013/14. As such the service felt it was timely to review the whole process to ensure it is current; meets the needs of the sector; meets the ambitions of the Council; and if the allocation to any of these organisations needs to alter, given the current climate and anticipated needs emerging in our communities. It was noted that to-date, all organisations have provided an excellent service and incredible value for money based on the evaluation of investments.

- 1.4 Within the process of the review, the Committee has taken into account the potential impact of any changes to the current scheme in terms of the impact on the sector. It is essential as stated in section 1 that the Council complies with its Best Value Duty when progressing changes to current policies and procedures in terms of grant allocations to the sector. This is addressed further in section 5.

## **2. Details of Proposal or Information**

- 2.1 The aim of the review was:

- To ensure the VCS Grant Allocation Programme remains fit for purpose, value for money, and sustainable.

- 2.2 The objectives agreed were:

- Review existing SLAs and allocations, including how they support delivery of the current Council Ambitions.
- Analysis of integration of VCS Grant Programme with additional VCS contracts.
- Analysis of BDC Grant Allocation against other funding received
- Assessment of existing performance monitoring – is the SROI method the best approach

- 2.3 The key issues identified for investigation were as follows:

- The existing scheme is not a result of open commissioning of providers to deliver outcomes on behalf of the Council.
- Lack of change in grant recipients – there has been no recent assessment of whether the current amounts allocated are still adequate and that the organisation that the Council is engaging with are best placed to meet our needs.
- Value for money of existing grant levels and consideration of any adjustments
- Potential for duplication/double funding
- Gaps in delivery as a result of the pandemic that cannot be addressed through core service delivery or existing VCS Grants.

- 2.4 The Committee put together twelve recommendations which will hopefully assist the Council in ensuring grant allocations to the voluntary and community sector are transparent; have clear outcomes and monitoring arrangements and meet the current needs of the Council and local residents.

### **3. Reasons for Recommendation**

- 3.1 Members are required to make their report and findings public, in accordance with Part 4.5.17(4) of the Constitution.
- 3.2 Committee is required to monitor implementation of their recommendations in accordance with Part 3.6(1) of the Constitution.
- 3.3 Members must note Executive's response to the review recommendations and agree to review progress on the approved recommendations. A progress report will be submitted in twelve months' time, with any exceptions to expected delivery highlighted.

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

- 4.1 Committee is required to monitor implementation of their recommendations in accordance with Part 3.6(1) of the Constitution and as such the report cannot be rejected.

---

### **RECOMMENDATION(S)**

- 1 That Members note Executive's Response to the Review of Voluntary & Community Sector Grant Allocations.
- 2 That Members make its report and findings public, in accordance with Part 4.5.17(4) of the Constitution.
- 3 That Officers monitor progress on the recommendations and report in six and twelve months' time highlighting exceptions to delivery, in accordance with Part 3.6(1) of the Constitution.

Approved by Executive

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

None from this report. Clarification of the revised allocation process and any new grant allocations for 2023/24 will be presented in a future report.

On behalf of the Section 151 Officer

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

In carrying out scrutiny reviews the Council is exercising its scrutiny powers as laid out in s.21 of the Local Government Act 2000 and subsequent legislation which added/amended these powers e.g. the Local Government and Public Involvement in Health Act 2007.

The Council has a statutory duty under s.149 Equality Act 2010 to have due regard to the need to advance equality of opportunity and to eliminate discrimination.

On behalf of the Solicitor to the Council

**Staffing:**            Yes ☐            No ☒**Details:**

There are no staffing implications from this report.

On behalf of the Head of Paid Service

**DECISION INFORMATION**

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

<b>District Wards Significantly Affected</b>	None
<b>Consultation:</b> <b>Leader / Deputy Leader</b> <input type="checkbox"/> <b>Executive</b> <input checked="" type="checkbox"/> <b>SLT</b> <input type="checkbox"/> <b>Relevant Service Manager</b> <input checked="" type="checkbox"/> <b>Members</b> <input checked="" type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	Yes  Details: Relevant Service Managers and Portfolio Holder engaged during the review process.

