

The Arc
High Street
Clowne
S43 4JY

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

Contact: Alison Bluff
Telephone: 01246 242528
Email: alison.bluff@bolsover.gov.uk

Friday 26th January 2024

Dear Councillor

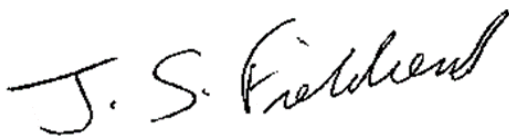
CLIMATE CHANGE AND COMMUNITIES SCRUTINY COMMITTEE

You are hereby summoned to attend a meeting of the Climate Change and Communities Scrutiny Committee of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Tuesday 6th February 2024 at 10:00 hours.

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

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

Yours faithfully



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:** [01246 242424](tel:01246242424)
- **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 [Relay UK](#) - a free phone service provided by BT for anyone who has difficulty hearing or speaking. It's a way to have a real-time conversation with us by text.
- **Visiting** one of our [offices](#) at Clowne, Bolsover, Shirebrook and South Normanton

**CLIMATE CHANGE AND COMMUNITIES SCRUTINY COMMITTEE
AGENDA**

*Tuesday, 6th February, 2024 at 10:00 hours taking place in the Council Chamber, The
Arc, Clowne*

Item No.		Page No.(s)
	<u>FORMAL PART A</u>	
1.	Apologies For Absence	
2.	Urgent Items of Business	
	To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.	
3.	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 urgent additional items to be considered	
	c) any matters arising out of those items	
	and if appropriate, withdraw from the meeting at the relevant time.	
4.	Minutes	4 - 9
	To consider the minutes of the last meeting held on 5 th December 2023.	
5.	Health and Wellbeing Framework Update	10 - 15
6.	List of Key Decisions and items to be considered in private	16
7.	Fire Safety Policy	17 - 38
8.	Scrutiny Committee Work Programme 2023/24	39 - 44
	<u>INFORMAL PART B</u>	
9.	Preparation for Annual Review of the Community Safety Partnership	
10.	Review Work	

Agenda Item 4

CLIMATE CHANGE AND COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Climate Change and Communities Scrutiny Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne, on Tuesday 5th December 2023 at 1000 hours.

PRESENT:-

Members:-

Councillor Catherine Tite in the Chair

Councillors Robert Hiney-Saunders, Cathy Jeffery, Emma Stevenson (from Minute No. CLI20-23/24), Janet Tait and Carol Wood.

Officers:- Jim Fieldsend (Monitoring Officer), Kath Drury (Information, Engagement and Performance Manager) (to Minute No. CLI22-23/24), Deborah Whallet (Housing Services Manager) (to Minute No. CLI23-23/24), Chris Fridlington (Director - Economic Development) (to Minute No. CLI22-23/24), Natalie Etches (Head of Business Growth, Dragonfly Management Ltd) (to Minute No. CLI22-23/24), Arron Johnson (Partnership and Strategy Manager) (to Minute No. CLI24-23/24), Laura Duck (Commissioning and Contracts Officer) (to Minute No. CLI24-23/24), Mark Seston (Community Safety Officer) (for Minute No. CLI27-23/24 only), and Alison Bluff (Governance).

Also in attendance at the meeting were Councillors Mary Dooley, Portfolio Holder for Partnerships, Health & Wellbeing, and Anne Clarke, Portfolio Holder for Environment.

CLI16-23/24. APOLOGIES FOR ABSENCE

An apology for absence was received on behalf of Councillor Ashley Taylor.

CLI17-23/24. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

CLI18-23/24. DECLARATIONS OF INTEREST

There were no declarations of interest made.

CLI19-23/24. MINUTES – 17th OCTOBER 2023

Moved by Councillor Robert Hiney-Saunders and seconded by Cathy Jeffrey
RESOLVED that the Minutes of a Climate Change and Communities Scrutiny Committee held on 17th October 2023 be approved as a true record.

CLIMATE CHANGE AND COMMUNITIES SCRUTINY COMMITTEE

CLI20-23/24. LIST OF KEY DECISIONS AND ITEMS TO BE CONSIDERED IN PRIVATE

Moved by Councillor Catherine Tite and seconded by Councillor Janet Tait
RESOLVED that the List of Key Decisions and items to be considered in private document be noted.

CLI21-23/24. NEW COUNCIL AMBITION 2024-2028 – SCRUTINY CONSULTATION

Committee's consideration was sought for the Council's proposed new Council Ambition 2024-2028.

Under the current Council Ambition (2020-2024): there were three aims; Customers, Economy, and Environment. These three aims would carry forward on to the proposed new Council Ambition 2024-2028, with a fourth and a fifth aim being added;

- **(4) Housing - by delivering social and private sector housing growth.**
- **(5) Bolsover, Our Future.**

The Information, Engagement and Performance Manager took Committee through the actions which would help deliver the priorities under the aims. Members provided feedback and raised questions to which officers provided a response.

The Director - Economic Development, explained that the objective of the new fifth ambition, **Bolsover, Our Future**, was to align the Council's priorities with what would be coming forward from the East Midlands County Combined Authority (EMCCA). Five themes would be worked to under the fifth aim; transport, land and housing, net zero, business innovation, employment, and skills.

The Information, Engagement and Performance Manager advised Members that the new Council Ambition would be considered by the other three themed Scrutiny Committees and feedback provided to Senior Leadership Team for review. A report would then be presented to the Executive, with a final report to Council for adoption of the new Ambition 2024-2028.

Moved by Councillor Catherine Tite and seconded by Councillor
RESOLVED that the report be noted.

The Information, Engagement and Performance Manager, the Director - Economic Development, the Head of Business Growth, Dragonfly Management Ltd, left the meeting.

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CLI22-23/24. DRAFT SAFEGUARDING POLICY FOR ADULTS AND SAFEGUARDING POLICY FOR CHILDREN – CONSULTATION ON REFRESH

Committee's consideration was sought in relation to the Council's refreshed Safeguarding Policy for Adults and Children.

The Council's current Adult Safeguarding Policy and Children Safeguarding Policy were separate policies and were not due to expire until 2025. If adopted by the Executive, the proposed refreshed policy would act as a single policy document, and would replace the two existing safeguarding policies.

There was a requirement for the district and borough councils in Derbyshire to work in partnership with DCC, who were the statutory lead for safeguarding in Derbyshire as they had responsibility for adult care and children's services.

