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The Arc High Street Clowne S43 4JY

To: Chair & Members of the Council

Monday 26th February 2024

Contact: Amy Bryan Telephone: 01246 242529 Email: amy.bryan@bolsover.gov.uk

Dear Councillor

COUNCIL

You are hereby summoned to attend a meeting of the Council of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Wednesday 6th March 2024 at 10:00 hours.

<u>Register of Members' Interests</u> - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised on page 3 onwards.

Yours faithfully

J. S. Fieldend

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

You can request this document or information in another format such as large print or **language** or contact us by:

- Phone: <u>01246 242424</u>
- Email: 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 <u>Relay UK</u> 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 <u>offices</u> at Clowne, Bolsover, Shirebrook and South Normanton

COUNCIL AGENDA

Wednesday, 6th March, 2024 at 10:00 hours taking place in the Council Chamber, The Arc, Clowne

Item No.

Page No.(s)

1. Apologies For Absence

2. 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 those items

and if appropriate, withdraw from the meeting at the relevant time.

3. Chair's Announcements

To receive any announcements that the Chair of the Council may desire to lay before the meeting.

4. Minutes

5 - 13

To approve the Minutes of the Council meeting held on 31st January 2024.

RECOMMENDED ITEMS

To receive any items recommended for Council consideration from meetings of the Executive or Committees.

- 5. **Proposed Amendment to the Council's Constitution (Scheme of** 14 17 **Delegation)**
- 6. Proposed Amendment to the Council's Constitution (Contract 18 44 Procedure Rules)
- 7. Sky Lanterns and Helium Balloons Charter 45 51

REPORTS OF PORTFOLIO HOLDERS

To give consideration to reports of the Leader and Portfolio Holders for decision.

8. Level of Council Tax 2024/25

52 - 58

9.	Council Corporate Plan - Bolsover District The Future 2024-2028	59 - 78
10.	Pay Policy Statement 2024/25	79 - 88
11.	Statement of Licensing Policy - Delegated Decision	89 - 92
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13.	Council Meeting Schedule 2024/25	96 - 128
14.	Chairman's Closing Remarks	

Minutes of a meeting of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Wednesday 31st January 2024 at 10:00 hours.

PRESENT:-

Members:-

Councillor Tom Munro in the Chair

Councillors Rita Turner (Vice-Chair), David Bennett, Anne Clarke, Rowan Clarke, Mary Dooley, Will Fletcher, Steve Fritchley (for items CL63-23/24 to CL69-23/24 only), Justin Gilbody, Donna Hales, Duncan Haywood, Mark Hinman, Cathy Jeffery, Chris Kane (for all items except CL67-23/24), Lucy King, Tom Kirkham, Duncan McGregor (for all items except CL67-23/24), Clive Moesby, Sandra Peake, Lisa Powell, Jeanne Raspin, Sally Renshaw (for all items except CL67-23/24), John Ritchie, Phil Smith, Emma Stevenson (for all items except CL70-23/24), Janet Tait (for items CL63-23/24 to CL66-23/24 and CL68-23/24 to CL69-23/24 only), Ashley Taylor, Vicky Wapplington, Deborah Watson (for all items except CL70-23/24) and Jane Yates.

Officers:- Karen Hanson (Chief Executive), Steve Brunt (Strategic Director of Services), Theresa Fletcher (Service Director Finance & Section 151 Officer), Jim Fieldsend (Service Director Governance and Legal Services & Monitoring Officer), Pam Brown (Director of Executive, Corporate Services and Partnerships), Sarah Kay (Assistant Director of Planning and Planning Policy), Chris McKinney (Senior Devolution Lead for Planning Policy, Strategic Growth and Housing), Jon Hendy (Senior Planning Officer (Policy)), Adam Ballard (Senior Emergency Planning Officer), Thomas Dunne-Wragg (Scrutiny Officer), Matthew Kerry (Governance and Civic Officer), and Amy Bryan (Governance and Civic Manager).

CL63-23/24 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Louise Fox, Rob Hiney-Saunders and Catherine Tite.

CL64-23/24 DECLARATIONS OF INTEREST

Members were reminded by the Monitoring Officer that any Councillor in arrears of Council Tax by more than two months must not vote in decisions on or which might affect budget calculations, and must disclose at the meeting that this restriction applied to them. A failure to comply with these requirements was a criminal offence under Section 106 of the Local Government and Finance Act 1992.

The Monitoring Officer added that any Members who were tenants of a Council property should declare an interest for any budget setting item, but these Members had an automatic dispensation to remain in the room to speak and vote on the items in question.

The Monitoring Officer also reminded Members that votes on budget and Council Tax setting items would be done by recorded vote as required by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014.

The following interests were declared:

Minute Number	Member	Level of Interest		
CL67-23/24	Councillor Chris	Disclosable Pecuniary Interest		
	Kane	(in receipt of a mine workers		
		pension)		
	Councillor	Disclosable Pecuniary Interest		
	Duncan	(in receipt of a mine workers		
	McGregor	pension)		
	Councillor Sally			
	Renshaw	(in receipt of a mine workers		
		pension)		
	Councillor Janet	,		
	Tait	(in receipt of a mine workers		
		pension)		
CL69-23/24	Councillor David	Disclosable Pecuniary Interest		
	Bennett	(Council tenant)		
	Councillor Mary	Disclosable Pecuniary Interest		
	Dooley	(Council tenant)		
CL69-23/24 &	Councillor Steve	Other Registerable Interest		
CL70-23/24	Fritchley	(Director of Dragonfly Development		
		Limited and Dragonfly Management		
		(Bolsover) Limited)		
	Councillor Emma	Other Registerable Interest		
	Stevenson	(Director of Dragonfly Development		
		Limited and Dragonfly Management		
	Councillor Janet	(Bolsover) Limited)		
	Tait	Other Registerable Interest (Director of Dragonfly Development		
	I dit	Limited and Dragonfly Management		
		(Bolsover) Limited)		
	Councillor	Other Registerable Interest		
	Deborah Watson	(Director of Dragonfly Development		
		Limited and Dragonfly Management		
		(Bolsover) Limited)		
	Councillor Carol	Other Registerable Interest		
	Wood	(Director of Dragonfly Development		
		Limited and Dragonfly Management		
		(Bolsover) Limited)		

The Monitoring Officer reported that he had received a request from Councillor Steve Fritchley, Leader of the Council, for a dispensation for himself and Councillors Emma Stevenson, Janet Tait, Deborah Watson and Carol Wood, to remain in the meeting, take part in the debate and vote on the Medium Term Financial Plan 2023/24 – 2027/28. The Monitoring Officer advised that the Council could grant a dispensation to enable a Councillor to participate and vote on a matter in which they had an Other Registerable Interest. Requests had to be made in writing and had to be made on one of the grounds set out in the Council's Constitution. The Monitoring Officer stated that the dispensation would fall under the grounds that the District Council considered that it was otherwise appropriate to grant a dispensation.

The Monitoring Officer read out the request for a dispensation, which stated 'I would like to request a dispensation at Council on Wednesday to allow myself and Cllrs Stevenson, Tait, Watson and Wood to remain present for the debate and vote for the Medium Term Financial Plan report at item 7 on the agenda.

The reasons for this are twofold:

Whilst we recognise the reports set out the budgets for Dragonfly Management Ltd, these budgets relate entirely to the delivery of Council Services, for example housing repairs and facilities management. These services, and the allocation of existing budgets are detailed and agreed within the Service Level Agreement between the Council and Dragonfly Management Ltd approved by Executive on 29th January 2024. The budgets are in line with the normal budget provision identified by the Council's Finance Team. If there is reason to request growth to these budgets (with the exception of inflationary increases), this will be made to Council separately, in accordance with the SLA.

The setting of the Council's budget, Council Tax, and rents are amongst the most important financial decisions made by Council on an annual basis. It is of utmost importance that the Leader and Members receive all relevant information and take part in Council debate on these matters. At a time when Council finances across the country are causing concern, with several Councils issuing Section 114 Notices, it is even more important that all Councillors are fully informed, involved and take part in these decisions.'

A query was raised regarding the flow of information from the Shareholder Board of Dragonfly to the Council. The Monitoring Officer confirmed that steps were being taken to ensure all Members received information on the work of the Board.

The request for a dispensation was put to the vote.

RESOLVED that a dispensation be granted to Councillors Steve Fritchley, Emma Stevenson, Janet Tait, Deborah Watson and Carol Wood to participate and vote on the item Medium Term Financial Plan 2023/24 – 2027/28.

CL65-23/24 CHAIR'S ANNOUNCEMENTS

The Chair thanked everyone who had purchased a ticket for the Civic Dinner on Friday 23rd February 2024.

The Chair reported that the Brass Band Concert would now be held in the Autumn.

CL66-23/24 MINUTES

Moved by Councillor Duncan McGregor and seconded by Councillor John Ritchie **RESOLVED** that the minutes of a meeting of Council held on 6th December 2023 be approved as a true and correct record.

(Councillors Chris Kane, Duncan McGregor, Sally Renshaw and Janet Tait left the room for the next item)

CL67-23/24 MOTIONS

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

a) The following motion was submitted for consideration by Councillor Janet Tait

Mine Workers Pension Scheme

That Bolsover District Council agree to support the Mine workers Pension Scheme, in their efforts to persuade the Government to reduce the 50% they take from the pension fund surplus every 3 years by writing to Mark Fletcher (our MP) for him to lobby his government and to write to the relevant Cabinet member for work and pensions.

When the Mines closed there was an agreement struck between the Government of the day, the and the treasurers of the Mineworkers pension scheme. The Government agreed to guarantee the fund from any future failure in return for a share of the surplus, which is calculated every three years. This was at a time when the number of pension scheme members eligible for a pension would have been at its height.

Since the closure of the mines there have been no more miners joining the fund, in fact the numbers have dramatically reduced due to death of the members claiming and the deaths of their surviving spouses who could have claimed a percentage of the pension.

This means the amount the Government now has to guarantee is significantly less than it used to be and it has already taken over 3 billion from the fund, without having to pay anything back as part of the guarantee.

The campaign to get the Government to review this agreement has been a long running one, and in fact the BEIS Committee (Business, Energy and Industrial Strategy Select Committee) made up of cross party MPS Concluded "The government should not be in the business of profiting from miners' pensions" and that any future surplus and reserves should go directly to the miners who have paid into the scheme, not the treasury's coffers. This was unanimously supported by the committee, which has a majority of Conservative members. The Government still refuses to move on this issue.

The number of surviving miners and their spouses reduces each year so the MPS is asking as many people as possible to write to their MPs, asking for support to get the Government to re visit this matter and re-negotiate the deal.

I believe this council, as it represents a major ex mining area, should also do the same and help to support the campaign, and I ask for its support.

Councillor Janet Tait had withdrawn from the meeting after declaring a Disclosable Pecuniary Interest, so Councillor Tom Munro moved the Motion and it was seconded by Councillor Steve Fritchley.

On being put to the vote the Motion was carried.

RESOLVED that the Council agreed to support the Mine Workers Pension Scheme, in their efforts to persuade the Government to reduce the 50% they take from the pension fund surplus every 3 years by writing to Mark Fletcher MP for him to lobby

his government and to write to the relevant Cabinet member for work and pensions.

(Councillors Chris Kane, Duncan McGregor, Sally Renshaw, and Janet Tait returned to the meeting)

CL68-23/24 LOCAL PARKING STANDARDS SUPPLEMENTARY PLANNING DOCUMENT

Council considered a report which set out a recommendation from the Planning Committee that the Local Parking Standards Supplementary Planning Document be adopted as a material consideration in planning decisions. The Local Parking Standards Supplementary Planning Document was attached to the report at Appendix 1.

The report explained that the Planning Committee at its meeting on 17th January 2024, had considered responses to a public consultation on a draft of the document and had approved a number of revisions in response to the consultation exercise.

Councillor Ashley Taylor asked a question regarding the provision of EV charging as standard for new homes and whether this would be enforced. The Senior Devolution Lead for Planning Policy, Strategic Growth and Housing explained that building standards set out what the Council expected and if required conditions were breached then planning enforcement would investigate. Planning enforcement was generally a reactive service, investigating once a complaint had been made.

Moved by Councillor John Ritchie and seconded by Councillor Clive Moesby

RESOLVED that the Local Parking Standards Supplementary Planning Document, as contained within Appendix 1, be adopted as a material consideration in planning decisions, as recommended by Planning Committee on 17th January 2024.

(Assistant Director of Planning and Planning Policy)

CL69-23/24 MEDIUM TERM FINANCIAL PLAN 2023/24 - 2027/28

The Portfolio Holder for Resources presented a report on the Medium-Term Financial Plan (MTFP) for 2023/24 to 2027/28. The report had been considered by Finance and Corporate Overview Scrutiny Committee on 23rd January 2024 and Executive on 29th January 2024. The report set out budgets in respect of the General Fund, details of which were attached to the report at Appendices 1 and 2, Housing Revenue Account (HRA), details of which were attached to the report at Appendices 3 and 4 and the Capital Programme, details of which was attached to the report at Appendix 5.

In particular, financial projections were provided for:

- 2023/24 Current Budget Position this was the current year budget, revised to take account of changes during the financial year that would end on 31st March 2024.
- 2024/25 Original Budget this was the proposed budget for the next financial year on which the Council Tax would be based and would commence on 1st April 2024.
- 2024/25 Original Budget, including proposed increases to rents and fees and

charges for the next financial year for the Housing Revenue Account.

• 2025/26 to 2027/28 Financial Plan – in accordance with good practice the Council agreed its annual budgets within the context of a Medium-Term Financial Plan. This included financial projections in respect of the next three financial years.

Councillor Will Fletcher asked what impact the increase to the Funding Guarantee Grant would have for the Council. The Director of Finance and Section 151 Officer stated that for 2024/25 it would be about £87,000 and for 2025/26 it would be about £100,000.

Councillor Carol Wood made a statement that in light of the robust position of the Council's budget, she had hoped that the Council would not have proposed the full increase to Council Tax. If the Council had proposed a slightly reduced increase of 2.54%, that would only have reduced income by roughly £20,500, and this would have been covered by the Funding Guarantee Grant.

Councillor Clive Moesby responded that there was generally an approach to increase Council Tax by the full amount because otherwise it was lost from the base budget, and it impacted on the current year but also on future years. He added that the Government expected Council Tax to be increased by the maximum amount and future funding was based upon that.

Councillor Steve Fritchley made a statement that the Government had reduced the Revenue Support Grant to all Local Authorities year on year.

Tom Kirkham asked a question in respect of the spend on the new Crematorium in Shirebrook. The Director of Finance and Section 151 Officer explained that all spend for the project had come through Council and there had been two budgets, one to look into whether the project was viable and then one for construction, but these showed as one budget in the Capital Programme. Councillor Steve Fritchley, Leader of the Council added that there was capital spend and there was also money for the cremator.

A recorded vote was taken in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014.

For the motion – 30

(Councillors Bennett, A Clarke, R Clarke, Dooley, Fritchley, Gilbody, Hales, Haywood, Hinman, Jeffery, Kane, King, Kirkham, McGregor, Moesby, Munro, Peake, Powell, Raspin, Renshaw, Ritchie, Smith, Stevenson, Tait, Taylor, Turner, Wapplington, Watson, Wilson and Yates)

Against the motion -2

(Councillors Fletcher and Wood)

Abstentions – 0

Moved by Councillor Clive Moesby and seconded by Councillor David Bennett **RESOLVED** (1) that in the view of the Section 151 Officer, that the estimates in the Medium-Term Financial Plan 2023/24 to 2027/28 are robust and that the level

of financial reserves whilst at minimum levels were adequate, be accepted.

(2) that officers report back to Executive and to the Finance and Corporate Overview Scrutiny Committee on a quarterly basis regarding the overall position in respect of the Council's budgets.

GENERAL FUND

- (3) a Council Tax increase of £5.89 be levied in respect of a notional Band D property (2.99%).
- (4) the Medium-Term Financial Plan in respect of the General Fund, as set out in Appendix 1 of the report, be approved as the Revised Budget 2023/24, as the Original Budget in respect of 2024/25, and the financial projection in respect of 2025/26 to 2027/28.
- (5) that any further spend in respect of 2023/24 be transferred to the Council's General Fund Reserves.
- (6) on the basis that income from Planning Fees may exceed £0.500m in 2023/24, the Head of Paid Service in consultation with the Leader of the Council be granted delegated powers to authorise such additional resources as are necessary to effectively manage the resultant increase in workload.

HOUSING REVENUE ACCOUNT

- (7) that Council increases its rent levels by 7.7% to apply from 1st April 2024.
- (8) that the increases in respect of other charges as outlined in Appendix 4 Table 1 be implemented with effect from 1st April 2024.
- (9) the Medium-Term Financial Plan in respect of the Housing Revenue Account as set out in Appendix 3 and 4 of the report be approved as the Revised Budget in respect of 2023/24, as the Original Budget in respect of 2024/25, and the financial projection in respect of 2025/26 to 2027/28.
- (10) that under spends in respect of 2023/24 to 2027/28 be transferred to the HRA Revenue Reserve.

CAPITAL PROGRAMME

(11) that the Capital Programme as set out in Appendix 5 be approved as the Revised Budget in respect of 2023/24, and as the Approved Programme for 2024/25 to 2027/28.

(Director of Finance and Section 151 Officer)

(Councillors Steve Fritchley, Emma Stevenson, Janet Tait, Deborah Watson and Carol Wood left the room for the next item)

CL70-23/24 TREASURY STRATEGIES 2024/25 - 2027/28

The Portfolio Holder for Resources presented a report which set out the suite of Treasury Strategies for 2024/25 to 2027/28. The following were appended to the report:

- Treasury Management Strategy, Arlingclose Economic & Interest Rate Forecast at Appendix 1.
- Capital Strategy, Capital Programme and Annual Minimum Revenue Provision Station at Appendix 2.
- Corporate Investment Strategy at Appendix 3.

The report explained that the Treasury Management Strategy provided the framework for managing the Council's cash flows, borrowing and investments for the period. The Capital Strategy was intended to provide a high level, concise overview of how capital expenditure, capital financing and treasury management activity contributed to the provision of the Council's services. The Corporate Investment Strategy focussed on investments made for service purposes and commercial reasons, rather than those made for treasury management. These strategies provided an approved framework within which officers would undertake the day-to-day capital and treasury activities.