<b>Links to Council Ambition: Customers, Economy and Environment.</b>
The review supports the Corporate Ambition of 'Customers' and the Priorities of 'Actively engaging with partners to benefit our customers' and 'Promoting equality and diversity and supporting vulnerable and disadvantaged people', but does not link directly to any Corporate Targets.

<b>DOCUMENT INFORMATION</b>	
<b>Appendix No</b>	<b>Title</b>
App1.	ER to Voluntary & Community Sector Grant Allocations

<b>Background Papers</b>
<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>
Please contact Scrutiny & Elections Officer where further information is required.

**EXECUTIVE RESPONSE TO RECOMMENDATIONS OF SCRUTINY REVIEW**

<b>Title of Review:</b>	Review of Voluntary & Community Sector Grant Allocations		
<b>Timescale of Review:</b>	August 2021 – April 2022	<b>Post-Monitoring Period:</b>	12 months commencing August 2022. Interim report due January 2023.
<b>Date agreed by Scrutiny:</b>	July 2022	<b>Date agreed by Executive:</b>	August 2022

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
CCCSC21-22 2.1  46	That further communication takes place as part of the refresh of the allocation scheme to ensure new contracts are aligned to the Council's new Ambitions and Priorities, in order for VCS organisations to submit valid applications.	Greater knowledge and understanding of Council Ambitions and Priorities by VCS partners	Aug 22 - Dec 22	Executive and Partnerships Team	Officer time	Due to a clash in timings of the Ambition refresh and negotiation of annual contracts, the opportunity to refresh existing SLAs was missed. This can easily be rectified as part of the development of the new allocation process. This will also be incorporated in to future allocations post local elections in 2023 when new priorities will start to be developed for 2024 onwards.	Recommendation Approved.
CCCSC21-22 2.2	That as part of any revised allocation	Wider scope to impact of VCS	Aug 22 - Dec 22	Executive and	Officer time	This can easily be	Recommendation Approved.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
47	scheme, the additional areas outlined in the report are listed as areas the Council wishes to see additional local delivery via grant allocation, and that the revised scheme remains flexible to accommodate emerging issues.	grants following the pandemic and current financial/social impacts.		Partnerships Team		incorporated in to any new scheme developed. It may be that a number of the areas identified can be addressed via incorporation to targeted approaches to advice and guidance	
CCCSC21-22 2.3	That BDC move to a commissioning process outlining set clear areas of delivery which assist achievement of BDC Ambitions and Priorities, with local organisations able to tender for contracts/SLAs.	Establish an allocation process for VCS grants that eliminates any possible duplication.  This should be an annual process allowing flexibility for amendment if required during the delivery and monitoring phase.	Aug 22 - Dec 22	Executive and Partnerships Team	Officer time	The service could accommodate either an application form style scheme or a full commissioning approach and are happy to look to implement whichever solution Members feel would be the best solution.	Recommendation Approved.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
48						Service experience tells us that a commissioning approach is more robust and allows the greatest flexibility should a contract need to be varied during the delivery/ monitoring phase.	
CCCSC21-22 2.4	That following the review, a consultation process takes place with existing recipients and wider sector on the proposed changes to allocation, as required by the Best Value Guidance.	Compliance with the Councils Best Value Duty and engagement of VCS partners in the development of the new Allocation Scheme.	Jan 2023	Executive and Partnerships Team	Officer time	This would be standard practice by the service for any significant changes to the scheme, and is essential to remain compliant. Ensuring full engagement and buy-in from key contacts in the sector will be crucial to the	Recommendation Approved.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
						success of the revised scheme.	
CCCSC21-22 2.5  49	That the current contract with a VCS Infrastructure provider is extended and integrated in to the wider VCS grants allocation process, to ensure all grants and monitoring are centralised.	Continued support to VCS organisations and streamlined internal monitoring.	July 22	Executive and Partnerships Team	Officer time	This has been completed during the course of the review due to a requirement to address the expiring contract. The current contract has been extended for a further 3yr period to allow current infrastructure development to continue. The contract is performance based enabling release of funding based on achievement of agreed outcomes.	Recommendation Approved.