It had been agreed at a recent Derbyshire Safeguarding Leads Group that a Safeguarding Policy would be developed by all district and borough councils across Derbyshire to ensure consistency of service. Therefore, the refreshed policy presented to Members had been developed to complement DCC's Safeguarding Policy and procedures, and had the approval of the Derbyshire Safeguarding Boards.

Members were asked to note that the refreshed Safeguarding Policy had been adapted in line with the Council's reporting procedures, therefore, the current reporting procedures in place would not be amended.

A Member requested that reference to the Safer Derbyshire website be noted in the policy.

Moved by Councillor Emma Stevenson and seconded by Councillor Cathy Jeffrey **RESOLVED** that the report be noted.

The Housing Services Manager left the meeting.

CLI23-23/24. SUSTAINABLE COMMUNITIES STRATEGY 2020-23 AND CURRENT PARTNERSHIP DELIVERY – MONITORING UPDATE

Committee considered a detailed report in relation to the Bolsover Partnership Annual Monitoring Report.

The Bolsover Partnership Annual Report - April 2022 to March 2023, aimed to provide a comprehensive overview of how the Leader's Executive and Partnership Team had supported local communities, schools, young people, and local businesses, including key achievements, during the last financial year (2022/23). The Annual Report also provided a resource document for Members, officers, and partners.

Key achievements highlighted throughout the report included;

- a collective response to supporting communities during the Cost of Living and ongoing pressure post pandemic, which included working closely with

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local communities, small and large local businesses, and the launch of the social prescribing platform [Treacle.me](https://www.treacle.me)

- the successful submission of an Investment Plan securing £1,963,993 through the UK Shared Prosperity Fund, and the inclusive process to work up priorities and the allocation towards projects;
- the additional award of £427,888 through the Rural Development Fund
- the implementation of the Councillor Community Grants, which resulted in 111 awards being made;
- a rapid response to the Cost of Living crisis involving a wide range of partners to identify and address some of the most pressing issues;
- the implementation of Treacle.me for the Bolsover District, a social prescribing platform that provides access to information about local support groups and services.

Members attention was drawn to an error in the report under the heading of 'UK Shared Prosperity Fund' and that the third bullet point should read 2024/25 and not 2022/23.

In response to a Member's question, the Contracts and Commissioning Officer advised Members that the reason only £38k of the Rural England Fund had been spent in 2022/23, was due to a delay by the Government where the Council had received the funding very late in the year. However, funding had been rolled over to the current financial year.

Members welcomed the report and congratulated the Leader's Executive and Partnership Team for an excellent report.

Moved by Councillor Catherine Tite and seconded by Councillor Hiney-Saunders **RESOLVED** that the report be noted.

CLI24-23/24. REVIEW OF COUNCIL'S APPROACH TO CARBON REDUCTION – POST SCRUTINY MONITORING (INTERIM REPORT)

Members considered a detailed report which provided interim post-scrutiny monitoring on the Committee's recent Review of the Council's Approach to Carbon Reduction.

The Committee had put together nine recommendations, as outlined in the appendices attached to the report, which would hopefully enable the Council to clarify immediate priorities for action, as well as longer term planning, to ensure the Council and District was net zero by 2050. To date, 4 out of 9 recommendations had been achieved and 5 were on track.

The Monitoring Officer advised that a report regarding the creation of a Carbon Reduction Officer Post, one of the recommendations made by Scrutiny Committee, would be considered by Council on 6th December.

Moved by Councillor Robert Hiney-Saunders and seconded by Councillor Janet Tait **RESOLVED** that 1) progress against the review recommendations be noted,

2) the report and findings be made public in accordance with Part 4.5.17(4) of the Council's Constitution,

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3) officers continue to implement the recommendations and submit a further report in six months' time highlighting progress and any exceptions to delivery.

(Scrutiny Officer)

Councillors Anne Clarke and Mary Dooley, the Partnership & Strategy Manager and the Commissioning & Contracts Officer left the meeting.

CLI25-23/24. CLIMATE CHANGE AND COMMUNITIES SCRUTINY COMMITTEE WORK PROGRAMME 2023/24

Committee considered their work programme 2023/24.

Moved by Councillor Emma Stevenson and seconded by Councillor Robert-Hiney Saunders

RESOLVED that the work programme 2023/24 be noted.

CLI26-23/24. EXCLUSION OF THE PUBLIC

Moved by Councillor Catherine Tite and seconded by Councillor Robert Hiney-Saunders
RESOLVED that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the stated Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed. [The category of exempt information is stated after each Minute].

The Community Safety Officer entered the meeting.

CLI27-23/24. REVIEW OF COMMUNITY SAFETY PARTNERSHIP (CSP) – DELIBERATE FIRES GROUP MONITORING REPORT EXEMPT PARAGRAPH

Committee considered a detailed report in relation to the Community Safety Partnership Deliberate Fires Group.

As part of the overall Structure of Bolsover Community Safety Partnership, one of its key Statutory Partners was Derbyshire Fire and Rescue.

All CSP partners worked together on numerous areas of Community Safety to ensure that BDC's residents, businesses, and visitors were best protected, and the aim was no different when it came to the effects of fires. As a result, a Deliberate Fires Subgroup had been set up in 2011.

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The group worked to a specific term of reference and was made up of statutory and non-statutory partners, with the specific aim of reducing all risks associated with fire within the home, and public and business space.

In response to a Member's query, the CSP Community Safety Officer advised Members that he attended parish meetings at least once per year to discuss any issues in their areas. This was arranged via parish clerks and the Community Safety Officer.

The CSP Community Safety Officer also advised Members that he could request data from the Fire Officer for their areas, and Members could also find data on the Derbyshire Fire and Rescue website by entering their postcode.

A Member noted the report was a very good report and was pleased to see Bolsover in the national picture.

Members thanked the CSP Community Safety Officer for attending the meeting.

The formal part of the meeting concluded at 1130 hours and Members then met as a working party to continue their review work. The working party concluded at 1245 hours.

Bolsover District Council

Meeting of the Climate Change & Communities Scrutiny Committee on 6th February 2024

Health and Wellbeing Framework Update

Report for the Portfolio Holder – Corporate Governance

Classification	This report is Public
Report By	Peter Wilmot, HR Business Partner
Contact Officer	As above

PURPOSE/SUMMARY OF REPORT

To inform and update the Scrutiny committee on the Council's progress on promoting and engaging Health and Wellbeing for employees.

REPORT DETAILS

1. Background

1.1 To inform and update the Scrutiny committee on the Council's progress on promoting and engaging Health and Wellbeing for employees, in accordance with the Committee's terms of reference.