Moved by Councillor Clive Moesby and seconded by Councillor Duncan McGregor

RESOLVED that (1) the Treasury Management Strategy at Appendix 1, be approved, in particular:

- a) approve the Borrowing Strategy
- b) approve the Treasury Management Investment Strategy
- c) approve the use of the external treasury management advisors Counterparty Weekly List – or similar – to determine the latest assessment of the counterparties that meet the Authority's Criteria before any investment is undertaken
- d) approve the Prudential Indicators
- (2) the Capital Strategy as set out in Appendix 2, be approved, in particular:
- a) approve the Capital Financing Requirement
- b) approve the Minimum Revenue Provision Statement for 2024/25
- c) approve the Prudential Indicators for 2024/25 detailed in the Capital Strategy, in particular:

Authorised Borrowing Limit	£159.969m
Operational Boundary	£154.969m
Capital Financing Requirement	£149.969m

(3) the Corporate Investment Strategy, as set out in Appendix 3, be approved.

(Director of Finance and Section 151 Officer)

(Councillors Emma Stevenson, Deborah Watson and Carol Wood returned to the meeting)

CL71-23/24 DERBYSHIRE EMERGENCY PLANNING PRESENTATION

The Senior Emergency Planning Officer gave a presentation on the Emergency Planning Service.

The presentation covered the Civil Contingencies Act 2004, Service Level Agreements, emergency plans and the role of emergency planning, the role of elected members', community resilience, and the roles and responsibilities of the Environment Agency, Lead Local Flooding Authority and Parish Councils.

Further information on emergency planning was available on the Derbyshire Prepared website (<u>derbyshireprepared.org.uk</u>).

A number of questions and points were raised following the presentation.

The Chair thanked the Senior Emergency Planning Officer for their presentation.

CL72-23/24 CHAIRMAN'S CLOSING REMARKS

The Chair had no closing remarks.

The meeting concluded at 11:34 hours.



Bolsover District Council

Council on 6th March 2024

Proposed Amendment to the Council's Constitution (Scheme of Delegation)

Report of the Deputy Leader of the Council

Classification	This report is public
Report By	Jim Fieldsend Director of Governance and Legal Services & Monitoring Officer

PURPOSE/SUMMARY OF REPORT

• To propose a change to the officer delegation scheme relating to acceptance of external funding and its associated terms.

REPORT DETAILS

1. Background

1.1 The Council receives funding from various organisations and there is no specific power for officers to accept such funding and therefore officers will use their general day to day administrative powers for amounts below the key decision threshold. However, where the amount of the funding is over key decision threshold- £75,000 for revenue costs and £150,000 for capital- approval of the receipt of the funding and agreement of any funding conditions must be granted by the Executive. Recently the Executive approved £100,000 from Derbyshire County Council to support the emotional health and well-being of children and young people. Occasionally the deadline for agreeing to accept funding does not match the Executive schedule and the Chief Executive Officer is required to exercise urgency powers. This was done in October 2023 to accept an agreement to receive £583,500 for retrofit funding from Nottinghamshire County Council.

2. <u>Details of Proposal or Information</u>

2.1 It is proposed that the Officer Delegation Scheme be amended to enable all Assistant Directors, Directors and the Chief Executive Officer to accept all external grant funding below the key decision threshold. In addition, it is proposed for the Chief Executive Officer to have the delegated power to accept all external grant funding including those that exceed the key decision threshold. Where the funding exceeds the key decision threshold a proposed decision will still need to be recorded on the Forward Plan for at least 28 days unless the exceptions in the

Constitution are invoked. Nevertheless, delegating the ability to accept all external funding to the Chief Executive Officer will streamline the process and potentially result in the funding being received sooner than if a report to the Executive was required.

- 2.2 The proposed wording of the delegation to Assistant Directors and Directors is "To agree to the receipt of any external funding below the key decision level and the acceptance of any associated funding conditions".
- 2.3 The proposed wording of the delegation to the Chief Executive Officer is "To agree to the receipt of any external funding and the acceptance of any associated funding conditions".
- 2.4 Standards Committee on 29th January considered the proposed changes and has recommended that the Council accepts them.

3. <u>Reasons for Recommendation</u>

3.1 To clarify the delegated powers relating to the receipt of external funding and to streamline the process.

4 <u>Alternative Options and Reasons for Rejection</u>

4.1 Not to agree to the delegation. As the delegation will result in speeding up the process by which the Council can receive external funding there appears to be no reason not to approve the proposed addition to the delegation scheme.

RECOMMENDATION(S)

That Council agrees to the change to the Officer Delegation Scheme as set out in the report.

Approved by Cllr Duncan McGregor, Deputy Leader of the Council.

IMPLICATIONS.		
Finance and Risk:YesDetails: None arising from this rest	· · · · · · ·	
	0	On behalf of the Section 151 Officer
Legal (including Data Protection	on): Yes⊠	No 🗆
constitution that contains its stan	ding orders, code	11 to prepare and keep uptodate a of conduct, such other and such other information that the
	On b	behalf of the Solicitor to the Council

Environme	<u>nt:</u> Yes		No 🛛	
Please iden	tify (if applica	able) how t	this proposa	l/report will help the Authority meet its
carbon neut	ral target or	enhance tl	he environm	ent. Please speak to the Climate
Change lead	d officer for f	urther adv	ice.	
Details: The	ere are no er	nvironment	tal implicatio	ns arising from this report.
Staffing:	Yes□	No 🛛		
Details:				
None arising	g from this re	eport.		
				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 □ Capital - £150,000 □ ⊠ Please indicate which threshold applies.	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 ⊠ Executive □ SLT □ Relevant Service Manager □ Members □ Public □ Other ⊠	Details:

Links to Council Ambition: Customers, Economy and Environment.

Demonstrating good governance

DOCUMENT INFORMATION		
Appendix No	Title	

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).

Bolsover District Council



Council on 6th March 2024

Proposed Amendment to the Council's Constitution (Contract Procedure Rules)

Report of the Portfolio Holder for Resources

Classification	This report is public
Report By	Jim Fieldsend Director of Governance and Legal Services & Monitoring Officer

PURPOSE/SUMMARY OF REPORT

• To propose a change to the Council's Contract Procurement Rules.

REPORT DETAILS

1. Background

- 1.1 The Council's Contract Procurement Rules as contained in Part 4.8 of the Constitution provides a framework for the procurement of all goods services and works for the Council. All purchases are required to go through a set process depending on the value of the purchase.
- 1.2 Legal Services and Procurement Services have reviewed the Contract Procurement Rules set out in the Appendix and have proposed changes which are shown as tracked changes. Further, on 29th January 2024 Standard Committee considered the changes and has recommended that the Council accepts them.

2. Details of Proposal

- 2.1 The proposed changes can be categorised as follows:
- 2.1.1 Dragonfly Management (Bolsover) Limited is a company wholly owned and controlled by Bolsover District Council. It is also a company that provides over 80% of its services directly to the Council. Consequently, it is what is known as a Teckal company. This means the Council can make direct contractual awards to it without complying with the statutory requirements set out in The Public Contract Regulations 2015 ('the Regulations'). The changes to the Council's Contract Procurement Rules are required to enable the Council to make a direct award to Dragonfly Management (Bolsover) Limited in relation to all contracts

subject to it meeting the specific criteria as set out within Regulation 12 of the Regulations. The changes can be seen in part 4.8.4 at sections 4(i) and 4(ii)

- 2.1.2 Dragonfly Developments Limited is also a company wholly owned by the Council however it is not a Teckal company and therefore we can not directly award contracts over the Regulation's financial thresholds. Currently the threshold for public works contracts is £5,372,609. The Council can however award contracts below this threshold provided the Contract Procurement Rules provides for this. This is now proposed in part 4.8.4 at section (5).
- 2.1.3 The proposed changes clarify the position on signing / awarding contracts.
- 2.1.4 Removal of references to OJEU and replacing them with current provisions and other reference/job title updates.
- 2.1.5 Clarification to ensure contracts dealt with in service areas are confirmed to procurement for noting on the contracts register.
- 2.2 Standards Committee on 29th January 2024 considered the proposed changes and has recommend that the Council accepts them.

3. <u>Reasons for Recommendation</u>

To update the Contract Procurement Rules.

4 Alternative Options and Reasons for Rejection

Not to agree to the above amendments. The changes are proposed to reflect current practices and to improve staff understanding of the procurement requirements.

RECOMMENDATION(S)

That Council agrees to the changes to Contract Procurement Rules as set out in the report.

Approved by Councillor Clive Moesby, Portfolio Holder for Resources

IMPLICATIONS.		
Finance and Risk: Yes□ N Details: None arising out of this report.	lo ⊠	
	On b	ehalf of the Section 151 Officer
Legal (including Data Protection):	Yes⊠	No 🗆
Details:		
The Council is required under the Localis a constitution that contains its standing of		

information that the Secretary of State may direct and such other information that the		
authority considers appropriate.		
On behalf of the Solicitor to the Council		
Environment: Yes□ No ⊠		
Please identify (if applicable) how this proposal/report will help the Authority meet its		
carbon neutral target or enhance the environment. Please speak to the Climate		
Change lead officer for further advice.		
5		
Details: There are no environmental implications arising from this report.		
<u>Staffing</u> : Yes□ No ⊠		
Details: None arising out of this report.		
Details. None ansing out of 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 □ Capital - £150,000 □ ⊠ Please indicate which threshold applies.	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)
Consultation:	Details:
Leader / Deputy Leader I Executive I	Councillor Clive Moesby,
SLT I Relevant Service Manager I	Portfolio Holder for
Members I Public I Other I	Resources

Links to Council Ambition: Customers, Economy and Environment.

Demonstrating good governance

DOCUMENT INFORMATION	
Appendix No	Title
1	Contract Procurement Rules

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).

Appendix 1

Part 4.8 Procurement Rules Last Updated May 2021

4.8 CONTRACT PROCUREMENT RULES

4.8.1 Introduction

These Contract Procedure Rules (the Rules) provide a corporate framework for the procurement of all goods, services and works for the Council. The Rules are designed to ensure that all procurement activity is conducted with openness, probity and accountability. Above all, the Rules are designed to ensure both that the Council complies with the statutory framework and obtains value for money including the required level of quality and performance from all contracts that are let. Every contract for the supply of goods and services and for the execution of works made by or on behalf of the Council shall comply with these Rules and the Public Contracts Regulations 2015, the Concession Contracts Regulations 2016, and the Utilities Contracts Regulations 2016 as appropriate ("the Regulations").

- (2)(1) E-procurement procedures shall be used wherever possible. These include e-tendering, purchase cards, etc. Where appropriate e-auctions may be used, so long as provision is made for this in the advert. Requests for quotations, pre-qualification questionnaires. Selection Questionnaire and invitations to tender should wherever practical be issued to tenderers by electronic means. Where e-tendering is utilised then this must be undertaken by way of the corporate e-tendering system which is managed on the Council's behalf by the Procurement Unit.
- (3)(2) Before any tendering exercise is considered, reference must be made to the Council's procurement and equalities guidelines. The Council is committed to dealing fairly with all relevant discrimination groups as defined in the Equalities Act 2010. A failure to take into account special requirements for these groups in a tender would be a significant corporate failure, affecting the reputation and standing of the Council.
- (4)(3) All procurement arrangements must ensure compliance with the Council's- responsibility in respect of the Freedom of Information Act, Environmental -Information Regulations 2004 and the Data Protection Act and the General -Data Protection Regulation.
- (5)(4) Generally the rules set out in part 4.8.5 must be followed when procuring all good, services or works. Part 4.8.4 contains the exemptions to the normal rules.
- (6)(5) Any employee who fails to comply with Contract Procedure Rules may be subject to disciplinary action.

(7) Definitions of terms used in these rules;

Code of Practice Means the Council's Code of Practice for Procurement including accompanying guidance.

Contract Means any form of contract, agreement or other arrangement for the supply of goods, services or works.

ContractingCommissioning Officer Means any officer who proposes to procure goods services or works.

DDL Means Dragonfly Developments Limited Company number 10314889 Registered office address The Arc High Street, Clowne, Chesterfield, Derbyshire, S43 4JY(a Company wholy owned by Bolsover District Council)

DMBL Means Dragonfly Management (Bolsover) Limited (DFM) Company number 14767220 Registered office addressThe Arc High Street, Clowne, Chesterfield, Derbyshire, S43 4JY(a Company wholy owned by Bolsover District Council and structured as a Teckal Company)

Goods Covers all supplies and materials that the Council purchases or obtains.

Senior Officer Means one of the following: Chief Executive, Strategic Directors, Assistant Directors and Heads of Service.

Services Includes all services which the Council purchases or obtains including advice, specialist consultancy work, agency staff, etc.

The Regulations means the Public Contracts Regulations 2015, the Concession Contracts Regulations 2016, and the Utilities Contracts Regulations 2016 and any statutory enactment of them

Threshold means the financial thresholds determined from time to time under the Regulations

Works Includes all construction and repairs in respect of physical assets (buildings, roads, etc.).

4.8.2 Compliance with Contract Procedure Rules

- (1) The provisions contained in these Rules are subject to the statutory requirements of both the European Union and the United Kingdom. The European rules will remain in place following Britain's departure from EU until at least. 31st December 2020. A review of the legal requirements will need to be carried out following the end of the EU transitions period. However it<u>l</u> should be noted that the majority of Council contracts are below the thresholds set by the EU and so will not be affected by BrexitThresholds. The letting and content of contracts shall conform to with the Regulations and all other statutory requirements and be subject to any over riding directives of the European Union relating to contracts and procurement. These Rules
- (1)(2) <u>The Regulations</u> cannot be waived, since a failure to comply with legislation may result in a legal challenge with consequent reputational and financial risk. <u>These Rules can only be waived in the circumstances</u> <u>listed in 4.8.4</u>. If you are uncertain, advice should be sought from a member of the Procurement Service or Legal Services.
- (2)(3) In estimating relevant contract values, officers shall have regard to the following rules regarding aggregation. The estimated or proposed contract value is the value or consideration for the contract as a whole (not an annual value) and any contract with an option to extend the contract period will be valued to include any provision for such extension period. For example, a three year option to extend for a further two years will be valued as the consideration for a five year contract.

Partnerships

(3) __These Rules apply, in addition to other procurements, to any proposal for the Council to become involved in a joint venture or partnership, including the monitoring of any such arrangement.

Where Partnership arrangements, or working with other public bodies, are used in order to procure goods or provide services then consultation must take place with both the <u>Director of Governance &</u> Monitoring Officer and the <u>Director of Finance and Section 151 Officer Head of</u> Finance and Resources prior to entering into such arrangements. Such arrangements should only be pursued on the basis that appropriate approval from the Council's statutory officers and from appropriate Council bodies have been secured prior to any formal commitments being given.

4.8.3 Normal Procedure

- (1) These Rules relate to five categories of procurement based on the estimated value of the contract:-
 - (a) £1 to £1,000
 - (b) £1,001 to £5,000
 - (c) £5,001 to £25,000
 - (d) £25,001 to £75,000
 - (e) £75,001 to EUthe relevant Threshold
 - (f) Over the EUrelevant Threshold

The specific rules for each of the above categories is contained in part 4.8.5 of these rules.

- (2) In all instances, goods, services or works should be obtained via one of the methods outlined below:-
 - (a) in-house services (for example, printing and design etc.)
 - (b) established corporate contracts or framework agreements
 - (c) request for quotation
 - (d) Tender
 - (e) framework contracts established by Purchasing Consortia or other Local Authorities (following advice from the Procurement Service)
 - (f) for low-value purchases, Purchasing Cards can be used provided they are not used with the intention of undermining the use of approved or corporate contracts, or to circumvent the procedures set out within this document.

In considering whether to utilise any of the above options officers must take into account the fact that their use is subject to EU and/or UK Statutory requirements.

(3) Orders and payments for goods, services and works shall be _____undertaken in accordance with the Financial Procedure Rules.

(4) Before entering into a contract, the <u>ContractingCommissioning</u> Officer must:-

- (a) Be satisfied that a specification (where appropriate) that will form the basis of the contract has been prepared (the specification should be retained on the appropriate contract file held within the service), and
- (b) Have prepared and documented an estimate of the cost of the contract including, where appropriate, any maintenance and ongoing costs (the estimate should be retained on the appropriate contract file held within the service), and
- (c) Ensure that all evaluation criteria have been determined -in advance, put into order of relative importance with -weightings for each element and published in the tender -pack; and
- (d) For contracts where there are clear risks, and for all contracts over £75,000, produce and maintain a documented risk register for the procurement process and for the eventual contractual relationship. As a minimum documentation should be maintained analysing all risks, identifying how they will be managed, and naming responsible officer(s).

(5) Before entering into a contract the <u>ContractingCommissioning</u> Officer must:-

- (a) Be satisfied about the technical capability of such proposed contractor and be satisfied that s/he has the power and authority to enter into the contract; and
- (b) Ensure that these Rules have been complied with, and that the proposed contract represents value for money; and
- (c) For all contracts that exceed £75,000, the <u>ContractingCommissioning</u> Officer shall undertake appropriate checks to ensure that the proposed contractor has the financial and resource capacity (taking account of contract value and risk) to perform the contract (unless the contractor has already been subjected to a recent satisfactory financial check). Financial vetting shall be undertaken by a designated financial officer, who shall advise on what, if any, security should be provided by the contractor.

(6) Advertising;

All tenders shall be advertised <u>as required by the Regulations</u> and, where appropriate, full details should be available for download from the websiteelectronically <u>http://www.sourcederbyshire.co.uk/http://www.sourcederbyshire.</u> <u>co.uk/</u> As part of the Government's Transparency Agenda details of all forthcoming contracts should be published on the Council's website at the earliest opportunity. Such details should be notified via email to the Chief Financial Officer. Where the contract value is above £25,000 details must also be published on the **Government's Contracts Finder website**. Details of such contracts must be provided to the Procurement Service who will arrange for appropriate advertising to be undertaken. Again such communication should be via email. Contract award notices shall <u>also</u> be published on <u>the website and on</u> Contracts Finder within 90 days of the contract being advertised.

_Officers should consider whether the contract will be of benefit to other public sector bodies. If so, consideration should be given to including text along the following lines in the advert;

"Tenderers should be aware that although the contracting authority for the purposes of this procurement is Bolsover District Council, one or more other local authorities and/or public bodies from the Counties of Derbyshire-and. Nottinghamshire_DDL and DMBL may choose to access the concluded contract, without creating any obligation on behalf of any of them to do so."