CCCSC21-22 2.6	That other VCS grants from across the Council	Reduced duplication of	Aug 22 – Mar 23 –	Executive and	Officer time	While the review has	Recommendation Approved.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
50	are incorporated in to the main VCS Grants process, in compliance with the HRA ring-fence where required, to centralise allocation and monitoring, with appropriate involvement of services outside of the Executive and Partnerships team in relation to monitoring of any grants.	funding; streamlined monitoring function; improved communication between service areas.	development of revised scheme.  Monitoring from Apr 23 onwards	Partnerships Team  Assistant Director of Housing Management & Enforcement  Finance team		predominantly found duplication linked to Housing services, it will be of greater benefit to ensure this recommendation is widened to all VCS grant allocations council-wide to ensure there is one central process.	
CCCSC21-22 2.7	That the Council clearly define set allocations to a single organisation for the following areas of delivery to avoid any further chance of duplication: <ul style="list-style-type: none"> <li>Debt advice/benefits claim support</li> <li>Employment advice/case support</li> </ul>	Reduced duplication of funding; streamlined monitoring function; clearly defined delivery outcomes for grant recipients.	Mar 23	Executive and Partnerships Team  Assistant Director of Housing Management & Enforcement	Officer time  Revised grant allocation guidance/criteria	This can be incorporated as part of the revised scheme developed.	Recommendation Approved.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
51	<ul style="list-style-type: none"> <li>Housing advice/case work – General housing/homelessness (General Fund)</li> <li>Housing advice/case work – Council tenants (HRA Fund)</li> </ul>						
CCCSC21-22 2.8	That the new process includes a clear section where applicants must declare other funding and evidence there is no duplication.	Reduced chance of duplication of funding.	Jan 23 – Mar 23	Executive and Partnerships Team	Officer time (production/processing of form)	This is undertaken as part of the existing SLA negotiations and would be an essential part of any revised process.	Recommendation Approved.
CCCSC21-22 2.9	That consideration be given to the Council negotiating positions as a representative on the management committee of grant recipients, to ensure there is transparency for the duration of the grant period.	Greater transparency over spend, monitoring and identification of duplication of funding.	Apr 23 onwards	Executive and Partnerships Team	Officer time Member time	A number of the current organisations in receipt of grant already have a representative of the Executive linked to the organisation. See current	Recommendation Approved.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
52						Appointments to Outside Bodies (Executive Functions). This Appointments list can be reviewed once the new grant allocations have been agreed.	
CCCSC21-22 2.10	That Officers ensure the procurement process for a SV calculator tool takes in to account the criteria identified by Members during the review process.	Procurement process meets Members requirements in relation to mitigating potential risks associated with software procurement	May 2022	Executive and Partnerships Team  Development Team	Officer time	This was completed during the course of the review with the criteria agreed by Members forming part of the RFQ for the procurement of the evaluation tool.	Recommendation Approved.
CCCSC21-22 2.11	That the Council completes the required procurement process for an improved social value evaluation tool which will support improved analysis and reporting	Procurement of enhanced social value calculator tool to enable Council to embed social value	May 2022	Executive and Partnerships Team  Development Team	Officer time	Procurement process complete in May 2022. Initial training and roll-out of software to	Recommendation Approved.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
	functions, and enable wider use across multiple service areas and by external partners.	analysis across all services areas.				commence in July 2022.	
CCCSC21-22 2.12  53	That performance reports for the VCS allocations be submitted to Executive/Council on a six-monthly basis, with periodic attendance of the individual recipients.	Enhanced monitoring of outcomes, greater interaction with grant recipients; improved transparency of monitoring within Council governance structure.	Oct 22 onwards	Executive and Partnerships Team	Officer time  VCS partner time (attendance )	Current reporting is via the Bolsover Partnership Annual Reports to Executive and Council on a bi-annual basis.	Recommendation Approved.