2. Details of Proposal or Information

2.1 The Employee Health & Wellbeing Framework was agreed in October/November 2017 at Bolsover District Council. It describes how employees will be supported to ensure a healthy, motivated and high performing workforce to achieve the Council's aims and priorities. A copy of the 2023 Framework is attached at Appendix One. The Council replaced the previous joint HR service and now has its own combined HR and Payroll function as of December 2022. The service has made health and wellbeing a key priority. Last year the Council approved the creation of a new post of Employee Engagement Officer. A key purpose of this post is to champion and drive forward key health and wellbeing initiatives and improve manager and employee awareness across health and wellbeing issues. Recruitment to this post is underway and hopefully a candidate will be in place before the end of February 2024.

2.2 A key feature of the Framework is the action plan on the final page of the document which details the three key aims, namely:

- Create a Healthy Work Environment
- Develop a supportive Workplace Culture

- Encourage employee engagement in healthy lifestyles
- 2.3 Work is continuing with the Senior Leadership Team, Service Managers and employees to ensure steps are being taken to achieve the above aims. A number of significant activities have taken place and these are outlined in the following paragraphs.
- 2.4 The Council's Employee Health and Wellbeing Framework 2023 is attached at appendix 1 and this sets out the 3 main pillars of wellbeing - Physical, Mental and Financial and how the Council contributes to employees wellbeing at work, some of which are set out below.

Health & Wellbeing Initiatives

The Council has a number of initiatives and actions undertaken which include:

- Access to an Employee Assistance Programme offering 24/7 telephone and on-line support to employees covering a range of topics, including confidential telephone counselling.
- Occupational Health, Counselling, Physiotherapy and Eye examinations
- Updated the Health and Wellbeing page on Eric
- Mental Health First Aid Training including online on demand awareness sessions for all managers and employees
- Flu vaccinations (67 vouchers issued)
- Updated Covid-19 Guidance
- Health & Wellbeing Notice Boards at all sites
- Promotion of Work Well initiatives and information on the following:
 - Cost of Living Guidance
 - Treacle Website
 - Mental Health map of available services and provision
 - World Suicide Prevention Day
 - Mental Health Awareness Week
 - DCC's Be Healthy Be Happy
 - Breast Cancer Awareness Coffee and Cake Morning
- The development of a (draft) Menopause Policy
- Facilitating access to discounted Council Leisure facilities

2.5 **Employee Sickness Absence**

A key indicator of employee health and wellbeing is attendance at work. During the last financial year the sickness absence out-turn figure was 9.4 days lost per employee. This was an increase on the previous year and over that of our target of 8.5 days per employee. Due to Covid 19 Pandemic, many additional sickness days were taken (1.6 days per employee) whilst requirements were in place for employees to self-isolate with some employees not able to work from home.

Sickness Absence Summary – 2017-2023

	2018/19	2019/20	2020/21	2021/22	2022/23	Current Year Costs 2022/23
Quarter One	2.23	1.85	1.50	1.91	2.3	£84,309.63

Quarter Two	1.86	1.84	1.35	2.31	2.0	£84,144.83
Quarter Three	2.52	2.43	1.14	2.29	2.3	£93,954.00
Quarter Four	2.09	1.68	1.58	2.19	2.8	£118,763.85
Overall Outturn	8.7	7.8	5.57	8.7	9.4	£381,172.31

Reasons for Absence – 2017-2021

	2019/20	2020/21	2021/22	2022/23
Qtr 1	1. Viral Infection 2. Other Musc. Skeletal 3. Other	1. Stress/Depression 2. Other 3. Headaches/Migraines	1. Stress/Depression 2. Other Musc Skeletal 3. Operations/Hospital	1. COVID Symptoms 2. Other Musc/Skeletal 3. Stress/Depression
Qtr 2	1. Stress/Depression 2. Other Musc. Skeletal 3. Chest/Respiratory	1. Operations/Hospital 2. Other-Musc Skeletal 3. Stress/Depression	1. COVID 19 Symptoms 2. Other Musc. Skeletal 3. Stress/Depression	1. Stress/Depression 2. COVID19 Symptoms 3. Other Musc. Skeletal
Qtr 3	1. Stress/Depression 2. Chest/Respiratory 3. Other Musc. Skel	1. Other Musc. Skel 2. Stress/Depression 3. COVID19 Symptoms	1. Stress/Depression 2. COVID19 Symptoms 3. Other Musc. Skeletal	1. Stress/Depression 2. COVID 19 Symptoms 3. Other Musc. Skeletal
Qtr 4	1. Stress/Depression 2. COVID19 Symptoms 3. Other Musc. Skel	1. Stress/Depression 2. Other Musc. Skeletal 3. Operations/Hospital	1. COVID19 Symptoms 2. Other Musc. Skeletal 3. Stress/Depression	1. Stress/Depression 2. Operations/Hospital 3. Other Musc. Skeletal
Outturn	1. Stress/Depression 2. Other Musc. Skel 3. Operations/Hospital	1. Other Musc. Skeletal 2. Stress/Depression 3. Operations/Hospital	1. COVID19 Symptoms 2. Stress/Depression 3. Other Musc. Skeletal	1. Other Musc. Skeletal 2. Stress/Depression 3. COVID19 Symptoms

2.6 Actions currently being taken to address sickness absence:

- HR officers have been working directly with Service Managers and providing monthly sickness analysis reports.
- Action Plans produced for service areas to assist Managers in awareness of actions required and support needed for employees concerned.
- Work has been undertaken on provision of more in depth analysis of sickness absence patterns and trends for Assistant Directors
- Regular review of Occupational Health Provision
- Regular sickness absence management training each quarter

2.10 Summary

As evidenced above, work has been continuing to develop and positively progress employee health and wellbeing. However, it is recognised there is still further work to be done. The importance of Health and Wellbeing for employees at Bolsover District Council is very much recognised by the HR and Payroll Manager and HR Business Partner, both recognise they have a responsibility to deliver continuing progress in supporting the wellbeing of others.

3. Reasons for Recommendation

3.1 Sections 3.6 and 4.3 of the Bolsover District Council Constitution states that the Climate Change & Communities Scrutiny Committee should oversee the

development and delivery of the Health and Wellbeing Strategy as part of the Budget and Policy Framework.

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

- 4.1 There are no reasons for rejection. The Constitution requires the Committee to oversee this area of service delivery as part of their Terms of Reference (section 3.6 of the Constitution).