Such text should only be incorporated with the approval of the Procurement Service.

- (7) _All <u>EU above Threshold public sector procurement</u> notices. shall be referred, in advance of <u>sending toposting on</u> the <u>OJEUGovernments Find a Tender website</u>, to the Procurement Service to advise on wording.
- Where the contract is over the OJEU threshold<u>relevant Threshold</u> the Council must offer unrestricted and full direct free of charge access online to the procurement documents from the date of publication of the notice in OJEU.on the Find a Tender website

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4.8.4 Exemptions to Contract Procedure Rules (only applicable to below Threshold matters)

- (1) _In exceptional circumstances and subject to statutory requirements tenders need not be invited in accordance with these Rules in the following cases:-
 - (a) In the case of the supply of goods

(i) the goods or materials are proprietary articles and, no reasonably satisfactory alternative is available. A

proprietary article is an item which the vendor has exclusive rights to sell.

- (b) The work to be executed or the goods or services to be supplied are controlled by a statutory body and there is no reasonable prospect that works, goods or services can be executed or supplied by another statutory or nonstatutorynon statutory body.
- (c) The work to be executed or the goods or services to be supplied constitute an extension to an existing contract and it would not be in the interests of the service or the Council to tender the contract. -.
- (d) The contract is for the execution of work or the supply of goods or services to be required so urgently as to preclude the invitation of tenders.
- (e) The contract relates to commissioning of projects funded by external grant where, for example, there is no (or insufficient) marketplace to tender for the supply of goods, services or works required.

-OR

(f) The contract relates to a project where there is no (or insufficient) marketplace to tender for the supply of (g)goods, services or works required

<u>(h)</u>

A decision on whether any of the above exemptions applies shall be made only by a Senior Officer by a formal Delegated Decision. In making the decision the Senior Officer shall consult with the Procurement Service and the relevant Portfolio Holder.

(2) Tenders need not be invited where they have been undertaken ______by any consortium, collaboration or similar body, where the ______Council is able to access contracts. Officers should contact the ______Procurement Service to ensure that any contracts let by such a

consortium, collaboration or similar body are in accordance with UK and EU-procurement directives and regulations.

(4)(3) Where the Council acts as lead body on a consortium or collaborative arrangement, the procedures for tendering contained within these Rules shall be followed.

(4(i) For below Threshold matters all contracts may be awarded directly to DMBL without a Tender / request for quote process

4(ii) for above Threshold matters, subject to compliance with the conditions set out in Regulation 12 of the Public Contract Regulations 2015 contracts may be awarded directly to DMBL without a Tender / request for quote process

(5) For below Threshold matters contracts may be awarded directly DDL without a Tender / request for quote process at the discretion of a Senior Officer by a formal Delegated Decision. In making the decision the Senior Officer shall consult with the Director of Governance & Monitoring Officer and the relevant Portfolio Holder.

4.8.5 Contracting & Financial Guidelines

(1) <u>ContractingCommissioning</u> Officers should look to order goods and services that are required in-house or through a framework or consortium arrangement as illustrated in Rule 4.8.3.(2) If, however, the Council or the consortium providing them do not have the goods or services or resources available to meet the reasonable needs of

the service or there is no suitable framework then an alternative supply may be sourced following the rules set out below. In these circumstances the authorised officer must record why the goods or services have been procured through other means, and retain a formal copy of that document. In all circumstances a purchase order must be issued as required by financial regulations.

(2) It is good practice (for all but small value and routine purchases) to obtain a written quotation. For further information on this, please contact a member of the Procurement Service.

(3) Contracts £1 to £1,000

-_Procurement of goods and services estimated to be for amounts up to £1000 shall be by oral or written quotation and preferably from at least three suppliers . There is no mandatory procurement involvement—but any subsequent award of goods or services must be reported by the Commissioning Officer to the Procurement Service for noting on the Council's Contracts Register . There is a spreadsheet to record these purchases managed by Finance: S:\Finance and Revs&Bens\Finance BDC\PU B\BDC Quotation Database_

(4) Contracts £1,001 to £5,000

-_Procurement of goods and services estimated to be for amounts in the range £1,001 to £5,000 shall be by written quotation from at least three suppliers. There is no mandatory procurement involvement. <u>but any subsequent award of goods or services must</u> <u>be reported by the Commissioning Officer concerned to the</u> <u>Procurement Service for noting on the Council's Contracts</u> <u>Register. There is a spreadsheet to record these purchases</u> <u>managed by Finance: S:\Finance and Revs&Bens\Finance</u> <u>BDC\PUB\BDC Quotation Database.</u>

(5) Contracts £5,001 to £25,000

Procurement of goods and services estimated to be for amounts in the range £5,001 to £25,000 shall be by request for quotation (RFQ) from at least three suppliers. <u>ContractingCommissioning</u> Officers should seek advice from Procurement prior to commencing the procurement <u>Any subsequent award of goods or services must</u> <u>be reported by the Commissioning Officer concerned to the</u> <u>Procurement Service for noting on the Council's Contracts Register</u>

(6) Contracts £25,001 to 75,000

Procurement of goods and services estimated to be for amounts in the range £25,001 to £75,000 shall be by formal request for quotation (RFQ) from at least three suppliers. Unless Procurement Services advicesadvises that a formal Invitations to Tender should be undertake. Details must also be published on the Government's Contracts Finder website, which must be done through the Procurement Service-, as a mandatory requirement.

(7) Contracts £75,001 to EUthe relevant Threshold

_Procurement of goods and services estimated to be for amounts in the range of £75,001 to <u>EU THRESHOLD</u><u>the relevant Threshold to</u> shall be by formal open Invitation to Tender (ITT), whereupon mini competition will be encouraged with all appropriate suppliers. For evaluation purposes,

a standing invitation to the evaluation meeting shall be made to officers from Finance, Legal) and Audit, along with the relevant Portfolio Holder or substitute and the appropriate commissioning officeradvertised on Contracts Finder.

8) Contracts EUhaving a value of the relevant

Threshold and or above

Procurement of goods and services estimated to be for amounts in the range EU THRESHOLD of the relevant Threshold AND ABOVE shall be by formal open

Invitation to Tender (ITT)-.)managed through the corporate etendering system and advertised on the Find a tender website . Where contracts of this value are undertaken then appropriate professional support must be secured from either the Procurement Service or from an appropriately qualified external advisor. Both the <u>Director of Governance &</u> Monitoring Officer and the Chief Financial Officer must be made aware of the position.

- In considering whether or not a procurement exercise is subject to OJEU requirementscaught by the Thresholds you must consult with Procurement Services. In particular you should consider whether extensions to a contract, or operating it for a period in excess of one year, will breach OJEU financial limits.exceed the relevant Threshold. Where any contract has a value above or approaching OJEU the relevant Threshold limits it is the responsibility of the client officer to ensure that appropriate legal advice is secured throughout the tendering and contractual process.

(9) SME Participation

To facilitate SME participation in awards of contracts consideration should be given to dividing contracts into smaller lots where appropriate. Procurement Services will advise on whether a contract could be divided. Where a contract may be divided the relevant officer shall consult with a Senior Officer. If a decision is taken not to divide a contract into lots then the responsible officer must maintain a written summary of the reasoning underlying that decision.

4.8.6 Probity

- (1) In every instance appropriate written documentation must be retained together with the rationale for the decision making process. This documentation shall meet as a minimum the requirements specified in the 2015 Public Contract Regulations. In addition, any information that may be required for submitting annual reports to the Government or other agencies must be maintained.
- (2) Documentation in either paper or electronic format must be appropriately filed and retained for an appropriate period of time. The Council's Document Retention Policy will provide appropriate background guidance but ultimately the <u>senior officerSenior Officer</u> involved must determine the retention period.
- (3) All contracts for goods, services and works must be registered on the Contracts Register and the original contract documents held centrally and securely in Legal Services.
- (4) Tenderers may be offered a debrief, to assist them in preparing future bids. The <u>ContractingCommissioning</u> Officer should also keep a record of all debrief requests and responses.
- (5) In accordance with <u>EC Procurement Directive 2004/18/ECthe</u> <u>Regulations</u>, any company responding to an <u>EU invitation to tender</u> shall be excluded from the tender process if it, or its directors have been convicted of; corruption, bribery, cheating the revenue, fraud or theft, fraudulent trading, an offence in connection with taxation, an offence under Counter Terrorism legislation or money laundering. Where a service has information relating to the above, contact Legal Services or the Procurement Service for advice.

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4.8.7 Receipt and Custody

- Tenders are managed by way of a corporate e-tendering system operated on the Council's behalf by the <u>Council's</u> Procurement Service. This provides a clear electronic audit trail of the tender process.
- (2) Responses to pre-qualification questionnaires (PQQs) Selection Questionnaire (SQ) and quotations (RFQs) are not deemed to be tenders and should be returned to the originating officer, either via hard copy or electronically via email or e-tendering system.

4.8.8 Opening and Evaluation of Tenders

- (1) Where e-tendering is used, all tenders will be submitted to and held in a secure electronic vault. This may only be opened by the Procurement Service after the due date for tenders has closed.
- (2) The lead officer of the evaluation team is responsible for ensuring that the team is adequately resourced to ensure compliance with the Public Contract Regulations and with accepted good practice. A report outlining the results of the evaluation process will then be presented to Executive, if necessary, to approve the aware of the contract.

4.8.9 Extension of Deadline for Receipt of Tenders

Where a tender is submitted in competition and is received after the specified time then it shall be disqualified. Before the specified time has been reached, the <u>Director of Governance &</u> Monitoring Officer may determine whether to extend the deadline.

4.8.10 Acceptance

(1) Contracts shall be evaluated and awarded in accordance with the evaluation criteria issued with the tender documentation. Only those tenders that comply with the evaluation criteria shall be considered for acceptance. Tenders must be evaluated on the basis of "most economically advantageous" tender (MEAT) that complies with the requirements of tender documents, is not excluded by virtue of Regulation 57 of the Regulations and meets the selection criteria. Formatted: Strikethrough

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Cost-effectiveness and price quality ratio may be taken into account when determining MEAT.

- (2) A tenderer who submits a qualified or conditional tender shall be given the opportunity to withdraw the qualification or condition without amendment to the tender. If the tenderer fails to do so the tender must be rejected.
- (3) Prior to final contract award, the contractor must provide evidence of adequate insurance to cover both public and employers' liability, and produce such evidence during the life of the contract at the reasonable request of the authorised officer.
- (4) For all <u>above Threshold</u> procurements <u>covered by the EU</u> <u>Directives</u>, a statutory minimum standstill period after the award decision is issued is required to allow companies an opportunity to challenge the decision. The standstill time depends on the circumstances and is set out in Regulation 87 of the Regulations.
- (5) A voluntary waiting period is operated for procurements below the <u>EU thresholdrelevant Threshold</u>, at the discretion of the Procurement Service.
- (6) The notification of the award decision to unsuccessful bidders, based on the most economically advantageous tender, must be issued in line with the timescales of the standstill period and should contain:-
 - the award criteria
 - the reasons for the decision, including the characteristics and relative advantages of the successful tender and the score (if any) obtained by the recipient and the successful tender;
 - the name of the winning tenderer
 - confirmation of the dates and duration of the standstill period.

For all sub-OJEU threshold Threshold contracts, the following details of contracts that have been awarded should be advertised on the

Contracts Finder website:-

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- name of contractor;
- date contract entered into;
- contract value;
- whether contractor was SME or VCSE.
- (7) All contracts must be notified to the Procurement Service, including performance monitoring information, with a copy to the <u>HeadDirector</u> of Finance-and Resources.
- (8) All contracts with a value above the Key Decision threshold must be approved by the Executive. All other contracts may be authorised by -a Senior Officer
- (9) Where a contract is awarded via a delegated decision following a procurement exercise, the procurement process carried out and the results of the procurement will be published to Members along with the delegated decision notice.

4.8.11 Nominated/Named Sub-Contractors and Suppliers

It is recommended that contracts are awarded to a single entity or lead contractor, who in turn will take contractual responsibility for the performance (and risks) for all sub-contractors and supplychains. This reduces the risk of the Council becoming party to disputes between contractors.

4.8.12 Engagement of Consultants

- (1) The Council may only appoint external consultants or advisors providing professional or consulting services if such services are not available within the Council or if Council officers providing them do not have the resources to meet the needs of the service. Where such services are available in-house, the <u>ContractingCommissioning</u> Officer must consult with a Senior Officer before taking any decision to make an external appointment.
- (2) Consideration should be given to using appropriate framework agreements for business, professional, and ICT consultancy services. Advice should be sought from the Procurement Service.
- (3) External consultants and technical officers engaged to supervise contracts must follow these Rules as applicable and their contracts for services must state this requirement.

- (4) Procurement plans and/or tenders prepared by external consultants on behalf of the Council <u>must</u> be referred to the Legal Services and Head of Finance and Resources for approval and advice and the relevant Portfolio Holder be informed.
- (5) The <u>ContractingCommissioning</u> Officer is required to submit a Request for Service form (found on the intranet) to the Procurement Service in respect of all consultancy and advisor contracts where the value of the contract is above £5,000. In estimating relevant contract values, officers shall have regard to the rules regarding aggregation-see rule 4.8.2.
- (6) All contracts for external consultants and advisors shall explicitly require that the consultants or advisors provide without delay any or all documents and records maintained by them relating to the services provided on request of the authorised officer, and lodge all such documents and records with the <u>ContractingCommissioning</u> Officer at the end of the contract.
- (7) The <u>ContractingCommissioning</u> Officer shall ensure that any consultant working for the Council has appropriate indemnity insurance.

4.8.13 Contract Conditions

- 4.8.13.1 AllSubject to compliance with the financial thresholds for <u>contract formalities set out in 4.8.17 all</u> commissions for goods works or services must be evidenced by means of <u>either</u> an official order, <u>an award letter</u> or a formal contract <u>for goods and services</u> <u>regardless of value shall</u> and shall specify:
 - (1) the work, materials, matters or things to be furnished had or done;
 - (2) the terms and conditions that apply
 - (3) the price to be paid, with a statement of discounts or other deductions; and
 - (4) the time, or times within which the contract is to be performed

(5) Every contract over £75,000 shall be in a form approved by Legal Services.

4.8.13.2 Where a contract is placed by means of an award letter this must be supported by referring to: either standard terms and conditions or terms drafted under the direction of the Director of Governance & Monitoring Officer

4.8.14 Extending Existing Contracts

- Rule 4.8.4 (1)(c) enables contracts to be extended. The <u>ContractingCommissioning</u> Officer must ensure that there is sufficient budget available for the extension.
- (2) If the original contract was subject to the EU or FTS procurement regulations, the contract can only be extended if it meets one or more of the six statutory grounds as set out in Regulation 72 of the Regulations.

4.8.15 Performance Bonds and Guarantees

In, Where appropriate the case of all contracts valued above £75,000 the authorised officerCommissioning Officer shall-determine₇.

_ based on advice from the Head of FinanceDirector of Finance and Section 151 Officer, the degree of security (if any) requiredinclude provision in the <u>Contract</u> to protect the Council from a contractor default. This may be a <u>parent company guarantee or</u> performance bond or some other form of financial or performance guarantee.-Such performance bonds should provide for a sum of not less than 10% of the total value of the contract or such other sum as the Director of Finance and Section 151 Officer Head of <u>Finance-considers appropriate</u>

- (2)(1) Where an order is placed with an in-house service and work forming part of that order is sub-contracted to an external company, then the provisions of Rule 4.8.15 (1) will apply.
- (3)(2) Where a performance bond and/or parent company guarantee is required, then the tender documents must provide for this.

4.8.16 Liquidated Damages

Any contract which is estimated to exceed £100,000 in value or amount, and is for the execution of works, or for the supply of goods or materials by a particular date or series of dates, shall <u>where appropriate</u> provide for liquidated damages. The amount to be specified in each such contract shall be determined by a Senior Officer in consultation with Legal Services.