## **Bolsover District Council**

### **Meeting of Climate Change & Communities Scrutiny Committee on 11 October 2022**

#### **Scrutiny Committee Work Programme 2022/23**

#### **Report of the Scrutiny & Elections Officer**

<b>Classification</b>	This report is Public
<b>Report By</b>	Joanne Wilson, Scrutiny & Elections Officer, 01246 242385, <a href="mailto:joanne.wilson@bolsover.gov.uk">joanne.wilson@bolsover.gov.uk</a>
<b>Contact Officer</b>	Joanne Wilson, Scrutiny & Elections Officer, 01246 242385, <a href="mailto:joanne.wilson@bolsover.gov.uk">joanne.wilson@bolsover.gov.uk</a>

#### **PURPOSE/SUMMARY OF REPORT**

- To provide members of the Scrutiny Committee with an overview of the meeting programme of the Committee for 2022/23.

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#### **REPORT DETAILS**

##### **1. Background**

- 1.1 The main purpose of the report is to inform members of the meeting programme for the year 2022/23 and planned agenda items (Appendix 1).
- 1.2 This programme may be subject to change should additional reports/presentations be required, or if items need to be re-arranged for alternative dates.
- 1.3 Review Scopes submitted will be agreed within Informal Session in advance of the designated meeting for Member approval to ensure that there is sufficient time to gather the information required by Members and to enable forward planning of questions.
- 1.4 Members may raise queries about the programme at the meeting or at any time with the Scrutiny & Elections Officer should they have any queries regarding future meetings.

- 1.5 All Scrutiny Committees are committed to equality and diversity in undertaking their statutory responsibilities and ensure equalities are considered as part of all Reviews. The selection criteria when submitting a topic, specifically asks members to identify where the topic suggested affects particular population groups or geographies.
- 1.6 The Council has a statutory duty under s.149 Equality Act 2010 to have due regard to the need to advance equality of opportunity and to eliminate discrimination.
- 1.7 As part of the scoping of Reviews, consideration is given to any consultation that could support the evidence gathering process.

## **2. Details of Proposal or Information**

- 2.1 Attached at Appendix 1 is the meeting schedule for 2022/23 and the proposed agenda items for approval/amendment.

## **3. Reasons for Recommendation**

- 3.1 This report sets the formal Committee Work Programme for 2022/23 and the issues identified for review.
- 3.2 The Scrutiny Programme enables challenge to service delivery both internally and externally across all the Council Ambitions.
- 3.3 The Scrutiny functions outlined in Part 3.6(1) of the Council's Constitution requires each Scrutiny Committee to set an annual work plan.

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

- 4.1 There is no option to reject the report as the Scrutiny functions outlined in Part 3.6(1) of the Council's Constitution requires each Scrutiny Committee to set an annual work plan.

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## **RECOMMENDATION(S)**

- 1. That Members review this report and the Programme attached at Appendix 1 for approval and amendment as required. All Members are advised to contact the Scrutiny & Elections Officer should they have any queries regarding future meetings.

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

None from this report.

On behalf of the Section 151 Officer

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

In carrying out scrutiny reviews the Council is exercising its scrutiny powers as laid out in s.21 of the Local Government Act 2000 and subsequent legislation which added to/amended these powers e.g. the Local Government and Public Involvement in Health Act 2007.

On behalf of the Solicitor to the Council

**Staffing:** Yes ☐ No ☒**Details:**

None from this report.

On behalf of the Head of Paid Service

**DECISION INFORMATION**

<b>Is the decision a Key Decision?</b> 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:  <b>Revenue - £75,000</b> <input type="checkbox"/> <b>Capital - £150,000</b> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
<b>Is the decision subject to Call-In?</b> <i>(Only Key Decisions are subject to Call-In)</i>	No
<b>District Wards Significantly Affected</b>	N/A
<b>Consultation:</b> <b>Leader / Deputy Leader</b> <input type="checkbox"/> <b>Executive</b> <input type="checkbox"/> <b>SLT</b> <input type="checkbox"/> <b>Relevant Service Manager</b> <input type="checkbox"/> <b>Members</b> <input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	Yes  Details: Committee Members

**Links to Council Ambition: Customers, Economy and Environment.**

All

DOCUMENT INFORMATION	
Appendix No	Title
1.	CCCSC Work Programme 2022/23 200922

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>
Previous versions of the Committee Work Programme.