RECOMMENDATION(S)

That Members note the progress update.

Approved by Councillor Clive Moesby, Portfolio Holder for Resources

IMPLICATIONS:	
<u>Finance and Risk:</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: As set out in the report	On behalf of the Section 151 Officer
<u>Legal (including Data Protection):</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: As set out in the report	On behalf of the Solicitor to the Council
<u>Environment:</u>	
Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.	
Details: N/A	
<u>Staffing:</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: Initiatives associated with Sickness Absence Management, must be in line with the Policy adopted by the Authority.	On behalf of the Head of Paid Service

DECISION INFORMATION

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	No

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

Links to Council Ambition: Customers, Economy and Environment.
None directly but the Health and Wellbeing of Council staff ensures that the Council is best placed to deliver against the Council Ambitions.

DOCUMENT INFORMATION	
Appendix No	Title
1	Employee Health & Wellbeing Framework 2023

Background Papers
<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i>
N/A

BDC – EMPLOYEE WELLBEING FRAMEWORK

Three Pillars – Physical, Mental and Financial Wellbeing - 2023

Operational

- Occupational Health
- Health Surveillance Programme
- 24/7 Employee Assistance Programme
- Sickness Absence Management Policy
- Team Meetings/Tool Box Talks
- Discounted Access to Council Leisure Facilities
- Access to Council Health Referral Programme
- Kaarp Benefits Scheme

Corporate Support

- Workplace Culture
- People Strategy
- Corporate Training
- Agile Working, Family Friendly and Wellbeing Policies
- Development of supportive policies including a Menopause Policy

Awareness/Initiatives

- Mental Health Awareness Training
- Employee Wellbeing Training
- Sickness Absence Management Training
- Safeguarding Training
- Time to Talk Day
- Stress Awareness Month
- Financial Wellbeing Advice and Information

Individual - Employee

- One to One Meetings
- Employee Support Plans
- Counselling
- Physiotherapy
- Eye Tests
- Cycle to Work Scheme / Access to Beneden Health
- Flu Jab Vouchers



List of Key Decisions and items to be considered in private

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

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

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

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



BOLSOVER DISTRICT COUNCIL
Meeting of the Climate Change & Communities Scrutiny Committee on
6th February 2024
FIRE SAFETY POLICY
REPORT OF THE PORTFOLIO HOLDER FOR ENVIRONMENT

Classification	This report is Public
Contact Officer	Steve Brunt – Strategic Director of Services Bronwen MacArthur-Williams – Health and Safety Manager

PURPOSE/SUMMARY OF REPORT

To consult with Scrutiny on the development of the Council’s Fire Safety Policy which will be applicable to all BDC corporate and housing independent living scheme premises.

REPORT DETAILS

1. Background

- 1.1 The Government has published new guidance on the enhanced duties of responsible persons under amendments of the Regulatory Reform (Fire Safety) Order 2005 and Building Safety Act 2022 (S156) applying to all non-domestic premises where people work, visit or reside, including parts of multi-occupied residential buildings, communal corridors, stairs and plant rooms.
- 1.2 It is now a requirement for all organisations to have a written fire safety policy, requiring all responsible persons must record:
- Their completed fire risk assessment in full (where previously only specific information was required to be recorded)
 - Identity the individual and/or the organisation engaged by them to undertake/review any or all of the fire risk assessment.
 - Fire safety arrangements in how their premises is managed.
 - Maintain contact information and share this with other responsible persons and residents of multi-occupied residential premises.
 - Responsible persons take reasonably practicable steps to ascertain the existence of other responsible persons who share or have duties in the same premises and of accountable persons and must identify themselves to them.
 - Outgoing responsible persons share all “relevant fire safety information” with incoming responsible persons.
 - Responsible persons of a building containing two or more sets of domestic premises provide residents with relevant fire safety information, in a format that is easily understood.

2. Details of Proposal or Information

- 2.1 Scrutiny’s view is sought in the development of the Fire Safety Policy prior to submitting to Executive (4th March 2024) for approval.
- 2.2 When adopted, the policy will be reviewed periodically thereafter.

3. Reasons for Recommendation

- 3.1 It is a legal requirement to have a Fire Safety Policy and to monitor compliance with its implementation.

4 Alternative Options and Reasons for Rejection

- 4.1 Failure to approve and adopt the Fire Safety Policy will place the Council in a position of non-compliance, presenting risk of enforcement action by the Derbyshire Fire & Rescue Service (Fire Safety Officer) for failure to comply with and/or breaching requirements of the Fire Safety Order.

RECOMMENDATION(S)

That Climate Change and Communities Scrutiny Committee support and contribute to development of the Fire Policy and its approval route by way of Executive on 4th March 2024.

Approved by Councillor Anne Clarke, Portfolio Holder for Environment

<u>IMPLICATIONS:</u>	
<u>Finance and Risk:</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Details: Costs in complying with amended legislation will be met through existing budgets.	
On behalf of the Section 151 Officer	
<u>Legal (including Data Protection):</u>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Details: Failure to approve and adopt the Fire Safety Policy could result in prosecution by the Derbyshire Fire & Rescue Service for failure to comply with and/or breaching requirements of the Fire Safety Order	
On behalf of the Solicitor to the Council	
<u>Environment:</u>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment	
Details: By ensuring fire safety precautions are in place, this reduces environmental impacts of fire and smoke.	
<u>Staffing:</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Details: N/a	
On behalf of the Head of Paid Service	

DECISION INFORMATION

<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:</p> <p>Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p>	No

District Wards Significantly Affected	<p>(please state which wards or state All if all wards are affected)</p> <p>N/a</p>
<p>Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input checked="" type="checkbox"/> Relevant Service Manager <input checked="" type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/></p>	<p><u>Details:</u> This policy has undergone consultation with relevant Officers and members of SLT as part of its development and approval route.</p>

Links to Council Ambition: Customers, Economy and Environment.
Customers – Improving health, safety and wellbeing.