4.8.17 Further Information

(1) Agreements shall be comp	bleted as follows:-	
Total Value	Method of Co	mpletion
Up to 75,000	Signature	an officer
		authorised to
		sign contracts
£75,001 and above	Sealed	See (3) below

Total Value	Method of CompletionContract formation	l l
Up to		
£75,000	The Corporate Director concerned must issue an official order, award letter or such enter into a simple contract must be made	
	inon such terms that have the prior approval of the Director of	
	Governance & Monitoring Officer and be signed by at least one authorised officer	
	the HeadDirector of Legal and Governance & Monitoring Officer	
	(taking into consideration the risks involved) may deem an	
	official order or simple contract inappropriate in any particular case, even where the value of the scheme is less than	
	£75,000.00In this case, the Corporate Director shall ensure that	
	a formal contract under seal relating to the scheme is made in such terms that have the prior approval of the Director of	
	Governance & Monitoring Officer	
	Corporate Directors may authorise, in writing, other officers to	
	sign official orders or simple contracts on their behalf at a value agreed with the Chief Finance Officer-provided Corporate	

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 Directors that their officers have received relevant financial		
training as approved by the Chief Finance Officer.		
Corporate Directors shall supply the names and signatures of		
signing officers together with the corresponding signing/		
authorising limits to the Chief Finance Officer and Director of		
Governance & Monitoring Officer. Corporate DirectorDirectors		
shall prepare and keep up-to-date a register of names and		
signatures of signing officers together with the corresponding		
signing limits, which shall be made available to the Director of		
Finance and Section 151 OfficerChief Finance Officer and the		
Director of Governance & Monitoring Officer upon request.		
Corporate Directors shall ensure that:		
(1)no official order or award letter be issued or formal contract	Formatted: Expanded by 0.05 pt	
made for a scheme which will commit Council to expenditure		
unless provision exists to finance that expenditure,		
(2)only official order forms in a format approved by the Director		
of Governance & Monitoring Officer may be used		
(3)each official order or formal contract indicates clearly award	Formatted: Expanded by 0.05 pt	
letter must set out	Formatted: Not Expanded by / Condensed by	\neg
(i) the nature and quantity of the work, goods, materials or		
services,		
(ii) the agreed value or price and provisions for payment, any		
trade or cash discount or allowance, the time, or times, within		
which such order or contract is to be performed, together with		
any reference to a		
(iii) the quotation, or tender when raising a purchase order.	Formatted: Condensed by 0.05 pt	
including the official reference number under which the goods	Formatted: Expanded by 0.05 pt	
works or services were sought	Formatted: Not Expanded by / Condensed by	
(Reference to these documents on a purchase order ensures		
those specific terms apply to the purchase, rather than the		
Council's standard purchase order terms of agreement)		
(4) each official order or supplier's form of order used to call-		
off, draw-down or make other similar arrangements where a		
formal contract in respect of such requirements is already made		
(whether such contract be under seal or a simple contract)		
contains full details of the contract in question, including as a		
minimum: the date of the contract, the names of the parties to it		
and a description of the works, supplies or services (as the case may be) which form the subject-matter of the contract		
case may be) which form the subject-matter of the contract		
(5)as soon as possible after any official order or award letter has	Formatted: Not Expanded by / Condensed by	
been made -the matter must be notified notified to the		
Procurement unit for noting on the Contracts Register.		
(6) a scanned copy of every executed formal contract is	Formatted: Expanded by 0.05 pt	
sentmust be provided to the Senior Procurement Manager for	Formatted: Indent: Left: 0.05 cm, First line: 0.25 cm	

	storing on the City-Council's e-tendering system, together with an electronic record of the names of the City Council and supplier contacts relevant to each such contract	Formatted: Expanded by 0.05 pt
£75,001.00 and above	a formal contract under seal executed by both parties must be completed under the direction of the Director of Governance & Monitoring Officer	
	Provided that these provisions shall not apply when the selected procurement route is by use of a framework agreement AND the framework terms and conditions provide that documents are to be executed as a simple contract and not as a deed	

Provided that these provisions shall not apply when the selected procurement route is by use of a framework agreement AND the framework terms and conditions provide that documents are to be executed as a simple contract and not as a deed

(2) Signature

The <u>ContractingCommissioning</u> Officer responsible for securing signature of the contract must ensure (<u>1</u>) that the person signing for the other contracting party has authority to bind it₇ and (<u>2</u>) they hold authorisation from the Council i.e. an Executive minute or a formal Delegated Decision or if below the DD limit (£50,000) a written authorisation from the Senior Officer.- to commit the Council to the contract such authorisation must be provided prior to the document being submitted for signature by an approved signatory

(3) Sealing

Where contracts are completed by each side adding their formal seal, the affixing of the Council's seal will be attested by the <u>Director of Governance &</u> Monitoring Officer or anyone authorised by the <u>Director of Governance &</u> Monitoring Officer together with a Councillor. Formatted: Right: 0 cm, Space After: 0.5 pt, Line spacing: Multiple 1.08 li, Tab stops: 2.58 cm, Centred + 5.23 cm, Centred + 9.25 cm, Centred + 14.17 cm, Centred

An entry of every sealing shall be made and consecutively numbered in a book kept for the purpose. The seal must not be affixed without the authority of the Council, Executive, a committee or under delegated powers. A contract must be sealed where:

- the Council may wish to enforce the contract more than six years after its end; or
- the price paid or received under the contract is a nominal price and does not reflect the value of the goods or services;

or

- where there is any doubt about the authority of the person signing for the other contracting party; or
- the Total Value exceeds £75,000

(4) Archiving and lodgement of records

The original signed/sealed contract must be recorded on the Contracts Register and stored securely within Legal Services.

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Appendix A - Financial Thresholds and Aggregation Rule

Contract Value		Process	AwardContract OpportunityProcedurePublication/Route		Documentation
A N From	То		based on		
£0	£1,000	Oral quotation	Preferably at least 3 oral quotations	No mandatory procurement involvement	Employee identifying need to record details on quotation database.
£1,001	£5,000	Written quotation	Minimum of three written quotations	No mandatory procurement involvement	Employee identifying need to record details on quotation database.
£5,001	£25,000	RFQ (Request for quotation)	Quotations based on a RFQ document with simplified Ts&Cs	Advise to be obtained from Procurement Services before commencing procurement.	Must be based on a written specification provided to the supplier by the Council. Quotation may be delivered by e-mail or through an electronic RFQ system. Council Ts&Cs must be accepted.

£25,001	£75,000	RFQ (Request for quotation) Procurement may advise to undertake a formal tender in which case the procedure below should be followed.	Quotations based on a RFQ document with simplified Ts&Cs	Mandatory procurement involvement. Advertised in <u>Source Derbyshireon Councils</u> <u>Website</u> and the electronic RFQ system (INTEND). Contracts over £25,000 also published on the_Contracts Finder- <u>website</u>	Must be based on a written specification provided to the supplier by the Council. Quotation may be delivered by e-mail or provided through an electronic RFQ system. Council Ts&Cs must be accepted.
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£ 75,001 44	Up to EU Threshold asrelevant Thresholdas amended each year	Formal tender (report to Executive if over the Key Decision Threshold)	Full tender process	Mandatory procurement involvement. Advertised inon Source DerbyshireCouncils Website and on the Contracts Finder website, if appropriate -INTEND, Specialist publication if appropriate	ITT documentation as relevant with sealed bids which may be submitted via an electronic tendering process. Must be based on a written specification provided to the supplier by the Council. Council Ts&Cs must be accepted.
EU Above Threshold	above	Formal tender	Full tender process	Mandatory procurement involvement. OJEU, Advertised in Source Derbyshireon the Find a Tender Website the Councils Website, if appropriate INTEND, Specialist publication if appropriate	PQQ and ITT documentation as relevant with sealed bids which may be submitted via an electronic tendering process. Must be based on a written specification provided to the supplier by the Council. Council Ts&Cs must be accepted.

NB The Contract Value shall be calculated as follows: The estimated or proposed contract value is the value or consideration for the contract as a whole (not an annual value) and any contract with an option to extend the contract period will be valued to include also any provision for such extended period (e.g. a three year contract with an option to extend for a further two years will be valued as the consideration for a five year contract).

The calculation will be inclusive of VAT.

Agenda Item 7



Bolsover District Council

Council on 6th March 2024

Sky Lanterns and Helium Balloons

Report of the Portfolio Holder for Environment

Classification	This report is Public
Contact Officer	Ken Eastwood Joint Assistant Director, Environmental Health

PURPOSE/SUMMARY OF REPORT

- To alert Members of the Council to the risks posed by sky lanterns and helium filled balloons.
- To recommend that Bolsover District Council introduce a charter to ban the release of sky lanterns and helium balloons on any land or property owned by the Council.

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 sky lantern and balloon use, both at specified celebrations such as birthdays/family and community events; Bonfire night and New Year's Eve.
- 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 Research revealed several organisations running national awareness raising campaigns and calling for the celebratory use of these items to be banned through national regulatory action.
- 1.4 While there is limited additional impact we can have at a local level due to current national legislation, designating restrictions on use on council land will bring us in line with over 50% of English councils.

2. Details of Proposal or Information

- 2.1 The release of sky lanterns or helium balloons might look pretty, but these items can present a serious danger to animals and the countryside.
- 2.2 Sky lanterns and helium balloons are usually used in Britain to mark special celebrations such as weddings, parties and New Year, but many people are not aware of the dangers they can cause.
- 2.3 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.
- 2.4 Helium filled balloons can travel similar distances and also present a danger to animals and litter the environment.
- 2.5 The risks presented include: -
- 2.5.1 **Litter Nuisance**: Farmers and other landowners have to clear up the remnants of sky lanterns and balloons from their fields. Whilst 'biodegradable' lanterns made from Bamboo are available, they still take months or years to degrade.
- 2.5.2 **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.
- 2.5.3 **Animals and Livestock:** Sky Lanterns can cause suffering or even kill animals and livestock. Balloons present a choking hazard. Not just by fire, sky lantern and balloon 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.
- 2.5.4 **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.

- 2.6 A number of other Councils and organisations have backed the campaigns and banned the release of sky lanterns and helium balloons on Council owned land. Councils taking action include: -
 - Lincoln City Council
 - Newark & Sherwood District Council
 - North East Derbyshire District Council
 - Nottinghamshire County Council
 - Rushcliffe Borough Council
 - South Kesteven District Council
 - West Lindsey District Council
- 2.7 Other organisations, including the Peak District National Park, the Countryside Alliance, the Marine Conservation Society and the RSPCA are calling for bans.
- 2.8 As a result of the scrutiny review, Members agreed 5 recommendations (as outlined in Appendix 1), and also drafted a Charter for adoption by the Council in line with the approach taken by other Councils nationally. Through the Council's adoption of the Charter, four of the five scrutiny recommendations will be achieved.

3. <u>Reasons for Recommendation</u>

- 3.1 Sky lanterns and helium balloon releases pose a significant risk of harm to animals and the environment.
- 3.2 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-lanternalternatives).

4 <u>Alternative Options and Reasons for Rejection</u>

- 4.1 The alternative option would be to take no action in response to these concerns and issues.
- 4.2 This option has been rejected as it is recommended the Council takes action and sets a positive example with regard to the release of sky lanterns and helium balloons.

RECOMMENDATION

The Council adopts and promotes 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.

Approved by Councillor Anne Clarke Portfolio Holder for Environment.

IMPLICATIONS;
Finance and Risk: Yes□ No ⊠ Details: None from this report. Suggested action for the Council can be contained within existing budgets. On behalf of the Section 151 Officer
Legal (including Data Protection): Yes□ No ⊠ Details: There are no legal implications arising from this report.
On behalf of the Solicitor to the Council
Environment:Yes Image: No Image: No Image: Second Seco
Staffing: Yes□ No ⊠ Details: There are no staffing implications 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 □ Capital - £150,000 □ ⊠ Please indicate which threshold applies	No
Is the decision subject to Call-In?	No
(Only Key Decisions are subject to Call-In)	

District Wards Significantly Affected	All
Consultation: Leader / Deputy Leader □ Executive ⊠ SLT □ Relevant Service Manager ⊠ Members ⊠ Public □ Other □	Details: Considered by Scrutiny and Executive in 2022.

Links to Council Ambition: Customers, Economy and Environment.

Directly links to Environment ambition. Reducing the release of sky lanterns and helium filled balloons will reduce environmental impacts locally and further afield.

DOCUMENT INFORMATION		
Appendix No	Title	
1	Original Recommendations from Scrutiny Review and Executive's Responses	

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).

<u>Appendix 1</u>

Original Recommendations from Review and Executive's Response

PERFORM Code	Recommendation	Desired Outcome	Lead Officer	Service Response	Executive Response
CCCSC22- 23 1.1	That a local Charter for BDC outlining our position in relation to Sky Lanterns and Helium Balloons be produced and endorsed by Executive and Council.	That the Council aligns with the approach of neighbouring Councils, outlining a clear stance against the release of sky lanterns and helium balloons on its land and property.	Joint Assistant Director of Environmental Health.	This is deliverable within current service resources.	Recommendation Approved.
CCCSC22- 23 1.2	That on agreement of the Charter by Council, notification is sent to the Marine Conservation Society so the Council can be added to the national list of Councils with a ban in place.	That the Council shows clear intent to back the national campaign and is listed alongside other Councils nationally.	Joint Assistant Director of Environmental Health.	This can be completed following endorsement by Council.	Recommendation Approved.
CCCSC22- 23 1.3	That on agreement of the Charter by Council, all relevant tenancy agreements are reviewed and where necessary a clause added (at their next scheduled revision) to reflect the Council's position in relation to its land and property.	That all relevant tenancy agreements, where necessary, reflect the Council's stance in limiting environmental impacts from sky lanterns and released balloons.	Joint Assistant Director of Environmental Health in consultation with: Assistant Director of Housing	This is deliverable within current service resources. This will require liaison with Estates Management and Housing Management.	pp

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PERFORM Code	Recommendation	Desired Outcome	Lead Officer	Service Response	Executive Response
			Management & Enforcement. Business Growth Manager.		
CCCSC22- 23 1.4	That advice and guidance be added to the Council's website and appropriate publicity in local publications takes place, following agreement of the Charter by Council.	That the Council adopts an improved approach to awareness raising on this issue, improving knowledge on the risks and directing the public to alternative options.	Joint Assistant Director of Environmental Health in consultation with: Communications, Design and Marketing Manager.	This is deliverable within current service resources.	Recommendation Approved.
CCCSC22- 23 1.5	That BDC writes a letter to the Government lobbying for change to national legislation, in line with the national campaign.	That the Council aligns with the approach of neighbouring Councils and backs the national campaign for legislation to ensure a ban on items such as sky lanterns and helium balloons.	Portfolio Holder – Environmental Health & Licensing.	This can be completed via support from the Scrutiny & Elections Officer.	Recommendation Approved.



Bolsover District Council

Council on 6th March 2024

LEVEL OF COUNCIL TAX 2024/25

Report of the Director of Finance and Section 151 Officer

Classification	This report is public.
Contact Officer	Theresa Fletcher Director of Finance and Section 151 Officer

PURPOSE / SUMMARY

- The Localism Act 2011 requires the billing authority to calculate a Council Tax requirement for the year.
- The approved demand on the Collection Fund for this Council should be £4,691,334 The Council has now received all of the Parish Precept demands which total £4,583,187 which together mean the total demand on the Collection Fund in 2024/25 will be £9,274,521.
- In order to calculate the Council Tax requirement for the area at the relevant bands, the demands of the County Council, Police Authority, Fire Authority, and parish councils will also need to be taken into account.
- The Council has now received all the relevant precept demands from the other local authorities that precept upon this council as the billing authority for Council Tax.
- It should be noted that this report will be subject to a recorded vote.

1 <u>REPORT DETAILS</u>

- 1.1 It should be noted that the Chief Financial Officer has calculated the following amounts as the Council Tax Base for the year 2024/25.
 - **23,122.93** being the amount calculated by the Council, in accordance with section 31B of the Local Government Finance Act 1992, as amended.
 - The following being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amounts of its Council Tax Base for the year for dwellings in those parts of its area to which special items relate.

Parish	Parish Tax
	Base
Ault Hucknall	391.22
Barlborough	1,171.99
Blackwell	1,229.32
Clowne	2,555.90
Elmton	1,669.38
Glapwell	484.16
Hodthorpe	266.01
Langwith	853.99
Old Bolsover	3,699.99
Pinxton	1,581.99
Pleasley	765.19
Scarcliffe	558.32
Shirebrook	2,579.41
South Normanton	2,978.75
Tibshelf	1,239.96
Whitwell	1,097.35
Total	23,122.93

- 1.2 Calculation of the Council Tax requirement for the Council's own purposes for 2024/25 (excluding Parish Precepts) is £4,691,334.
- 1.3 That the following amounts be now calculated by the Council for 2024/25 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 (as amended):
 - a) £43,167,686 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils (Note – this is the District Council's Gross Expenditure including Parish Precepts).
 - b) £33,893,165 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act (Note – this is the District Council's Gross Income).
 - c) £9,274,521 being the amount by which the aggregate at 1.3(a) above exceeds the aggregate at 1.3(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year. (Note this sum is the total of the District's requirements of £4,691,334 plus the total parish precepts of £4,583,187).
 - d) £401.10 being the amount at 1.3(c) above divided by item 1.1 calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (Note – this is a calculated average for the District Council and the Parish precepts).

- e) £4,583,187 being the aggregate amount of all special items referred to in Section 34(1) of the Act (as per 1.3c) (Note this is the total Parish Precept amount that will be raised through Council Tax).
- f) £202.89 being the amount at 1.3(d) above less the result given by dividing the amount at 1.3(e) by the amount at 1.1, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates (Note – this is the District Council Band D charge for Council Tax for 2024/25).
- g) Part of the Council's Area

The following being the amounts calculated by adding the amount at 1.3(f) to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned in 1.3(d) divided in each case by the amount at 1.1(b). Calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate (Note – this is the sum of the District Council Band D and the individual Parish Band D).

Parish	Council Tax at Band D £
Ault Hucknall	330.70
Barlborough	305.28
Blackwell	439.00
Clowne	382.35
Elmton	535.84
Glapwell	471.40
Hodthorpe	367.32
Langwith	434.27
Old Bolsover	361.67
Pinxton	382.37
Pleasley	327.80
Scarcliffe	351.09
Shirebrook	531.26
South Normanton	329.31
Tibshelf	356.33
Whitwell	452.14

h) Being the amounts given by multiplying the amounts at 1.3(f) and 1.3(g) by the number which in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of

Dort of the	Valuation Bands								
Part of the	Α	В	С	D	E	F	G	Н	
Council's Area	£	£	£	£	£	£	£	£	
Ault Hucknall	220.46	257.21	293.95	330.70	404.18	477.67	551.16	661.39	
Barlborough	203.52	237.44	271.36	305.28	373.12	440.96	508.79	610.55	
Blackwell	292.66	341.44	390.22	439.00	536.55	634.11	731.66	877.99	
Clowne	254.90	297.38	339.86	382.35	467.31	552.28	637.24	764.69	
Elmton	357.22	416.76	476.30	535.84	654.91	773.99	893.06	1071.67	
Glapwell	314.26	366.64	419.02	471.40	576.15	680.91	785.66	942.79	
Hodthorpe	244.88	285.69	326.50	367.32	448.94	530.57	612.19	734.63	
Langwith	289.51	337.76	386.01	434.27	530.77	627.27	723.78	868.53	
Old Bolsover	241.11	281.30	321.48	361.67	442.04	522.41	602.78	723.33	
Pinxton	254.91	297.40	339.88	382.37	467.34	552.31	637.28	764.73	
Pleasley	218.53	254.95	291.37	327.80	400.64	473.48	546.33	655.59	
Scarcliffe	234.06	273.07	312.08	351.09	429.11	507.13	585.14	702.17	
Shirebrook	354.17	413.20	472.23	531.26	649.31	767.37	885.43	1062.51	
South Normanton	219.54	256.13	292.72	329.31	402.49	475.67	548.84	658.61	
Tibshelf	237.55	277.14	316.73	356.33	435.51	514.69	593.88	712.65	
Whitwell	301.42	351.66	401.90	452.14	552.61	653.09	753.56	904.27	

categories of dwellings listed in the different valuation bands (Note – this is the same as above but shown over all Valuation Bands).