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## Climate Change and Communities Scrutiny Committee

### Work Programme 2022/23

Performance Review	Policy Development	Policy/Strategy Programme Monitoring	Review Work	Call-In/Review of Executive Decisions	Petition

Date of Meeting	Items for Agenda		Lead Officer
24 May 2022 0508	Part A – Formal	• Agreement of Work Programme 2022/23	Scrutiny & Elections Officer
		• Update on Community Woodlands Project	Interim Planning Policy Manager
		• Carbon Reduction Plan – Monitoring Report	Assistant Director of Property Services & Housing Repairs
		• Delivery of Leisure Services post Covid-19 – Impact on provision, budgets and sustainability of service	Leisure Operations Manager
		• Review of Council Policy on Fireworks – Executive Response	Scrutiny & Elections Officer
	Part B – Informal	• Review work: Draft review report and agreement of recommendations	Scrutiny & Elections Officer
12 July 2022	Part A - Formal	• Review of Council's Policy on Sky Lanterns and Helium Balloons	Scrutiny & Elections Officer
		• Work Programme 2022/23	Scrutiny & Elections Officer
	Part B - Informal	• Review work: Review of Voluntary & Community Sector Grant Allocations – Draft Report	Scrutiny & Elections Officer
26 July 2022 (Extraordinary meeting)	Part A - Formal	• Review work: Review of Voluntary & Community Sector Grant Allocations –Final Report	Scrutiny & Elections Officer

Date of Meeting	Items for Agenda		Lead Officer
59 11 October 2022 (rearranged from 20 September 2022)	Part A – Formal	<ul style="list-style-type: none"> <li>Review of Council’s Policy on Sky Lanterns and Helium Balloons – Briefing from officers</li> </ul>	Environmental Health team
		<ul style="list-style-type: none"> <li>Review of Council Policy on Fireworks: Post-Scrutiny Monitoring (Interim Report)</li> </ul>	Scrutiny & Elections Officer
		<ul style="list-style-type: none"> <li>Review of Voluntary &amp; Community Sector Grant Allocations – Executive Response</li> </ul>	Scrutiny & Elections Officer
		<ul style="list-style-type: none"> <li>Work Programme 2022/23</li> </ul>	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> <li>Review work</li> </ul>	Scrutiny & Elections Officer
15 November 2022	Part A – Formal	<ul style="list-style-type: none"> <li>Sustainable Community Strategy 2020-23 and current Partnership delivery – Monitoring Update</li> </ul>	Partnership Team
		<ul style="list-style-type: none"> <li>Work Programme 2022/23</li> </ul>	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> <li>Review work</li> </ul>	Scrutiny & Elections Officer
31 January 2023	Part A – Formal	<ul style="list-style-type: none"> <li>Health and Wellbeing Strategy – Monitoring Update</li> </ul>	HR & OD Manager
		<ul style="list-style-type: none"> <li>Work Programme 2022/23</li> </ul>	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> <li>Preparation for Annual Review of the Community Safety Partnership</li> </ul>	Scrutiny & Elections Officer
		<ul style="list-style-type: none"> <li>Review work</li> </ul>	Scrutiny & Elections Officer

Date of Meeting	Items for Agenda		Lead Officer
7 March 2023	Part A – Formal	<ul style="list-style-type: none"> <li>Annual Review of Community Safety Partnership</li> </ul>	Executive Director of Resources/ Head of Housing Management and Enforcement/ Housing Enforcement Manager/ Community Safety Team
		<ul style="list-style-type: none"> <li>Work Programme 2022/23</li> </ul>	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> <li>Review Work</li> </ul>	Scrutiny & Elections Officer

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