DOCUMENT INFORMATION	
Appendix	Title
1	Fire Safety Policy 2024-2025

Background Papers
<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i>
<p>Building Safety Act 2022: 2022 c. 30, part 5, Fire Safety (S156). https://www.legislation.gov.uk/ukpga/2022/30/section/156#section-156-6</p>



Fire Safety Policy

January 2024

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](tel:01246242424)
- **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 [Relay UK](#) - a free phone service provided by BT for anyone who has difficulty hearing or speaking. It's a way to have a real-time conversation with us by text.
- **Visiting** one of our [offices](#) at Clowne, Bolsover, Shirebrook and South Normanton

CONTROL SHEET FOR [policy title here]

Policy Details	Comments / Confirmation (To be updated as the document progresses)
Policy title	Fire Safety Policy 2024-2025
Current status – i.e. first draft, version 2 or final version	Final version
Policy author (post title only)	Health & Safety Manager
Location of policy (whilst in development)	Property Services and Health & Safety
Relevant Cabinet Member (if applicable)	Cllr. Clarke
Equality Impact Assessment approval date	Falls within wider Health & Safety Policy EIA.
Partnership involvement (if applicable)	N/a
Final policy approval route i.e. Executive/ Council	Executive
Date policy approved	
Date policy due for review (maximum three years)	February 2025
Date policy forwarded to Performance & Communications teams (to include on ERIC, and website if applicable to the public)	

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1.0 INTRODUCTION

- 1.1 Bolsover District Council (BDC) will make every effort to minimise the risk to occupants in Council owned housing stock/commercial buildings by complying with all relevant legislation and subsequent guidance. These include the Regulatory Reform (Fire Safety) Order 2005 (RRO), Fire Safety Act 2021, the Building Safety Act 2022 and the Housing Act 2004.
- 1.2 BDC currently own 15 low-rise blocks (1-2 floors) alongside 6 Sheltered Housing Schemes and Community Rooms. Commercial Builds include buildings up to 5 stories high. Details are shown in Appendix 1 for Housing premise locations, in Appendix 2 for Commercial locations and in Appendix 3 for Corporate locations.

2.0 SCOPE

- 2.1 This policy applies to all BDC owned blocks of flats and to the communal parts of converted properties managed by BDC Housing section and Commercial Services and applies to all tenancies.
- 2.2 The main objectives of this policy are to ensure the Council has adequate measures are in place:
 - to safeguard all relevant persons from death or injury in the event of fire
 - to minimise the risk of fire and to limit fire spread
 - to minimise the potential for fire to disrupt services, damage buildings and equipment or harm the environment
- 2.3 BDC will appoint a Responsible Person as required by the Fire Safety Act as set out at section 5.1.

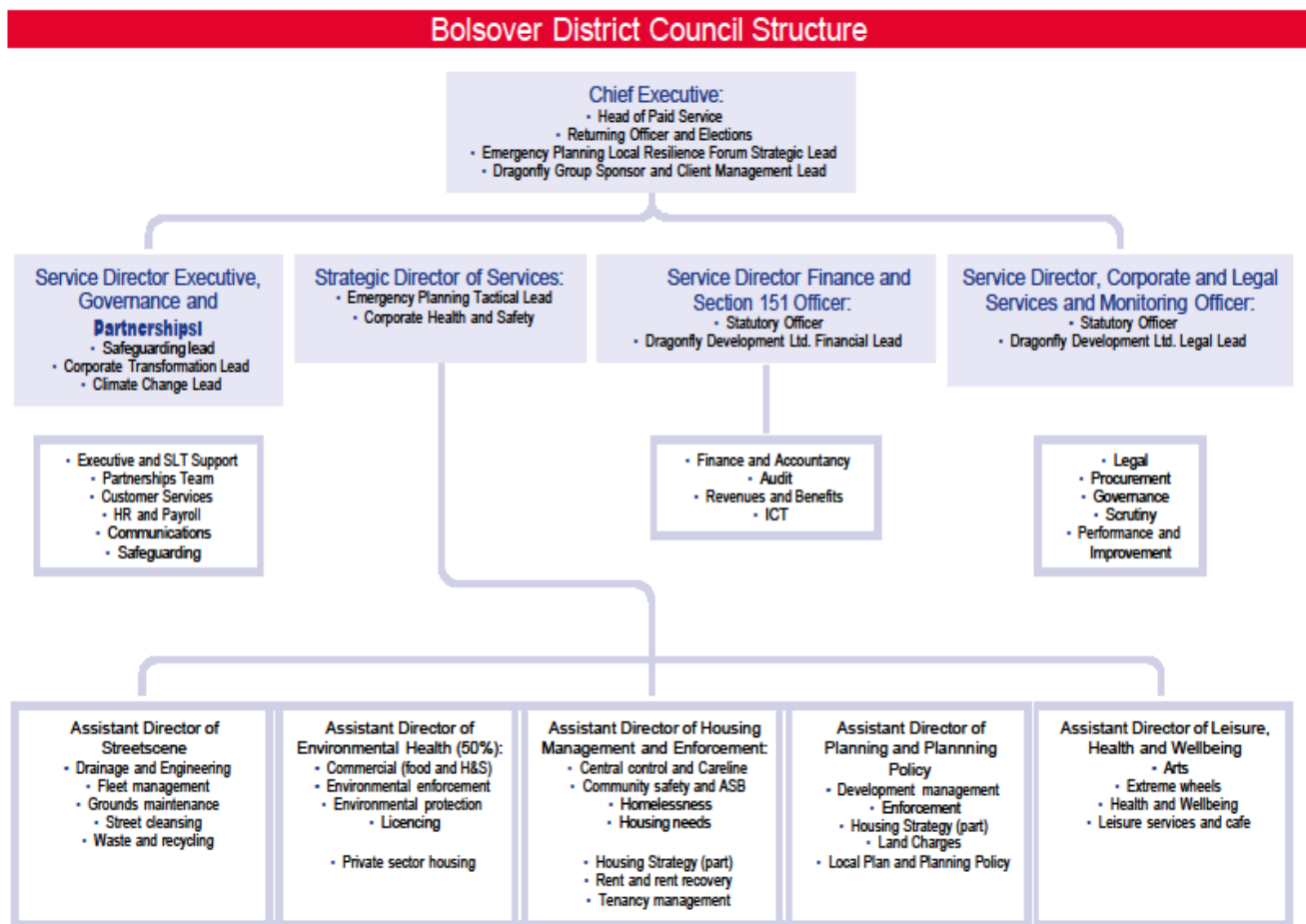
3.0 POLICY STATEMENT

- 3.1 BDC aims to provide a safe environment in which our employees and tenants are assured that the risk of injury or damage property caused by fires is minimised.
- 3.2 We will foster and maintain good working relationships with partner services to help ensure the ongoing safety of our employees and tenants - this includes Derbyshire Fire & Rescue Service (DFRS).
- 3.3 In aiming to deliver this environment we will seek to identify, assess and reduce risks to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005.
- 3.4 In discharging our obligations to fire safety BDC will:
 - carry out Fire Risk Assessments (FRAs) in accordance with the Regulatory Reform (Fire Safety) Order 2005
 - facilitate fire risk audits with DFRS as requested