1.4 That it be noted that for the year 2024/25 Derbyshire County Council, the Police and Crime Commissioner for Derbyshire and the Derbyshire Fire and Rescue have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Act 1992 for each of the categories of dwellings shown in the following table:

	Valuation Bands								
Precepting	Α	В	С	D	E	F	G	Н	
	£	£	£	£	£	£	£	£	
Derbyshire County Council	903.47	1,054.04	1,204.63	1,355.20	1,656.36	1,957.51	2,258.67	2,710.40	
DCC - Adult Social Care	131.02	152.86	174.69	196.53	240.20	283.88	327.55	393.06	
Police + Crime Commissioner	186.40	217.47	248.53	279.60	341.73	403.87	466.00	559.20	
Fire + Rescue Service	58.94	68.76	78.59	88.41	108.06	127.70	147.35	176.82	
	1,279.83	1,493.13	1,706.44	1,919.74	2,346.35	2,772.96	3,199.57	3,839.48	

1.5 That, having calculated the aggregate in each case of the amounts at 1.3(h) and 1.4, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2024/25 for each of the categories of dwellings (Note – this is the total charge for 2024/25 i.e. when all the individual precepts are added together.)

Part of the	Valuation								
Council's Area	Α	В	С	D	E	F	G	Н	
Council's Area	£	£	£	£	£	£	£	£	
Ault Hucknall	1,500.29	1,750.34	2,000.39	2,250.44	2,750.53	3,250.63	3,750.73	4,500.87	
Barlborough	1,483.35	1,730.57	1,977.80	2,225.02	2,719.47	3,213.92	3,708.36	4,450.03	
Blackwell	1,572.49	1,834.57	2,096.66	2,358.74	2,882.90	3,407.07	3,931.23	4,717.47	
Clowne	1,534.73	1,790.51	2,046.30	2,302.09	2,813.66	3,325.24	3,836.81	4,604.17	
Elmton	1,637.05	1,909.89	2,182.74	2,455.58	3,001.26	3,546.95	4,092.63	4,911.15	
Glapwell	1,594.09	1,859.77	2,125.46	2,391.14	2,922.50	3,453.87	3,985.23	4,782.27	
Hodthorpe	1,524.71	1,778.82	2,032.94	2,287.06	2,795.29	3,303.53	3,811.76	4,574.11	
Langwith	1,569.34	1,830.89	2,092.45	2,354.01	2,877.12	3,400.23	3,923.35	4,708.01	
Old Bolsover	1,520.94	1,774.43	2,027.92	2,281.41	2,788.39	3,295.37	3,802.35	4,562.81	
Pinxton	1,534.74	1,790.53	2,046.32	2,302.11	2,813.69	3,325.27	3,836.85	4,604.21	
Pleasley	1,498.36	1,748.08	1,997.81	2,247.54	2,746.99	3,246.44	3,745.90	4,495.07	
Scarcliffe	1,513.89	1,766.20	2,018.52	2,270.83	2,775.46	3,280.09	3,784.71	4,541.65	
Shirebrook	1,634.00	1,906.33	2,178.67	2,451.00	2,995.66	3,540.33	4,085.00	4,901.99	
South Normanton	1,499.37	1,749.26	1,999.16	2,249.05	2,748.84	3,248.63	3,748.41	4,498.09	
Tibshelf	1,517.38	1,770.27	2,023.17	2,276.07	2,781.86	3,287.65	3,793.45	4,552.13	
Whitwell	1,581.25	1,844.79	2,108.34	2,371.88	2,898.96	3,426.05	3,953.13	4,743.75	

- 1.6 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 VJ Warhurst	Senior Revenues Officer
Mrs A Bowman	Senior Revenues Officer
Mrs P Bates	Senior Revenues Officer
Miss G Jackson	Senior Revenues Officer
Mrs L Pickering	Senior Revenues Officer

Given that the officers performing this role may change during the course of the financial year it is recommended that delegated powers be granted to the Council's Chief Financial Officer to authorise amendments to the above list should this prove necessary.

2. <u>Reasons for Recommendation</u>

2.1 This report sets out for approval by Council the precepts of the relevant public authorities operating in the area of Bolsover District Council in order for Council to agree the Council Tax liability for local residents in respect of 2024/25.

3 <u>Alternative Options and Reasons for Rejection</u>

3.1 The Council is legally obliged to approve the Council Tax for the financial year 2024/25.

RECOMMENDATIONS

- 1. That Council formally approves the Council Tax for the Financial Year 2024/25 as set out in this report.
- 2. The Council authorises the officers as set out in section 1.6 above to undertake the identified duties in accordance with section 223 of the Local Government Act 1972, and delegates to the Council's Chief Financial Officer the authority to authorise any amendments to the list of named officers that may prove necessary during the course of the financial year.

Approved by the Portfolio Holder - Cllr Clive Moesby, Executive Member for Resources

IMPLICATIONS.			
<u>Finance and Risk:</u> Details:	Yes⊠	No 🗆	
authorities operating wit requested by the various	hin the area precepting a puncil Tax whi	of Bolsover. In uthorities, incluc ich raises suffici	Fund for all of the precepting n order to pay the amounts ding Bolsover District Council, ient funding to ensure that the ed upon it.
		On bel	half of the Section 151 Officer
Legal (including Data P Details: The Council is le		Yes⊠ d to set a counc	No □ sil tax for its area.
		On behalf	of the Solicitor to the Council

Environment:	Yes⊡	No 🛛					
Please identify (if	applicable) ho	w this proposal/report wi	II help the Authority meet				
its carbon neutral target or enhance the environment.							
Details: Not appli	cable to this re	port.					
Staffing: Yes	🗆 No 🛛	۵					
Details: There are	e no human re	source implications arisir	ng directly from this report.				
		On behalf c	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 □ Capital - £150,000 □ ⊠ Please indicate which threshold applies	No
Is the decision subject to Call-In?	No
(Only Key Decisions are subject to Call-In)	

District Wards Significantly Affected	All
Consultation: Leader / Deputy Leader I Executive I SLT I Relevant Service Manager I Members I Public I Other I	Yes Details: Portfolio Holder

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

DOCUMENT INFORMATION		
Appendix No	Title	

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). None

Agenda Item 9



Bolsover District Council

Council on 6th March 2024

Bolsover District The Future 2024-2028

Report of Leader of the Council

Classification	This report is Public
Report By	Karen Hanson, Chief Executive Kath Drury, Information, Engagement and Performance Manager

PURPOSE/SUMMARY OF REPORT

• To present the draft Council Plan – Bolsover District The Future 2024-2028 to Council for adoption.

REPORT DETAILS

1. Background

1.1 The Council Ambition 2020-2024 is drawing to a close and a new council plan is needed to continue the progress towards the Council's vision.

2. <u>Details of Proposal or Information</u>

- 2..1 The Future 2024-2028 builds on the success of the Council Ambition 2020-2024 and recognises the pivotal role that the Council plays in delivering and working with and influencing public and private sector partners, government, and businesses to make Bolsover District a great place to live, work and spend time.
- 2..2 The new plan has a separate aim for Housing to reflect the Council's ambitions in this area and recognises the importance of the new Social Housing Consumer Standards. The plan sets out the four aims (Customers, Economy, Environment and Housing) together with the Council priorities under each aim.
- 2..3 Consultation on the priorities underpinning the Council's aims has been wide and included the Citizens' Panel, Equality Panel, and employees. Senior Leadership Team and the Scrutiny Committees were also consulted on the initiatives and targets supporting the priorities.

- 2..4 Consultation with the Citizens Panel in November 2023 noted:
 - 87% Strongly agree/agree with the priorities listed under the customer aim (33% strongly agree, 54% agree)
 - 85% Strongly agree/agree with the priorities listed under the economy aim (32% strongly agree, 53% agree)
 - 78% Strongly agree/agree with the priorities listed under the housing aim (34% strongly agree, 44% agree)
 - 88% Strongly agree/agree with the priorities listed under the environment aim (41% strongly agree, 47% agree)
 - 146 comments were received which have been reviewed and shared with SLT. Changes were also made to some of the priorities specifically and generally to reflect some of the comments received.
- 2..5 In tandem with the development of the new Council Plan the performance management framework which will support the delivery of the plan is being developed with Service Managers finalising service plans. Once the new plan has been adopted and the performance management framework approved by SLT then active monitoring of the plan will commence.

3. <u>Reasons for Recommendation</u>

3.1 The new plan has received broad support and will be a key document and tool for the continued delivery of excellent services and driver for economic prosperity for Bolsover District.

4 <u>Alternative Options and Reasons for Rejection</u>

4.1 Not applicable. The Council Plan is an important strategic document.

RECOMMENDATION(S)

- 1. That Council approves the adoption of Bolsover District The Future 2024-2028.
- 2. That the CEO be authorised to make any subsequent minor amendments to Bolsover District The Future 2024-2028.
- 3. That the CEO and SLT manage the supporting performance management framework to ensure that it stays aligned to Bolsover District The Future 2024-2028 vision, aims and priorities.

Approved by Councillor Steve Fritchley, Leader of the Council

	ONS:				
<u>Finance and</u> Details:	d Risk:	Yes□	No 🛛		
Details.			C	On behalf of the	Section 151 Officer
	iding Data Pr	otection):	Yes□	No 🛛	
Details:		On	behalf of the Soli	icitor to the Council	
Environment: Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment. Details: By reporting on targets which supports the Council to meet its carbon neutral target and enhance the environment.					
<u>Staffing</u> : Details:	Yes□	No 🛛	Or	behalf of the He	ead 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 □ Capital - £150,000 □ ⊠ Please indicate which threshold applies	No
Is the decision subject to Call-In?	No
(Only Key Decisions are subject to Call-In)	

District Wards Significantly Affected	None
Consultation: Leader / Deputy Leader ⊠ Executive ⊠ SLT ⊠ Relevant Service Manager ⊠ Members ⊠ Public ⊠ Other ⊠	Noted in the report

Links to Council Ambition: Customers, Economy and Environment.

All

DOCUMENT INFORMATION	
Appendix No	Title
1	Draft Bolsover District The Future 2024-2028

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).

App<mark>endi</mark>x 1



BOLSOVER DISTRICT THE FUTURE 2024 – 2028





Our vision

Our vision is to maximise our influence and opportunities within the East Midlands Combined County Authority to drive the continued delivery of excellent services, maximise local aspirations and drive economic prosperity for Bolsover District.

Welcome from the Council Leader

Local authorities play a pivotal and significant role in society.

Everything we do can be experienced on a daily basis. From looking after the parks and recreation grounds your children play in, to building new homes for local families to live in. From administering benefits and financial support to help those in need, to regenerating our towns and villages.

When I was first elected as Council Leader in 2019, I said we needed to become a more flexible and adaptable authority. It is no good setting stringent and rigid targets when powers outside of our control, influence what we want to do.

Establishing a set of priorities that allow us to change how we approach things, with the recognition that if we need to change then we can, will stand us in good stead for the future.

So, we have developed this new plan with two fundamental objectives in our mind.

The first is you, our communities.

You are the heart of everything we do. From how we deliver our services to how we design them for the future. From protecting people's jobs to helping

Challenge

The introduction of the East Midlands Combined County Authority and elected mayor will bring significant changes as the mayor will hold devolved powers in areas such as transport, regeneration, housing and skills.

Opportunity

We have put in place structures and mechanisms to ensure we have 'shovel ready' projects to implement as and when any funding becomes available from the East Midlands Combined County Authority to ensure Bolsover District gets the best possible deal.

Councillor Steve Fritchley

people gain new skills. From delivering value for money projects to providing improved access to our services.

The second, is building resilience.

We need to have the ability to adapt and recover from outside disruptions and influences, ensuring that we can continue to deliver services as well as thrive in the long term.

Finance in local government has long been a discussion for debate. But whichever way you look at it, it is abundantly clear that it is never going to reach the same levels it was decades ago. So, we have put in place mechanisms to ensure we can become self-sufficient to provide the services to meet your needs.

One such mechanism is the establishment of our own company Dragonfly Development Ltd who will help us achieve a fair percentage of our ambitions such as building new council homes, regenerating our high streets and delivering projects like the Roseland Park & Crematorium near Shirebrook that will see income generated for the authority.

We are always striving for improvement. We are looking to improve our town and village high streets, increase the amount of sporting and cultural opportunities, improve the district's biodiversity, provide options to recycle more and build more council homes.

So, as you read through this document, you will see that our priorities and aims are flexible and adaptable so we can adapt to any changes that come our way.

Introducing the plan

I am proud to be introducing the strategic plan for the Bolsover District for the next four years. At a time when many local councils are struggling to deliver services with limited budgets, it is more important than ever that we remain focused on continuous improvement, value for money and delivery of excellent services for our residents, businesses and visitors.

In developing this plan, we have worked with elected members, residents and staff to shape and focus our ambitions for the next four years. Priorities that focus on not only improving our services, but developing our communities, enhancing our environment and delivering growth for both the business and visitor economy. To deliver these ambitions we need skilled resources, and at Bolsover District Council, we employ over 500 dedicated and professional members of staff. From our refuse collectors to our housing and homelessness teams, all our staff are well trained and highly motivated to ensure we deliver the best we can for our communities.

This plan cannot possibly cover every service we provide or every ambition we want to achieve.



Ambitions

This plan responds to issues like the housing crisis, protecting our natural environment and helping young people meet their potential. It will help us meet our sustainability targets, including our commitment to achieving netzero carbon status by 2050 and increasing our recycling and composting rates.



Karen Hanson Chief Executive Officer

Instead, it tells you how we will work, what we will focus on and what our priorities are.

It responds to the short, medium and longer-term issues, like the national housing pressures, while protecting our natural environment and helping young people meet their potential for the long-term. It will help us meet our sustainability targets, including our commitment to achieving net-zero carbon status by 2050 and increasing our recycling and composting rates.

These are challenging times, but by working together we will continue to deliver and support stronger, healthier and more vibrant towns and communities.

I am looking forward to working with elected members and staff in delivering the next part of the Bolsover District journey.

The future 2024 - 2028

We are proud of Bolsover District. And we want to create a future where our children can grow up and thrive, where there is good quality, highly paid jobs available, where there is cultural and social activities to enjoy, where urban meets rural and the built environment complements the natural environment.

To do this we have developed four main aims:





Customers

Providing excellent and accessible services.



Driving growth, promoting the district and being business and visitor friendly.

Values

And to help us continue to be a flexible, adaptable and an efficient organisation we have adopted the following values. We:

- will show respect, honesty, care, and compassion in everything we do
- will challenge ourselves and change for the better
- will be open and transparent
- are proud and passionate about what we do
- will continue to work as a team and with partners to provide quality services.



Environment

Protecting the quality of life for residents and businesses, meeting environmental challenges, and enhancing biodiversity.



Housing

Delivering social and private sector housing growth.



Priority

Customers providing excellent and accessible services



• Our priorities

We are committed to:

- Continuous improvement to service delivery through innovation, modernisation and listening to customers.
- Improving the customer



We will use technology to improve our services, where appropriate, but not to the detriment of customer service



experience and removing barriers to accessing information and services.

- Having an agile working, responsive, skilled, and engaged workforce.
- Continuing to work with partners from all sectors, ensuring priorities are aligned to benefit the residents of Bolsover District.
- Promoting equality, diversity, and inclusion, and supporting and involving vulnerable and disadvantaged people.
- Improving health, wellbeing and increasing participation in sport, leisure, and social activities.

Website

To help us improve the accessibility of our website we will talk to local organisations such as the Equalities Group to get their views and feedback.

Sports participation

We will provide a more diverse range of activities, both in our leisure facilities and as part of our outreach programmes, to help increase participation in sport, leisure and social activities.



Some of the initiatives that will help us achieve our priorities over the next four years include:

- Developing real time customer satisfaction measurement for services provided through our contact centres.
- Achieving a score of 90% or above based on user experience including accessibility for our website.
- Developing further our customer and resident insight work.
- Working with stakeholders, regional and local partnerships to deliver shared strategies and

priorities and publish an annual progress and evaluation report in respect of cross cutting themes (skills, aspiration, health, and local rail offer).

- Monitoring progress against the Equality Plan and objectives for 2023–2027 and publishing information annually.
- Increasing participation in sport, leisure, and social activities, by 3,000 attendances per year.
- Delivering a health intervention programme which provides 500 adults per year with a personal exercise plan via the exercise referral scheme and aims to retain at least 50% into continued exercise after 12 weeks.
- Improving employee engagement and feedback to enable us to develop a fully inclusive People Strategy by March 2025.

Priority

Economy

Drive growth, promote the district and be business and visitor friendly



Our priorities

We are committed to:

- Actively working with partners to support enterprise, innovation, jobs, and skills.
- Unlocking regeneration and development potential



It's important that we are flexible and adaptable to help meet our business goals and grow the local economy of long-term vacant land and buildings, and stalled sites and deliver income-generating capital projects.

- Ensuring financial sustainability, increasing revenue streams, achieving best value, and making the best use of our assets.
- Promoting the district and working with partners to increase and support the creative, cultural and tourism sector.
- Maximising our influence and opportunities within the East Midlands Combined County Authority to collectively ensure our citizens have the opportunity to develop key skills and access opportunities to work well, and help create a strong and sustainable local economy.

Place narrative

To help us attract more visitors and inward investment to the area our focus for a new place narrative will centre around three priority areas: your visitor experience all packaged up; experience our great value living location; and we've made it our business to reach out.

Pleasley Vale

We will work with existing businesses to develop the site into a unique business, leisure and visitor experience where the past meets the future and tradition meets innovation.



Some of the initiatives that will help us achieve our priorities over the next four years include:

- Refreshing our Business Growth Strategy to enable and empower Dragonfly Development Ltd to support us in making the best use of our assets, support growth in the local economy, attract inward investment to the district and maximise the district's share of potential funding streams from the Government and the East Midlands Combined County Authority.
- Working with partners to develop a place-based narrative to encourage inward investment, increase engagement with our

key heritage assets and grow the visitor economy, the number of tourists and the amount of tourism spending in the district by 2025.

- Working with partners to develop innovation and growth in our cultural and creative sectors through active support of an investment in a creative's network, cultural corridor, and maker's hub.
- Working with higher education and further education providers and other partners to develop post 16 provision within the district to enable and empower more of our local workforce to find better paid, skilled jobs.
- Securing investment in improvement of our existing business estate and delivery of new commercial space, including regeneration of Pleasley Mills, to meet the needs of local business, encourage inward investment and support growth throughout the local economy.
- Delivering a fully operational crematorium by 2024 and managing this facility to generate income from 2025.
- Reviewing procurement rules to meet public procurement regulations and social value requirements.

Priority

Environment

Protect the quality of life for residents and businesses, meet environmental challenges and enhance biodiversity



Our priorities

We are committed to:

• Maximising our influence and opportunities within the East Midlands Combined County Authority to collectively lead the way in moving from fossil to fusion and play our part in



We have to find a way to make sure what we do complements how nature works and how people think achieving our national ambition to achieve net zero by 2050.

- Reducing our carbon footprint whilst supporting and encouraging residents and businesses to do the same.
- Increasing recycling.
- Enhancing biodiversity across the district.
- Working with stakeholders, regional and local partnerships to deliver shared strategies and priorities that support the local environment.
- Ensuring all areas, neighbourhoods, and streets in the district, irrespective of housing tenure or type, are places where people want to live, feel safe, and are proud to live.

Recycling

To help us achieve a better rate of recycling across the district, more targeted promotion will be undertaken to help educate people on the benefits of recycling.

Tree planting

We will continue with our tree planting schemes to help reduce the impact on the environment and increase the biodiversity of our district.



Some of the initiatives that will help us achieve our priorities over the next four years include:

- Updating our Carbon Reduction plan to deliver Net Zero 2050 and publish an annual progress and evaluation report.
- Increasing the combined recycling and composting rate to meet government's 65% target by 2035.
- Implementing Government Waste Consistency requirements for commercial waste by ending March 2025 and household waste by ending March 2026.
- Introducing separate weekly collection of food waste by March 2026.

- Carrying out 155 targeted proactive littering/dog fouling patrols per year (in 2023/24 and review number for 2024/25).
- Reducing fly-tipping incidents per 1,000 people in Bolsover District over the plan period (baseline to be established and targets set each year).
- Achieving minimum quality standards of 60% for green spaces based on criteria and identified in the Local Plan for Bolsover District (baseline to be established and targets set each year).
- Annually monitoring the condition of Local Wildlife Sites across the district and take steps if required to enhance biodiversity and local nature recovery.
- Supporting developers and local organisations to deliver Biodiversity Net Gain across our urban and rural environments, realising future opportunities that support and deliver our Local Nature Recovery action plan.

Priority

Housing

Deliver social and private sector housing growth



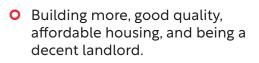
Our priorities

We are committed to:

• Enabling housing growth by increasing the supply, quality, and range of housing to meet the needs of the growing population.



We are determined to solve the local housing crisis, one brick at a time



- Preventing and responding to homelessness through early intervention and personalised solutions.
- Maintaining and improving property and housing management standards and ensuring that standards and living conditions in the district contribute towards better health outcomes for all.
- Maximising our influence and opportunities within the East Midlands Combined County Authority to create affordable, good quality housing options and to retrofit existing homes to be more environmentally sustainable.

New council homes

We will continue with our Bolsover Homes programme by building new council properties where there is an identified demand, and it meets the needs of the local community.

Private sector housing

We will adopt a new private sector housing strategy to help us work with landlords to improve the condition and quality of properties and develop good management practices, ultimately reducing homelessness.



Some of the initiatives that will help us achieve our priorities over the next four years include:

- Preparing and adopting a new Housing Strategy by October 2024.
- Delivering 200 new homes through the Bolsover Homes Programme using Dragonfly Development Ltd by March 2028.
- Maintaining high levels of tenant satisfaction with council housing and associated services as assessed under the annual tenant satisfaction measures (TSM) with the aim to be above the national average.

- Working towards compliance with the Social Housing Consumer Standards, ensuring tenants' voice is key when developing new council housing policies, procedures, and improvements.
- Commissioning and completing an appropriate council housing stock condition survey by April 2025, upon completion developing an improved rolling programme of stock inspections to inform future repairs and maintenance programme.
- Annually monitoring housing delivery in the district and taking steps if required to continue to meet the annual target of 272 new homes set out in the Local Plan for Bolsover District.
- Commissioning and completing local housing needs evidence by August 2024 to better understand the district's affordable housing needs.
- Working with partners to increase the supply, quality, and range of affordable housing to meet identified local needs.
- Developing strategies to support the private rented sector in supporting change to our duties.
- Delivering the actions within our Homelessness Strategy by December 2027.



Monitoring and review

We will carry out regular monitoring and reporting of our council plan progress.

We will ensure we are transparent with the key performance measures we put in place to measure outputs and outcomes. Each year we will undertake an annual review on our delivery of the plan and present a report for consideration by elected members.



Information will also be published on our website and in our InTouch magazine for our residents and customers.

The plan will be monitored through our performance management framework in several ways:

CABINET MEMBERS

Cabinet members will oversee performance for their areas of responsibility.

SCRUTINY MEMBERS

Scrutiny members will review performance through quarterly reports including high level targets and key performance indicators.

SENIOR LEADERSHIP TEAM

Senior leadership team and service managers will oversee performance for their areas of responsibility and collectively through quarterly reporting, cabinet member briefings, appraisals, team meetings and one to one meetings.

AUDIT

Sample targets and performance indicators will be audited to ensure data quality.

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

You can request this document or information in another format such as

large print or language or contact us by:

- Phone 01246 242424
- Email <u>enquiries@bolsover.gov.uk</u>
- BSL Video Call a three way video call with us and a BSL interpreter. It is free to call the Council with <u>Sign Solutions</u> or call into one of our Contact Centres.
- Call with <u>Relay UK</u> via textphone or app on **0800 500 888** - a free phone service.
- Visiting one of our <u>offices</u> at Clowne, Bolsover, Shirebrook and South Normanton.





Bolsover District Council, The Arc, High Street, Clowne, Derbyshire S43 4JY.

For further information about this plan or any of our services, please telephone 01246 242424, email enquiries@bolsover.gov.uk or visit www.bolsover.gov.uk



Agenda Item 10



Bolsover District Council

Council on 6th March 2024

Annual Pay Policy Statement 2024/2025

Report of the Portfolio Holder for Corporate Governance

Classification	This report is Public
Report By	Oliver Fishburn, HR & Payroll Manager

PURPOSE/SUMMARY OF REPORT

- For the following policy to be brought to Council for consideration:
 - Annual Pay Policy Statement 2024/2025

REPORT DETAILS

1. Background

- 1.1 The pay policy statement sets out the Council's policy on pay for senior managers and employees and is in accordance with the requirements of Section 38 of the Localism Act 2011 and Supplementary Guidance 2013.
- 1.2 The Pay Policy Statement is brought to full Council on an annual basis.
- 1.3 Any amendments to the policy statement, other than minor updates to reflect the 2023/24 pay agreement and 2024/25 pay agreement will require the approval of Full Council.
- 1.4 The Annual Pay Policy Statement for 2024/25 reflects the current position based on decisions previously taken at Full Council.
- 1.5 Under the Local Government Transparency Code 2015 additional organisational information is required to be published annually on the website. This consists of third tier organisation charts, senior salaries information, including functional responsibilities, budget amounts and numbers of staff responsible for, together with details of trade union facility time.
- 1.6 Please find attached the Annual Pay Policy Statement 2024/25 for consideration at **Appendix 1.**

2. <u>Details of Proposal or Information</u>

2.1 For Council to consider the Annual Pay Policy Statement 2024/25. The Statement reflects decisions previously approved at Full Council.

3. <u>Reasons for Recommendation</u>

3.1 Agreement to the Annual Pay Policy Statement fulfils both legal and best practice guidance for employers. It also reflects decisions previously approved at Full Council.

4 Alternative Options and Reasons for Rejection

4.1 The alternative option is not to have the Annual Pay Policy Statement which has been rejected on the grounds of risk to the Council of failing to fulfil legal obligations and best practice.

RECOMMENDATION(S)

That Council support the Annual Pay Policy Statement 2024/25.

Approved by Cllr Clive Moesby, Portfolio Holder for Resources

IMPLICATIONS;	
Finance and Risk:YesNoDetails:There are no finance and risk implic	
	On behalf of the Section 151 Officer
Legal (including Data Protection): Ye Details: There are no legal implications arisin	es□ No ⊠ ng from this report.
	On behalf of the Solicitor to the Council
Environment: Yes⊡ No ⊠ Details: N/A	
<u>Staffing</u> : Yes□ No ⊠ Details: There are no staffing implications ar	ising 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 □ Capital - £150,000 □ ⊠ Please indicate which threshold applies	No
Is the decision subject to Call-In?	No
(Only Key Decisions are subject to Call-In)	

District Wards Significantly Affected	N/A
Consultation: Leader / Deputy Leader Executive SLT Relevant Service Manager Members Public Other	Details:

Links to Council Ambition: Customers, Economy and Environm	ent.
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DOCUMENT INFORMATION	
Appendix No	Title
1	BDC Annual Pay Policy Statement 2024/25

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).

Appendix 1

Bolsover

BOLSOVER DISTRICT COUNCIL Pay Policy Statement 2024/2025

1. Introduction

This Pay Policy for Bolsover District Council has been prepared in accordance with regulation 38 (1) of the Localism Act 2011.

The Council's Pay Policy for Chief Officers which covers appointments, remuneration and terms and conditions of appointment are set at Full Council before they come into force and are prepared annually. The responsibility to approve the Pay Policy cannot be delegated from Council.

This Policy relates to the period from 1st April 2024 to 31st March 2025 and may be amended by Council during this time.

2. <u>Scope</u>

The Pay Policy relates to Chief Officers as defined by the Local Government and Housing Act 1989 and includes the following Posts:-

- Head of Paid Service (Chief Executive)
- Monitoring Officer
- Statutory Chief Officer under Section 151 of the Local Government Act 1972
- Non-Statutory Chief Officers who report directly to the Head of Paid Service
- Deputy Chief Officers who report directly to a Statutory or Non-Statutory Officer
- 3. <u>Background</u>
- 3.1. This Council is committed to the principle of equal pay.
 - 3.1.1. In order to secure equal pay within the organisation, job evaluation was applied to all Posts (including Chief Officers). In 2021, Full Council agreed to revised pay scales for Director and Assistant Director Posts based on an independent pay benchmarking exercise and with consideration to existing pay scales in place at the Council.

4. <u>Remuneration</u>

- 4.1. Regulation 43 (6) of the Localism Act defines remuneration to include salary, bonus, charges, fees and allowances, benefits in kind, increases / enhancements of pension entitlement (if resolved by the Council) and payments on ceasing to hold office (other than those payable by any enactment).
 - 4.1.1. The remuneration details given in this section refer to salary only, the reasons for this are:-
 - The Council does not pay bonuses, charges and allowances.

- Fees are only related to the Returning Officer.
- Benefits in kind are minimal and exact details are prepared for the HMRC returns following the year end and are not available at the time of preparing the pay multiple in March each year. However, the amounts for Chief Officers are published in the Council's Statement of Accounts document.
- 4.1.2. Chief Executive Officer

The Council has a Chief Executive Officer Post which is paid a single point salary of £133,735.

4.1.3. Strategic Director

Within the recently developed senior management structure agreed at Council in February 2023, the Council has one Strategic Director Post. This post has a salary within the range of \pounds 82,200 – \pounds 93,878.

The Strategic Director post is characterised by its relatively high level of responsibility and is required to deputise, as appropriate, in the absence of the Chief Executive. This is an important element in the Council's succession planning and leadership development processes, as well as providing valuable strategic input.

4.1.4. Service Directors

Within the recently developed senior management structure agreed at Council in February 2023, the Council has three Service Director Posts. Two of these roles are Statutory Officers, the Monitoring Officer and the Section 151 Officer. The salary for the post without statutory responsibilities is £76,147, whilst the Statutory Officers salary is £81,400.

The Service Director posts are characterised by their relatively high level of responsibilities including statutory roles and responsibilities, and may be required to deputise, as appropriate, in the absence of the Chief Executive or Strategic Director. This is an important element in the Council's succession planning and leadership development processes, as well as providing valuable strategic input.

4.1.5. Assistant Directors

Assistant Directors level Posts are also characterised by their relatively high level of responsibilities, and deputise, as appropriate, in the absence of the Chief Executive Officer and Directors. This is an important element in the Council's succession planning and leadership development processes, as well as providing valuable strategic input. Assistant Directors are paid as follows:

Incremental Points	Assistant Director	
1	£63,391	
2	£65,067	
3	£66,743	
4	£68,419	
5	£70,095	

4.1.6. Remuneration of the Council's lowest paid

The Council adopted the Real Living Wage with effect from 1st December 2013. The annual full time equivalent value of the Real Living Wage from October 2023 is £23,151.

- 4.1.7. From 2015/16, to date the Council operates an Apprentice Scheme. Apprentices at Level Two and Three are paid on the National Living Wage based on their age and those at Level Four or above are paid based on the Council's pay scales.
- 4.2. Relationship between the Remuneration of Chief Officers and employees who are not Chief Officers.
 - 4.2.1. The following tables show the ratio between the Officer Grades paid in 2023/2024 based on full time equivalent salary records at 1st April 2023. In which case the median salary and the lowest paid salary relates to those employees paid by Bolsover District Council.

Chief Officer Grade	Point	Amount (£)	Median salary (£)	Pay Multiple
Chief Executive	Fixed	133,735	27,232	4.9:1
Strategic Director		82,200	27,232	3.0:1
Service Director	Stat Officer	81,400	27,232	3.0:1
Service Director		76,147	27,232	2.8:1

Chief Officer Grade	Point	Amount (£)	Lowest Paid salary (£)	Pay Multiple
Chief Executive	Fixed	133,735	23,151	5.7:1
Strategic Director		82,200	23,151	3.5:1
Service Director	Stat Officer	81,400	23,151	3.5:1
Service Director		76,147	23,151	3.3:1

- 4.3. The tables in section 4 are available in a CSV file in the Transparency Section of the Council's Website.
- 5. Definition of Lowest-paid employees
- 5.1. Following the implementation of Single Status and the NJC Job Evaluation Scheme, local grades were implemented as set out at Appendix One to the Pay Agreement. The lowest paid employee is determined by those whose job evaluation score was below 345 points. These employees will be paid National Living Wage.
- 6. <u>Regulation 38(4) of the Localism Act</u>

This section sets out the Council's Policies relating to the requirements under the Act.

6.1. The level and elements of remuneration of each Chief Officer

This is set out in section 4.

6.2. Remuneration of Chief Officers on recruitment

Decisions on the appropriate appointment within the grade for Chief Officer are recommended to Full Council by an Appointments Panel.

- 6.3. For Chief Officers, recruitment will either be the first point of the grade or will reflect a level commensurate with candidates existing skills and existing skills and experience in the job.
- 6.4. Increases and additions to remuneration of each Chief Officer

Incremental progression for Posts for new recruits or existing employees who apply for and are appointed to a new Post (including secondments). In both cases, increments will only become due from 1st of the month following completion of 12 month's service with the Council from appointment to Post. Following this, future increments will be awarded automatically on the anniversary of the first increment until the top of the grade is reached. (from pay agreement 2.2.3)

- 6.4.1. Honoraria and ex gratia payments
 - The Council does not make ex-gratia payments.
 - An honorarium is payable in circumstances where an employee temporarily takes on duties and responsibilities which are at a higher level than those carried out within their substantive Post. This is known as an 'Acting Up Allowance' and details of how this is applied to all employees, including Chief Officers is set out in Paragraph 5.2 on page 15 of the Pay Agreement.
- 6.5. The Council does not use performance related remuneration.
- 6.6. Payment to Chief Officers on ceasing to hold office or employment with the Council.
 - 6.6.1. In the case of redundancy, the policy of the Council is to use its discretions under (The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended) to pay compensation on the basis of actual weekly pay (Regulation 5);
 - 6.6.2. For non-joint Posts redundancy compensation is calculated in accordance with the BDC scheme.
- 6.7. The publication of and access to information relating to remuneration of Chief Officers.
 - 6.7.1. The Council will publish this pay policy statement within the transparency section on its website.
 - 6.7.2. The tables in section 4 are available in a CSV file in the Transparency Section of the Council's Website.
 - 6.7.3. For further information about this pay policy statement please contact the Council on 01246 242525 for the Payroll Section.
- 7. Other Terms and Conditions
- 7.1. Place of Work
 - 7.1.1. The principal place of employment shall be the main offices of the Council or both Councils, or as required within the District. If required to work at a different location, no relocation payment is made. Travel expenses for journeys between the main Council offices will not attract expense payment unless the purpose of the journey is to attend a meeting.
- 7.2. Hours of Work
 - 7.2.1. The hours of work are a minimum of 37 hours per week. Due to the nature of the Post the precise hours cannot be specified, generally it is expected that a reasonable amount of hours is worked necessary to carry out duties

of the Post and will include evening and weekend meetings as appropriate and bank holiday working in an emergency.

- 7.3. Secondary Employment
 - 7.3.1. Notification of any additional employment must be given to the Council. This is to ensure that there is no conflict of interest and to meet the Council's obligations under the working time regulations.
- 7.4. Holiday Entitlement
 - 7.4.1. The annual leave entitlement is 32 days plus 3 days per annum to cover the Christmas closedown.
 - 7.4.2. All Chief Officers are entitled to 8 bank holidays plus any additional bank holidays agreed at national level.
- 7.5. Pensions
 - 7.5.1 Employees of the Council pay a contribution to the Pension Scheme relative to their annual full-time equivalent pensionable pay (including pensionable allowances). The Employer contribution rate for 2022/23 is 20.8%.

Band	Whole-time Pay Range (23/24)	Contribution rate
1	Up to and including £16,500 5.5%	
2	Above £16,501 and up to £25,900	5.8%
3	Above £25,901 and up to £42,100 6.5%	
4	Above £42,101 up to £53,300 6.8%	
5	Above £53,301 up to £74,700 8.5%	
6	Above £74,701 up to £105,900 9.9%	
7	7 Above £105,901 up to £124,800 10.5%	
8	Above £124,801 up to £187,200	11.4%
9	Above £187,201	12.5%

- 7.5.2 There are a number of discretions available under the Local Government Pension Scheme, as a matter of policy, BDC does not exercise any discretion that would represent a cost to the Council.
- 7.5.3 In respect of the following discretion, the Council has a general policy that any flexible retirement must normally be at no cost to the Council.

Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement).

7.5.4. The Council has a policy to apply the following discretion:-

- Whether to base redundancy payments on the employee's actual weeks' pay rather than limit a weeks' pay to the statutory maximum.
- 7.5.5. Re-employment of employees in receipt of a pension

Under the terms of the Local Government Pension scheme, an employee who has retired from local government service and is in receipt of a pension may reapply for local government employment. However, where this happens the pension is subject to abatement, i.e., if the pension added to the new salary is higher than the original salary then the amount of pension will be reduced accordingly. There are currently no re-employed pensioners in senior management positions.