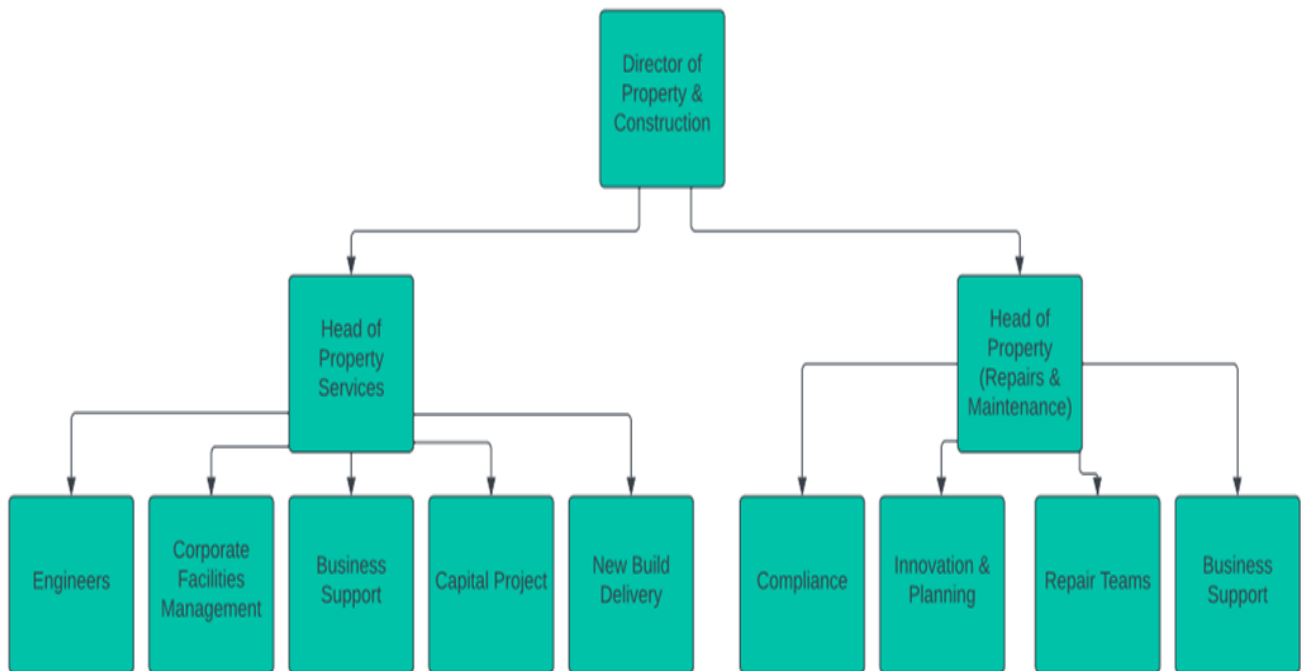
- 3.5 We will provide employees and tenants with advice and information about fire safety via a range of media including:
- newsletters
 - leaflets
 - posters
 - website
 - tenant handbook
 - during tenancy visits

4.0 STRUCTURES

4.1 Bolsover District Council



4.2 Dragonfly Development Ltd.



Note: The DDL Chief Executive Officer sits above the Director of Property & Construction and alongside the Chief Executive for Bolsover District Council. Instructions flow between both organisations via the Shareholder Board.

5.0 RESPONSIBILITIES

5.1 Chief Executive

The Council will appoint the Chief Executive (Karen Hanson) as the Responsible Person - as required by the Fire Safety Act 2021. The Chief Executive is ultimately responsible to the Council for ensuring the effectiveness and implementation of the Fire Safety Policy and management procedures.

5.2 Elected Members

- It is the responsibility of Elected Members to monitor the Fire Safety Policy.
- Elected Members must ensure that sufficient priority is given to the allocation of resources for the provision of fire safety issues.

5.3 Strategic Director, Assistant Directors and Service Managers

Strategic Director, Assistant Directors and Heads of Services are responsible and accountable for achieving the objectives within the Fire Safety Policy across their respective portfolios. In particular, they will:

- Ensure that their Officers know and accept their responsibilities under the Fire Safety Policy and that they are able to carry out those responsibilities.

- Ensure the involvement and active participation of employees at all levels, including third parties (e.g., contractors and members of the public) where appropriate.
- Ensure that appropriate fire safety management arrangements are clearly identified and that nominated Officers have sufficient knowledge and time to carry out their responsibilities effectively

5.4 Facilities Management Service (Dragonfly Development Ltd.) will:

- Prepare and regularly monitor the Fire Safety Policy with the Health & Safety Service
- Appoint a competent Fire Risk Assessor to undertake biennial fire risk assessments of all relevant Housing, corporate and commercial buildings.
- Whenever possible, ensure that all recommendations are actioned and closed down within specified timescales.
- Obtain the relevant fire risk assessment from each commercial tenant and ensure the appropriate assessment is available in each corporate building
- Maintain and monitor a corporate register of fire risk assessments for all relevant BDC buildings.
- Remain informed of any changes in legislation and best practice developments.

5.5 Health & Safety Service will:

- Jointly prepare and regularly monitor the Fire Safety Policy with the Facilities Management Service
- Assist the Facilities Management Service in implementing this Policy across all relevant Housing and corporate premises
- Remain informed of any changes in legislation and best practice developments.
- Liaise with and consult with Trade Union Health & Safety Representatives and representatives of employee safety regarding fire safety measures.

5.6 All employees must:

- Be aware of the duty of care to themselves and to others.
- Co-operate regarding fire safety, including complying with all fire safety rules and regulations relating to their area of responsibility.
- Undertake any fire safety training that may be required.

- Participate in all fire evacuations – whether planned or ‘live’.
- Report any fire hazards, which could put themselves or others at serious risk, to their line manager.
- Not interfere with or misuse any fire equipment provided.
- Co-operate with investigations into any fire related accidents / incidents / near misses.
- **Temporary and Agency workers** shall, for the purposes of the Fire Safety Policy, be regarded as employees of the Council.
- **Trainees and work experience student** shall be deemed to be ‘employees’ of the Council in accordance with the Health and Safety (Training for Employment) Regulations 1990

5.7 **Contractors, Partner Organisations and Commissioned Services**

The Council will work together with partner organisations and other key stakeholders to ensure that fire safety is taken into account where joint working takes place. The Council will also ensure that there is proper liaison with external organisations such as enforcement and inspection bodies.

5.8 **Trade Union Health and Safety Representatives**

Trade Union Health and Safety Representatives have the same responsibilities as other employees. However, in addition to these responsibilities they also have rights under the Safety Representatives and Safety Committees Regulations 1977 and under agreed arrangements with the Council are permitted to:

- Receive information from the employer regarding matters of fire safety
- Be involved in the consultation process on the Fire Safety Policy and procedures

6.0 **FIRE RISKS**

6.1 The Regulatory Reform (Fire Safety) Order 2005 (RRO 2005) places a duty on landlords to take general fire precautions to ensure, as far as is reasonably practicable, the safety of the people on the premises and in the immediate vicinity.

The main fire risks identified are:

- combustible materials, including rubbish and furniture.
- faulty electrical installations.
- Smoking.
- failures in compartmentation.
- mobility scooters and charging points.

- 6.2 BDC will mitigate the risks identified above by carrying out regular checks of all common areas and Council managed areas and by dealing with any identified issues immediately. Signage is placed within the common areas highlighting no smoking and the area being maintained as a sterile environment. Mobility scooters must not be charged or kept in any communal areas.
- 6.3 BDC will review the suitability of the accommodation against the staff and tenants needs in order to mitigate fire risks and the need to place any aids in Council managed and communal areas.
- 6.4 BDC will have inspected the compartmentation condition at the time of the fire risk assessment and at each review.

7.0 FIRE RISK ASSESSMENTS (FRAs)

- 7.1 The RRO 2005 identifies BDC as the responsible person and as such we have a duty to carry out a FRA in relevant premises and take reasonable steps to remove or reduce any risks that have been identified and to act upon significant findings.
- 7.2 FRAs will be regularly reviewed as follows:
- Sheltered schemes – annually, after a fire or following any significant changes.
 - Common areas of flats – every 3 years or after significant change or a fire.
 - Community Rooms – every 3 years or after significant change or a fire
 - Commercial Buildings - every two years.

7.3 Fire Risk Assessor

The fire risk assessor's role will be carried out by a competent person who shall:

- carry out FRAs.
- provide technical and expert advice.
- ensure compliance with the requirements of the Regulatory Reform (Fire Safety) order 2005.

7.4 The current fire risk assessment company is:

Eyton Solution Ltd
Regus Business Park,
Office G26,
Heronsway,
Chester CH4 9QR
Tel: (0)1244 732 449

Eyton Solutions are accredited to the BAFE Fire Safety Register and are a SSAIB registered provider (no. NWAL050)

- 7.5 The relevant FRA will be automatically shared with every commercial tenant as part of their lease pack.
- 7.6 Every commercial tenant will be required to provide a copy of their FRA to the Council's Commercial Team.
- 7.7 The relevant FRA will be filed in each corporate building's fire log book.

8.0 FIRE PREVENTION

The Council's fire preventative measures are designed to protect people, property, and assets against the loss of life, injury and damage caused by fire.

- 8.1 Wherever possible measures to prevent the risk of fire will be taken, including:
- ensuring that common areas and storage areas are kept clear and by carrying out enforcement where breaches occur.
 - ensuring that staff are trained in order to identify and report any potential risks.
 - provision of information and advice to existing staff and tenants about how to reduce the risk of fires with the help of DF&RS.
 - providing leaflets and information to highlight the risks of fires and how help their prevention.
 - ensuring we identify and work with more vulnerable staff and tenants who may be at greater risk should there be a fire.
 - carrying out individual risk assessments and putting in place control measures to manage risks where identified.

9.0 FIRE PROTECTION

Evacuation routes and fire exits

- 9.1 To ensure safe evacuation, routes will have adequate signage and be kept free of sources of ignition, flammable and combustible material and obstructions at all times. This will be enforced as necessary.
- 9.2 To ensure that the security of each building is maintained, fire exits will not be left open. In blocks of flats and in sheltered schemes inspections will be carried out to identify and deal with such issues.

10.0 EVACUATION PLAN

- 10.1 A copy of this Policy and specific evacuation plans for all occupied corporate buildings will be kept in the site's Fire Log Book and will monitored by the Facilities Management Team.
- 10.2 All corporate sites will operate full evacuation arrangements and this will be tested annual through an evacuation exercise. See Appendix 4 for each specific corporate property procedure.

- 10.3 A copy of this Policy and each commercial tenant's bespoke evacuation plan will be retained and monitored by the Facilities Management Team.
- 10.4 A copy of this Policy and bespoke evacuation plan for each Housing group dwelling will be made available upon request received from any domestic tenant.
- 10.5 Housing sites operate various evacuation arrangements – see Appendix 5 for each specific Housing Group dwelling procedure.
- 10.6 A Personal Emergency Evacuation Procedure (PEEP) must be prepared where relevant and information must be shared with the Health & Safety Team for inclusion on the corporate PEEP register.

11.0 TRAINING

- 11.1 Nominated employees (BDC & DDL) who are responsible for assessing and reviewing any fire risk assessment must be trained and competent to do so.
- 11.2 At the present time the Fire safety Act does not specify what the level of training and competencies are to be. BDC and DDL shall discuss this when Government guidance is available.

12.0 FIRE DOORS IN COMMUNAL AND TENANTED AREAS

- 12.1 Fire doors are provided to help prevent the spread of smoke and fire and must be kept closed or fitted with door holders which are designed to release to closure when the fire alarm is activated.
- 12.2 Fire doors in common areas are checked regularly during FRAs and by scheme managers and other trained officers to ensure they are operating correctly and are not damaged.
- 12.3 Fire doors, including entrance doors, provide a minimum of 30 minutes fire resistance (the standard specification is FD30S).
- 12.4 Fire doors should not be propped open, tampered with or compromised in any way e.g., materials which damage or pierce a door or frame.

13.0 SIGNAGE

- 13.1 Appropriate fire safety signage is displayed throughout communal areas indicating the fire exit/s.
- 13.2 Fire action notices are also present in all communal areas. Fire doors are marked to be kept shut and no smoking signs are displayed where required.

14.0 SMOKE ALARMS

- 14.1 Hard wired smoke alarms are fitted within 99% of tenanted properties. This will be 100% by the end of 2023. empty or re-wired. Tenants can contact DF&RS for a home fire safety visit where they can check/fit smoke alarms as appropriate and also give a range of advice around home safety.
- 14.2 Hard wired smoke alarms are installed in all commercial and corporate properties.