7.6. Car Allowances

7.6.1. In response to ever increasing fuel prices, Bolsover District Council adopted a temporary revised rate for business mileage of £0.60p per mile with effect from July 2022, with an additional £0.05p per mile per passenger. This will be subject to regular review, taking into account fuel prices, any changes to the HMRC rate and Council budgets.

8. Terms and Conditions of Service

The Chief Executive, Directors and Assistant Directors are employed under the terms and conditions of service of the Joint Negotiating Committee for Chief Officers of Local Authorities. There are currently no additional local agreements relating to the employment of Chief Officers that represent a charge on the public purse, with the exception of election duties (see following paragraph).

8.1. Election Duties

The fee for Returning Officer duties is dependent upon the type of election and is prescribed by Central Government by means of a Fees and Charges Order.

9. Other financial benefits

The Council's Chief Executive Officer, Directors and Assistant Directors are not in receipt of any financial benefits that are not also available to other employees.

Chief Officers are exempt from receiving the following benefits which other employees receive:

- Shift Allowance
- Weekend Working
- Bank Holiday Working
- Overtime Payments
- Standby/Call Out Payments/Flexible Working

Agenda Item 11



Bolsover District Council

Council on 6th March 2024

Statement of Licensing Policy – Delegated Decision

Report of the Portfolio Holder for Environment

Classification	This report is Public
Contact Officer	Ken Eastwood Joint Assistant Director, Environmental Health

PURPOSE/SUMMARY OF REPORT

- To alert Members of the Council to a decision taken by the Chief Executive under delegations.
- To explain the reasons for the decision taken.

REPORT DETAILS

1. Background

- 1.1 Under the Scheme of Delegation in the Council's Constitution (4.10.10 (12)) the Chief Executive is authorised to take such action as they consider appropriate in an emergency, following consultation with the Leader and/or Deputy Leader, as they consider the circumstances will allow and where applicable inform the relevant Portfolio Holder.
- 1.2 Any decision taken under this paragraph shall be reported by the Chief Executive Officer to the next meeting of Council, explaining the reasons for the decision.

2. Details of Proposal or Information

- 2.1 The Council is a Licensing Authority for the purpose of the Licensing Act 2003 ('the Act').
- 2.2 Section 5 of the Act requires all Licensing Authorities to prepare and publish a Statement of Licensing Policy that they propose to apply in exercising their functions under the Act during the five-year period to which the policy applies.

- 2.3 The Policy establishes a set of controls which the Council considers appropriate. for the effective management of licensable activities within the district. The Policy acts as a guide for Members, applicants, responsible authorities, and members of the public and aims to promote fair, consistent, and proportionate decision making.
- 2.4 Section 4 of the Act provides that, in carrying out its functions, a Licensing Authority must 'have regard to' Guidance issued by the Secretary of State under Section 182 as appropriate.
- 2.5 Modifications to Section 182 Guidance have been published during 2023 and early 2024. These revisions needed to be considered and time given to review and prepare a revised Statement of Licensing Policy ready for statutory consultation and final publication.
- 2.6 As the Council's Licensing Policy Statement was due to expire on 31st January 2024, a decision was taken under delegations to republish the existing Statement of Licensing Policy to cover the interim period required in order to consider modifications to the guidance issued by the Secretary of State.
- 2.7 A draft, revised Licensing Policy Statement was considered by the Climate Change and Communities Scrutiny Committee on 20th February 2024 and by the Licensing and Gambling Acts Committee on 22nd February 2024. The draft policy will be subject to a 6-week consultation period before being further considered by the Licensing and Gambling Acts Committee.
- 2.8 Final approval of a new policy will be considered by Council on the recommendations of the Licensing and Gambling Acts Committee.

3. <u>Reasons for Recommendation</u>

- 3.1 In 2018 a review was undertaken to ensure that the Council's Policy was consistent with statutory guidance and in a format common to neighbouring authorities to enable consistency and transparency and this was subsequently published in 2019.
- 3.2 Consequently, the Council's current Licensing Policy Statement was due to expire on 31st January 2024.
- 3.3 The Act requires the Council to republish its Policy every five years.

4 Alternative Options and Reasons for Rejection

4.1 There are no alternative options. This report is for information only.

RECOMMENDATION

That Council notes the decision taken by the Chief Executive under delegations with regard to the Council's Statement of Licensing Policy.

Approved by Councillor Anne Clarke, Portfolio Holder for Environment

IMPLICATIONS;
Finance and Risk: Yes⊡ No ⊠
Details: None from this report. Suggested action for the Council can be contained within existing budgets.
On behalf of the Section 151 Officer
Legal (including Data Protection): Yes No
Details: There are no legal implications arising from this report.
On behalf of the Solicitor to the Council
Environment: Yes⊡ No ⊠
Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment. Details: None from this report.
·
<u>Staffing</u> : Yes□ No ⊠
Details: There are no statting implications from this report.
On behalf of the Head of Paid Service
Details: There are no staffing implications from this report.

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 □ Capital - £150,000 □ ⊠ Please indicate which threshold applies	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No

District Wards Significantly Affected	All
Consultation: Leader / Deputy Leader ⊠ SLT □ Relevant Service Manager ⊠ Members ⊠ Public ⊠ Other □	

DOCUMENT INFORMATION		
Appendix No	Title	

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).

Agenda Item 12



Bolsover District Council

Council on 6th March 2024

Appointment of Chair of the Climate Change and Communities Scrutiny Committee

Report of the Director of Governance and Legal Services & Monitoring Officer

Classification	This report is Public
Contact Officer	Jim Fieldsend Director of Governance and Legal Services & Monitoring Officer

PURPOSE/SUMMARY OF REPORT

For Council to decide upon the appointment of the Chair of the Climate Change and Communities Scrutiny Committee.

REPORT DETAILS

1. Background

1.1 Following the resignation of the Chair of the Climate Change and Communities Scrutiny Committee it is necessary for the Council to elect a new Chair.

2. Details of Proposal or Information

2.1 Nominations for the position of the Chair of Climate Change and Communities Scrutiny Committee are requested. The current members of the Committee other than the previous chair are - Cllr Ashley Taylor (Vice Chair), Cllr Rob Hiney-Saunders, Cllr Cathy Jeffery, Cllr Emma Stevenson, Cllr Janet Tait, Cllr Ross Walker and Cllr Carol Wood.

3. <u>Reasons for Recommendation</u>

3.1 There is currently no Chair of the Climate Change and Communities Scrutiny Committee.

4 <u>Alternative Options and Reasons for Rejection</u>

4.1 Not to appoint a Chair. This is rejected as it is good practice to have a Chair.

RECOMMENDATION(S)

That Council appoints a Chair of the Climate Change and Communities Scrutiny Committee.

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 specific legal implications however the proposals would represent good governance. On behalf of the Solicitor to the Council		
Environment: Yes□ No ⊠ Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment. Please speak to the Climate Change lead officer for further advice. Details: There are no environmental implications arising from this report.		
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 □ Capital - £150,000 □ ⊠ Please indicate which threshold applies	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No

District Wards Significantly Affected	None directly
Consultation: Leader / Deputy Leader I Executive I SLT I Relevant Service Manager I Members I Public I Other I	Details:

Links to Council Ambition: Customers, Economy and Environment.

DOCUMENT INFORMATION		
Appendix No	Title	

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).

None

Agenda Item 13



Bolsover District Council

Council on 6th March 2024

Proposed Calendar of Meetings 2024-2025

Report of the Portfolio Holder for Governance

Classification	This report is Public
Report By	Jim Fieldsend Director of Governance and Legal Services and Monitoring Officer

PURPOSE/SUMMARY OF REPORT

To present for Council's approval the proposed Calendar of Meetings for 2024/25.

REPORT DETAILS

1. Background

1.1 Each year the Council considers a calendar of its meetings for the forthcoming municipal year. This is to ensure that the Authority has in place an efficient meeting schedule that meets the needs of Members and facilitates decision making in line with statutory deadlines.

2. Details of Proposal or Information

2.1 Attached at Appendix 1 is the proposed calendar of meetings for 2024/25.

3. <u>Reasons for Recommendation</u>

3.1 To ensure the Council has in place an effective and efficient calendar of meetings for 2024/25 that facilitates decision making in line with statutory deadlines.

4 Alternative Options and Reasons for Rejection

4.1 There are no alternative options as the Council needs to agree a calendar of meetings.

RECOMMENDATION(S)

- 1. That the 2024/25 calendar of meetings, attached at Appendix 1, be approved.
- 2. That delegated authority be granted to the Governance and Civic Manager following consultation with the Chair of the relevant Committee(s)/Working Group(s) to amend the calendar of meetings 2024/25 as and when required.

Approved by Councillor Duncan McGregor, Portfolio Holder for Governance

IMPLICATIONS;		
Finance and Risk:	Yes□	No 🛛
Details: There are no f	inance or risk	k implications arising from this report.
		On behalf of the Section 151 Officer
Legal (including Data Details: There are no le		Yes□ No ⊠ rotection implications arising from this report. On behalf of the Solicitor to the Council
Environment: Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment. Details: This report has no impact on the Authority meetings its carbon neutral target of enhancing the environment.		
<u>Staffing</u>: Yes \square No \boxtimes 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 □ Capital - £150,000 □ ⊠ Please indicate which threshold applies	No
Is the decision subject to Call-In?	No
(Only Key Decisions are subject to Call-In)	

District Wards Significantly Affected	None
Consultation: Leader / Deputy Leader I Executive I SLT I Relevant Service Manager I Members I Public I Other I	Details:

Links to Council Ambition: Customers, Economy and Environment.

Customers

Improving customer contract and removing barriers to accessing information – public engagement in decision making and democracy is key.

DOCUMENT INFORMATION				
Appendix No	Title			
1	Draft Calendar of Meetings 2024/25			

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).

None

BOLSOVER DISTRICT COUNCIL

MEETING SCHEDULE 2024-2025

Monday 13th May	Tuesday 14th May	Wednesday 15th May	Thursday 16th May	Friday 17th May
10am Informal Cabinet (CR1) 0	10am – Labour Group AGM (Council Chamber) 2pm – ICT Strategy Working Group (6) (CR1)	10am – Finance & Corporate Overview Scrutiny Committee 7 PERFORMANCE (Council Chamber)	10am – Licensing Sub Committee 9 (CR1) 2pm – Senior Leadership Team (CR1)	
W/C: MONDAY, 20th MAY				
Monday 20th May	Tuesday 21st May	Wednesday 22nd May Start of new Municipal Year	Thursday 23rd May	Friday 24th May
10am – EXECUTIVE 10 (Council Chamber)	10am – Climate Change & Communities Scrutiny Committee 6 (Council Chamber)	10am ANNUAL COUNCIL (Council Chamber) followed by Ordinary Council (Council Chamber)	10am – FCOSC PERFORMANCE (NOW ON 15/5/24)	Publish List of Key Decisions Executive 1
			10am Bolsover Partnership Executive Board (Council Chamber)	

W/C: MONDAY, 27th MAY	2024			
Monday 27th May	Tuesday 28th May	Wednesday 29th May	Thursday 30th May	Friday 31st May
SPRING BANK HOLIDAY				
1				
100				
W/C: MONDAY, 3rd JUNE	<u>2024</u>			
Monday 3rd June	Tuesday 4 th June	Wednesday 5 th June	Thursday 6 th June	Friday 7 th June
10am Customer Services Scrutiny Committee 1	10am PRE MEET – Finance & Corporate			
(Council Chamber)	Overview Scrutiny Committee 1 via zoom			
		2pm PRE MEET – EXECUTIVE 1 (Leader's		
		Meeting Room)		

W/C: MONDAY, 10th JUNE	<u>= 2024</u>			
Monday 10 th June	Tuesday 11 th June	Wednesday 12 th June	Thursday 13 th June	Friday 14 th June
10am - PRE MEET – Local Growth Scrutiny Committee 1 via zoom	10am Labour Group (Council Chamber)		10am-12.30pm - Youth Council (Council Chamber)	10am Planning 1 Site Visits
1.30pm Joint Crem Meeting at Chesterfield Borough Council			2pm Senior Leadership Team (CR1)	
W/C: MONDAY, 17th JUNE				
Monday 17th June	Tuesday 18 th June	Wednesday 19 th June	Thursday 20 th June	Friday 21 st June
10am Informal Cabinet (CR1)	10am Finance & Corporate Overview Scrutiny Committee 1 PERFORMANCE (Council Chamber)	10am Planning Committee 1 (Council Chamber)	10am Licensing Sub Committee 1 (CR1)	
2pm Standards Committee 1 (Council Chamber)		2pm Member Development Working Group 1 (CR1)		

Monday 24 th June	Tuesday 25 th June	Wednesday 26 th June	Thursday 27th June	Friday 28 th June
10am EXECUTIVE 1 (Council Chamber)	10am Local Growth Scrutiny Committee 1 (Council Chamber)		10am Audit Committee 1 (Council Chamber)	Publish List of Key Decisions Executive 2
102			2pm Low Carbon Thematic Group (CR1)	
W/C: MONDAY, 1st JULY 2	2024			
Monday 1 st July	Tuesday 2 nd July	Wednesday 3 rd July	Thursday 4 th July	Friday 5 th July
10am PRE MEET - Customer Services Scrutiny Committee 2 via Zoom		10am Employment & Personnel Committee 1 (CR1)		

Monday 8 th July	Tuesday 9 th July	Wednesday 10 th July	Thursday 11 th July	Friday 12 th July
	10am PRE MEET – Climate Change & Communities Scrutiny Committee 1 via zoom	10am PRE MEET – Finance & Corporate Overview Scrutiny Committee 2 via Zoom	10am-2pm Youth Council at Creswell Crags	10am Planning 2 Site Visits
103		2pm PRE MEET – Executive 2 and Council 2 (Leader's Meeting Room)	2pm Senior Leadership Team (CR1)	
W/C: MONDAY, 15th JULY	2024	-		-
Monday 15th July	Tuesday 16 th July	Wednesday 17 th July	Thursday 18 th July	Friday 19 th July
10am Customer Services Scrutiny Committee 2 (Council Chamber)	10am Labour Group (Council Chamber)	10am Planning Committee 2 (Council Chamber)	10am Bolsover Partnership Executive Board (Council Chamber)	

W/C: MONDAY, 22 nd JULY	2024			
Monday 22 nd July	Tuesday 23 rd July	Wednesday 24 th July	Thursday 25 th July	Friday 26 th July
10am Informal Cabinet (CR1) 1.30pm Parish Council Liaison (Council	10am Climate Change & Communities Scrutiny Committee 1 (Council Chamber)	10am Finance & Corporate Overview Scrutiny Committee 2 (Council Chamber)	10am LICENSING AND GAMBLING ACTS COMMITTEE 1 (Council Chamber) Followed by GENERAL LICENSING COMMITTEE 1 (Council	
Chamber) 104		2pm Local Plan Implementation Advisory Group 1 (CR1)	Chamber)	
W/C MONDAY, 29th July 20	<u>024</u>		-	
Monday 29 th July	Tuesday 30 th July	Wednesday 31 st July	Thursday 1 st August	Friday 2 nd August
10am EXECUTIVE 2 (Council Chamber)	10am Risk Management Group 1 (CR1) 2pm Pleasley Vale Conservation Area Joint Advisory Working Group 1 (Pleasley Vale Greaseworks)	10am COUNCIL 2 (Council Chamber)	RECESS	RECESS

W/C: MONDAY, 5th AUGU	<u>ST 2024</u>			
Monday 5 th August	Tuesday 6 th August	Wednesday 7 th August	Thursday 8 th August	Friday 9 th August
RECESS	RECESS	RECESS	RECESS	RECESS
105			2pm Senior Leadership Team (CR1)	Publish List of Key Decisions Executive 3
W/C: MONDAY 12th AUGU	I <u>ST 2024</u>			
Monday 12 th August	Tuesday 13 th August	Wednesday 14 th August	Thursday 15 th August	Friday 16 th August
RECESS	RECESS	RECESS	RECESS	RECESS

W/C: MONDAY, 19th AUGUST 2024						
Monday 19 th August	Tuesday 20 th August	Wednesday 21 st August	Thursday 22 nd August	Friday 23 rd August		
RECESS	RECESS	RECESS	RECESS	RECESS		
106	10am PRE MEET – Local Growth Scrutiny Committee 2 via zoom	2pm PRE MEET - EXECUTIVE 3 (Leader's Meeting Room)	10am PRE MEET - Finance & Corporate Overview Scrutiny Committee 3 via zoom			
W/C: MONDAY, 26th AUG	<u>JST 2024</u>					
Monday 26th August	Tuesday 27 th August	Wednesday 28 th August	Thursday 29 th August	Friday 30 th August		
SUMMER BANK HOLIDAY	RECESS	RECESS	RECESS	10am Planning 3 Site Visits		

W/C: MONDAY, 2nd SEPTEMBER 2024					
Monday 2 nd September	Tuesday 3 rd September	Wednesday 4 th September	Thursday 5 th September	Friday 6 th September	
10am Informal Cabinet (CR1) 10am PRE MEET – Customer Services	10am Local Growth Scrutiny Committee 2 (Council Chamber)	10am Planning Committee 3 (Council Chamber)	10am Finance & Corporate Overview Scrutiny Committee 3 PERFORMANCE (Council Chamber)	Publish List of Key Decisions Executive 4	
Scrutiny Committee 3 via zoom 2pm Standards Committee 2 (Council Chamber)		2pm Safety Committee Q1 (Council Chamber)	2pm Senior Leadership Team (CR1)		
W/C: MONDAY, 9th SEPTE	MBER 2024				
Monday 9 th September	Tuesday 10 th September	Wednesday 11th September	Thursday 12 th September	Friday 13 th September	
10am EXECUTIVE 3 (Council Chamber)	10am PRE MEET – Climate Change & Communities Scrutiny Committee 2 via zoom	10am Employment & Personnel Committee 2 (CR1)	10am Licensing Sub Committee 2 (CR1)		
1.30pm Joint Crem Committee at CBC					

W/C: MONDAY, 16th SEPT	EMBER 2024			
Monday 16 th September	Tuesday 17 th September	Wednesday 18 th September	Thursday 19 th September	Friday 20 th September
10am Customer Services Scrutiny Committee 3 (Council Chamber)	10am Labour Group (Council Chamber)	10am Union/Employee Consultation Committee Q1 (Council Chamber)	10am Bolsover Partnership Exec Board (Council Chamber)	
108		2pm PRE MEET - Executive 4 and Council 3 (Leader's Meeting Room)		
W/C: MONDAY, 23rd SEPT	EMBER 2024			
Monday 23 rd September	Tuesday 24 th September	Wednesday 25 th September	Thursday 26 th September	Friday 27 th September
	10am Climate Change & Communities Scrutiny Committee 2 (Council Chamber)	10am Joint Board at Chesterfield Borough Council	10am Audit Committee 2 (Council Chamber)	10am – Planning 4 Site Visits
		2pm Member Development Working Group 2 (CR1)	2pm Low Carbon Thematic Group (CR1)	

W/C: MONDAY, 30th SEPTE	EMBER 2024			
Monday 30 th September	Tuesday 1 st October	Wednesday 2 nd October	Thursday 3 rd October	Friday 4 th October
10am Informal Cabinet (CR1)		10am Planning Committee 4 (Council Chamber)	10am-2pm - Youth Council at Pleasley Vale	Publish List of Key Decisions Executive 5
109			2pm Senior Leadership Team (CR1)	
W/C: MONDAY, 7th OCTOR	<u>BER 2024</u>	1	Γ	
Monday 7 th October	Tuesday 8 th October	Wednesday 9 th October	Thursday 10 th October	Friday 11 th October
10am EXECUTIVE 4 (Council Chamber)		10am COUNCIL 3 (Council Chamber)	10am Licensing Sub Committee 3 (CR1)	

W/C: MONDAY, 14th OCTO	OBER 2024			
Monday 14 th October	Tuesday 15 th October	Wednesday 16 th October	Thursday 17 th October	Friday 18 th October
110	10am Labour Group (Council Chamber)	2pm PRE MEET - Executive 5 and Council 4 (Leader's Meeting Room)		
W/C: MONDAY, 21st OCTO Monday 21 st October	Tuesday 22 nd October	Wednesday 23 rd October	Thursday 24 th October	Friday 25 th October
1.30pm Parish Council Liaison (Council Chamber)	10am PRE MEET – Local Growth Scrutiny Committee 3 via zoom	10am Local Plan Implementation Advisory Group 2 (CR1)		10am Planning 5 Site Visits

W/C: MONDAY, 28th OCTO	BER 2024			
Monday 28 th October	Tuesday 29 th October	Wednesday 30 th October	Thursday 31 st October	Friday 1 st November
10am Informal Cabinet (CR1)	10am Risk Management Group 2 (CR1)	10am Planning Committee 5 (Council Chamber)		Publish List of Key Decisions Executive 6
→ → →	2pm Pleasley Vale Conservation Area Joint Advisory Working Group 2 (Pleasley Vale Greaseworks)		2pm Senior Leadership Team (CR1)	
W/C: MONDAY, 4 th NOVEM	IBER 2024			•
Monday 4 th November	Tuesday 5 th November	Wednesday 6 th November	Thursday 7 th November	Friday 8 th November
10am EXECUTIVE 5 (Council Chamber)	10am Local Growth Scrutiny Committee 3 (Council Chamber)	10am Employment & Personnel Committee 3 (CR1)	10am Licensing Sub Committee 4 (CR1)	
10am PRE MEET – Customer Services Scrutiny Committee 4 via zoom				
2pm Standards Committee 3 (Council Chamber)				

W/C: MONDAY, 11 th NOVEMBER 2024				
Monday 11 th November	Tuesday 12 th November	Wednesday 13 th November	Thursday 14 th November	Friday 15 th November
10am PRE MEET – Climate Change & Communities Scrutiny Committee 3 via zoom	10am Labour Group (Council Chamber)		10am PRE MEET – Finance & Corporate Overview Scrutiny Committee 4 via zoom	
112		2pm PRE MEET – Executive 6 and Council 4 (Leader's meeting Room)		
W/C: MONDAY, 18th NOVE	MBER 2024			
Monday 18 th November	Tuesday 19 th November	Wednesday 20 th November	Thursday 21 st November	Friday 22 nd November
 10am Customer Services Scrutiny Committee 4 (Council Chamber) 1.30pm Joint Crem Committee at North East Derbyshire District 			10am Bolsover Partnership Executive Board (Council Chamber)	10am Planning 6 Site Visits
Council				

W/C: MONDAY, 25th NOV	EMBER 2024			
Monday 25 th November	Tuesday 26 th November	Wednesday 27th November	Thursday 28 th November	Friday 29 th November
10am Informal Cabinet (CR1)	10am Climate Change & Communities Scrutiny Committee 3 (Council Chamber)	10am Planning Committee 6 (Council Chamber)	10am Finance & Corporate Overview Scrutiny Committee 4 (Council Chamber)	
113			2pm Senior Leadership Team (CR1)	
W/C: MONDAY, 2 nd DECEM	<u>IBER 2024</u>			
Monday 2 nd December	Tuesday 3 rd December	Wednesday 4 th December	Thursday 5 th December	Friday 6 th December
10am EXECUTIVE 6 (Council Chamber)		10am COUNCIL 4 (Council Chamber)	10am Licensing Sub Committee 5 (CR1)	
			2pm Safety Committee Q2 (Council Chamber)	

Monday 9 th December	Tuesday 10 th December	Wednesday 11 th December	Thursday 12 th December	Friday 13 th December
	10am Labour Group (Council Chamber)	10am Union/Employee Consultation Committee Q2 (Council Chamber)		
114		2pm Member Development Working Group 3 (CR1)	2pm Low Carbon Thematic Group (CR1)	
V/C: MONDAY, 16th DEC	EMBER 2024			1
Monday 16th December	Tuesday 17 th December	Wednesday 18 th December	Thursday 19 th December	Friday 20th Decembe
				Publish List of Key Decisions Executive 7

W/C: MONDAY, 23rd DECE	MBER 2024			
Monday 23 rd December	Tuesday 24 th December	Wednesday 25 th December	Thursday 26 th December	Friday 27 th December
	HALF DAY CLOSING	CHRISTMAS DAY OFFICES CLOSED	BOXING DAY OFFICES CLOSED	OFFICES CLOSED
1 1 5 <u>W/C: MONDAY, 30th DECE</u>	EMBER 2024 - ENDING FRIDA	Y, 3 RD JANUARY 2025		
Monday 30 th December	Tuesday 31 st December	Wednesday 1 st January	Thursday 2 nd January	Friday 3 rd January
OFFICES CLOSED	OFFICES CLOSED	NEW YEAR'S DAY OFFICES CLOSED		

Monday 6 th January	Tuesday 7 th January	Wednesday 8 th January	Thursday 9 th January	Friday 10 th January
116	10am PRE MEET – Local Growth Scrutiny Committee 4 via zoom	2pm PRE MEET – Executive 7 and Council 5 (Leader's Meeting Room)	10am PRE MEET – Finance & Corporate Overview Scrutiny Committee 5 via zoom	
W/C: MONDAY, 13 th JAN	UARY 2025			
Monday 13 th January	Tuesday 14 th January	Wednesday 15 th January	Thursday 16 th January	Friday 17 th January
1.30pm Parish Council	10am Labour Group (Council Chamber)		10am Licensing Sub Committee (CR1)	10am Planning 7 Site Visits
Liaison (Council Chamber)			2pm Senior Leadership Team (CR1)	

W/C: MONDAY, 20th JANU	ARY 2025			
Monday 20 th January	Tuesday 21 st January	Wednesday 22 nd January	Thursday 23 rd January	Friday 24 th January
10am Informal Cabinet (CR1)	10am Local Growth Scrutiny Committee 4 (Council Chamber)	10am Planning Committee 7 (Council Chamber)	10am Bolsover Partnership Exec Board (Council Chamber)	
10am PRE MEET – Customer Services Scrutiny Committee 5 via zoom		2pm Audit Committee 3 (Council Chamber)	2pm Finance & Corporate Overview Scrutiny Committee 5 (Council Chamber)	
W/C: MONDAY, 27th JANU	JARY 2025		ł	
Monday 27 th January	Tuesday 28 th January	Wednesday 29 th January	Thursday 30 th January	Friday 31 st January
10am EXECUTIVE 7 (Council Chamber)	10am Climate Change & Communities Scrutiny Committee 4 (Council Chamber)	10am COUNCIL 5 (BUDGET SETTING) (Council Chamber)		Publish List of Key Decisions Executive 8
2pm Standards 4 Committee (Council Chamber)	2pm Risk Management Group 3 (CR1)			

Monday 3 rd February	Tuesday 4 th February	Wednesday 5 th February	Thursday 6 th February	Friday 7 th February
10am Customer Services Scrutiny Committee 5 (Council Chamber)		10am Local Plan Implementation Advisory Group 3 (CR1)		
118				
W/C: MONDAY, 10th FEBR	UARY 2025			
Monday 10 th February	Tuesday 11 th February	Wednesday 12 th February	Thursday 13 th February	Friday 14 th February
10am PRE MEET – Finance & Corporate Overview Scrutiny Committee 6 via zoom	10am Labour Group (Council Chamber)		10am LICENSING AND GAMBLING ACTS COMMITTEE 2 (Council Chamber)	10am Planning 8 Site Visits
			Followed by	
2pm Employment & Personnel Committee 4 (CR1)		2pm PRE MEET – Executive 8 and Council 6 (Leader's Meeting Room)	GENERAL LICENSING COMMITTEE 2 (Council Chamber)	
			2pm Senior Leadership Team (CR1)	

W/C: MONDAY, 17th FEBRUARY 2025				
Monday 17 th February	Tuesday 18 th February	Wednesday 19 th February	Thursday 20 th February	Friday 21 st February
119	2pm Pleasley Vale Conservation Area Joint Advisory Working Group 3 (Pleasley Vale Greaseworks)	10am Planning Committee 8 (Council Chamber)		
W/C: MONDAY, 24 th FEBR	UARY 2025		I	
Monday 24 th February	Tuesday 25 th February	Wednesday 26 th February	Thursday 27 th February	Friday 28 th February
10am Informal Cabinet (CR1)	10am Finance & Corporate Overview Scrutiny Committee 6 (Council Chamber)			

<u>H 2025</u>			
Tuesday 4 th March	Wednesday 5 th March	Thursday 6 th March	Friday 7 th March
10am PRE MEET - Local Growth Scrutiny Committee 5 via zoom	10am COUNCIL 6 (COUNCIL TAX SETTING) (Council Chamber)	10am Safety Committee Q3 (Council Chamber)	
CH 2025			
Tuesday 11 th March	Wednesday 12 th March	Thursday 13 th March	Friday 14 th March
10am Labour Group (Council Chamber)	10am Union/Employee Consultation Committee Q3 (Council Chamber)	10am Licensing Sub Committee 7 (CR1)	10am Planning 9 Site Visits
			Publish List of Key Decisions Executive 9
		2pm Senior Leadership Team (CR1)	
	Tuesday 4 th March 10am PRE MEET - Local Growth Scrutiny Committee 5 via zoom H 2025 Tuesday 11 th March 10am Labour Group	Tuesday 4th MarchWednesday 5th March10am PRE MEET - Local Growth Scrutiny Committee 5 via zoom10am COUNCIL 6 (COUNCIL TAX SETTING) (Council Chamber)Committee 5 via zoom10am COUNCIL TAX SETTING) (Council Chamber)H 2025Tuesday 11th MarchTuesday 11th MarchWednesday 12th March10am Labour Group (Council Chamber)10am Union/Employee Consultation Committee	Tuesday 4th MarchWednesday 5th MarchThursday 6th March10am PRE MEET - Local Growth Scrutiny Committee 5 via zoom10am COUNCIL 6 (COUNCIL TAX SETTING) (Council Chamber)10am Safety Committee Q3 (Council Chamber)Committee 5 via zoom(COUNCIL TAX SETTING) (Council Chamber)10am Safety Committee Q3 (Council Chamber)H 2025Tuesday 11th MarchWednesday 12th MarchThursday 13th March10am Labour Group (Council Chamber)10am Union/Employee Consultation Committee Q3 (Council Chamber)10am Licensing Sub Committee 7 (CR1)2pm Senior Leadership

W/C: MONDAY, 17 th MARCH 2025						
Monday 17 th March	Tuesday 18 th March	Wednesday 19 th March	Thursday 20 th March	Friday 21 st March		
10am PRE MEET - Customer Services Scrutiny Committee 6 via zoom	10am Local Growth Scrutiny Committee 5 (Council Chamber)	10am Planning Committee 9 (Council Chamber)	10am Bolsover Partnership Executive Board (Council Chamber)			
121		2pm Member Development Working Group 4 (CR1)				
W/C: MONDAY, 24 th MARC	<u>H 2025</u>					
Monday 24 th March	Tuesday 25 th March	Wednesday 26 th March	Thursday 27 th March	Friday 28 th March		
1.30pm Joint Crem at BDC (Council Chamber)	10am PRE MEET Climate Change & Communities Scrutiny Committee 5 via zoom	 10am PRE MEET - Executive 9 (Leader's Meeting Room) 2.30pm Joint Board at North East Derbyshire District Council 	2pm Low Carbon Thematic Group (CR1)			

W/C: MONDAY, 31 st MARC	<u>H 2025</u>			
Monday 31 st March	Tuesday 1 st April	Wednesday 2 nd April	Thursday 3 rd April	Friday 4 th April
10am Customer Services Scrutiny Committee 6 (Council Chamber)				
2pm Standards C o mmittee 5 (Council Chamber)				
W/C: MONDAY, 7th APRIL	<u>2025</u>	1	1	1
Monday 7 th April	Tuesday 8 th April	Wednesday 9 th April	Thursday 10 th April	Friday 11 th April
10am Informal Cabinet (CR1)	10am Climate Change & Communities Scrutiny Committee 5 (Council Chamber)		10am Licensing Sub Committee 8 (CR1)	10am Planning 10 Site Visits
		2pm Audit Committee 4 (Council Chamber)	2pm Senior Leadership Team (CR1)	

W/C: MONDAY, 14 TH APRI	L 2025			
Monday 14 th April	Tuesday 15 th April	Wednesday 16 th April	Thursday 17 th April	Friday 18 th April
10am EXECUTIVE 9 (Council Chamber)	10am Labour Group (Council Chamber)	10am Planning Committee 10 (Council Chamber)	Publish List of Key Decisions Executive 10	BANK HOLIDAY GOOD FRIDAY
1.30pm Parish Council Liaison (Council Chamber) ພ				
W/C: MONDAY, 21 ST APRI	L 2025			
Monday 21 st April	Tuesday 22 nd April	Wednesday 23 rd April	Thursday 24 th April	Friday 25 th April
BANK HOLIDAY EASTER MONDAY				

W/C: MONDAY, 28 th APRII	<u>L 2025</u>			
Monday 28 th April	Tuesday 29th April	Wednesday 30 th April	Thursday 1 st May	Friday 2 nd May
	10am PRE MEET – Local Growth Scrutiny Committee 6 via Zoom	10am Local Plan Implementation Advisory Group 4 (CR1)	DERBYSHIRE COUNTY COUNCIL ELECTIONS	
2pm Risk Management Geoup 4 (CR1)		2pm PRE MEET – Executive 10 and Annual Council (Leader's meeting Room)		
W/C: MONDAY, 5 th MAY 20	025	-		
Monday 5 th May	Tuesday 6 th May	Wednesday 7 th May	Thursday 8 th May	Friday 9 th May
EARLY MAY BANK HOLIDAY	10am PRE MEET - Climate Change & Communities Scrutiny Committee 6 via zoom	2pm Finance & Corporate Overview Scrutiny Committee 7 (Council Chamber)	10am Licensing Sub Committee 9 (CR1)	10am Planning 11 Site Visits
			2pm Senior Leadership Team (CR1)	

W/C: MONDAY, 12 TH MAY	2025			
Monday 12 th May	Tuesday 13 th May	Wednesday 14 th May	Thursday 15 th May	Friday 16 th May
10am Informal Cabinet (CR1)	10am Local Growth Scrutiny Committee 6 (Council Chamber)	10am Planning Committee 11 (Council Chamber)		Publish List of Key Decisions Executive 1
2pm Standards Committee 6 (Council Chamber)	2pm Pleasley Vale Conservation Area Joint Advisory Working Group 4 (Pleasley Vale Greaseworks)			
W/C: MONDAY, 19TH MAY		Wednesday 24ST May	Thursday 20 nd May	Friday 2014 May
Monday 19 th May	Tuesday 20 th May	Wednesday 21 st May	Thursday 22 nd May	Friday 23 rd May
10am EXECUTIVE 10 (Council Chamber)	10am Climate Change & Communities Scrutiny Committee 6 (Council Chamber)	10am ANNUAL COUNCIL (Council Chamber)		

W/C: MONDAY, 26th MAY 2	025			
Monday 26 th May	Tuesday 27 th May	Wednesday 28 th May	Thursday 29 th May	Friday 30 th May
SPRING BANK HOLIDAY 126		2pm PRE MEET - Executive 1 (Leader's Meeting Room)		
W/C: MONDAY, 2 nd JUNE 2	<u>2025</u>			
Monday 2 nd June	Tuesday 3 rd June	Wednesday 4 th June	Thursday 5 th June	Friday 6 th June
		10am Safety Committee Q4 (Council Chamber)	10am Licensing Sub Committee 9 (CR1) 2pm Senior Leadership Team (CR1)	10am Planning 1 Site Visits

W/C: MONDAY, 9 th JUNE 2024					
Monday 9th June	Tuesday 10 th June	Wednesday 11 th June	Thursday 12 th June	Friday 13 th June	
10am Informal Cabinet (CR1)		10am Planning Committee 1 (Council Chamber)			
127 W/C: MONDAY, 16 th JUNE 2	2025				
Monday 16th June	Tuesday 17 th June	Wednesday 18 th June	Thursday 19 th June	Friday 20 th June	
10am EXECUTIVE 1 (Council Chamber)		10am Union/Employee Consultation Committee Q4 (Council Chamber)			

V/C: MONDAY, 23 JUNE 20	<u>/C: MONDAY, 23 JUNE 2025</u>					
Monday 23rd June	Tuesday 24 th June	Wednesday 25 th June	Thursday 26 th June	Friday 27 th June		
128		2pm Member Development Working Group 1 (CR1)				