15.0 PUBLICISING THE FIRE SAFETY POLICY

- 15.1 BDC will publicise this policy via a range of media and in the following ways:
- tenant handbook
 - fire safety leaflets
 - staff briefings and training
 - newsletters
 - posters
 - website
 - during tenancy visits
 - upon request from Housing group dwelling tenants

16.0 POLICY REVIEW

- 16.1 The Fire Safety Policy will be reviewed initially after 1 year (in February 2025) and biennially thereafter, unless a significant circumstance arises e.g.:
- fire hazards change or increase and / or new fire hazards are realised
 - In the event of a fire occurring in a corporate premise, BDC owned commercial building or Housing group dwelling
 - As a result of DF&RS enforcing action
 - Changes in Council structures

17.0 APPENDICES

- Appendix 1: Housing Group Dwelling Premise Locations
- Appendix 2: Corporate Premise Locations
- Appendix 3: Specific Corporate Property Evacuation Procedures Template
- Appendix 4: Specific Housing Group Dwelling Procedures Template

APPENDIX 1

HOUSING GROUP DWELLING PREMISE LOCATIONS

Housing Group Dwellings / Sheltered Schemes locations, evacuation type and fire risk assessment dates are detailed below:

Property	Type	Location	Frequency of FRA	Next FRA due	Evacuation Policy
Victoria House	Sheltered Scheme	Creswell	Every year	20.06.2024	Stay put
Parkfields	Sheltered Scheme	Clowne	Every year	20.06.2024	Stay put
Ashbourne Court	Sheltered Scheme	Shirebrook	Every year	12.12.2023	Stay put
Valley View	Sheltered Scheme	Hillstown	Every year	17.04.2024	Full evacuation
Jubilee Court	Sheltered Scheme	Pinxton	Every year	21.06.2024	Full evacuation
Woburn House	Sheltered Scheme	Blackwell	Every year	21.06.2024	Full evacuation
Mill Lane	Community Room	Clowne	Every 3 years	27.06.2026	Full evacuation
Recreation Close	Community Room	Clowne	Every 3 years	27.06.2026	Full evacuation
Queens Court	Community Room	Shirebrook	Every 3 years	27.06.2026	Full evacuation
Park View	Community Room	Barlborough	Every 3 years	27.06.2026	Full evacuation
Hides Green	Elderly persons Grouped Dwellings	Bolsover	Every 3 years	27.10.2025	Stay put
Sandhills	Elderly persons Grouped Dwellings	Bolsover	Every 3 years	13.12.2025	Stay put
The Paddock	Elderly persons Grouped Dwellings	Bolsover	Every 3 years	30.01.2023	Stay put
Orchard Close	Elderly persons Grouped Dwellings	Bolsover	Every 3 years	13.12.2025	Stay put
Pattison Street	Elderly persons Grouped Dwellings	Shuttlewood	Every 3 years	27.10.2025	Stay put
Longlands	Elderly persons Grouped Dwellings	Bolsover	Every 3 years	13.12.2025	Stay put
Lime Tree Avenue	General Needs Group Dwelling	Glapwell	Every 3 years	30.01.2026	Stay put

Brookhill Avenue	General Needs Group Dwelling	Pinxton	Every 3 years	31.01.2026	Stay put
Chestnut Court	General Needs Group Dwelling	Pinxton	Every 3 years	22.11.2025	Stay put
Woodfield Road	General Needs Group Dwelling	Pinxton	Every 3 years	31.01.2026	Stay put
Church Street	General Needs Group Dwelling	South Normanton	Every 3 years	23.01.2026	Stay put
The Croft	General Needs Group Dwelling	South Normanton	Every 3 years	23.01.2026	Stay put
High Street	General Needs Group Dwelling	Tibshelf	Every 3 years	30.01.2026	Stay put
George inn Court	General Needs Group Dwelling	Whitwell	Every 3 years	31.01.2026	Stay put
Crich View	General Needs Group Dwelling	Newton	Every 3 years	23.01.2026	Stay put

Appendix 4 details specific evacuation procedures for each Housing site.

END OF APPENDIX 1.

CORPORATE PREMISE LOCATIONS

Corporate premise locations and fire risk assessment dates are detailed below. All sites operate a full evacuation policy:

Site Name	Date Undertaken	Next FRA Due	Frequency of FRA
Bolsover Contact Centre	13/07/2022	17/07/2024	Every two years
Broadmeadows Cricket Pavilion	12/07/2022	17/07/2024	Every two years
Castle Leisure Park	13/07/2022	17/07/2024	Every two years
Clune Street	22/11/2022	22/11/2024	Every two years
Pleasley Vale Outdoor Activity Centre	26/10/2021	26/10/2023	Every two years
Pleasley Vale Boat House	12/07/2022	12/07/2024	Every two years
Pleasley Vale Business Park	27/10/2021	27/10/2023	Every two years
Riverside Depot	26/10/2022	26/10/2024	Every two years
Shirebrook Contact Centre	26/10/2022	26/10/2024	Every two years
South Normanton Contact Centre	27/06/2023	27/06/2025	Every two years
The Tangent	26/10/2021	26/10/2023	Every two years
The Arc	28/10/2021	28/10/2023	Every two years

NB: as of 11.10.23, both the Coach House (at Pleasley Vale) and Security Lodge (at Pleasley Vale) are empty and therefore do not require a Fire Safety Policy or evacuation procedures.

Appendix 4 details each site's specific evacuation procedures.

END OF APPENDIX 2

SPECIFIC CORPORATE PROPERTY EVACUATION PROCEDURES TEMPLATE**TEMPLATE FOR COMPLETION OF EACH SITE'S DETAILS**

Premise / Site Name & Address:	
BDC Responsible Person:	Karen Hanson Chief Executive Bolsover District Council The Arc Clowne S43 4JY
Name & Contact Details of Fire Risk Assessor	Eyton Solution Ltd Regus Business Park, Office G26, Heronsway, Chester CH4 9QR Tel: <u>(0)1244 732 449</u>
Date Fire risk assessment carried out:	
Fire risk assessment review date:	
Location of fire risk assessment (e.g.: Fire Log Book at Reception, or detail other arrangement):	
Fire alarm type:	
Fire evacuation procedure:	
Fire extinguisher provider, service date and review date for communal areas:	Every 12 months (CHUBB) – Details in fire log book.
Number of BDC employee PEEP holders within the building:	

END OF APPENDIX 3

SPECIFIC HOUSING GROUP DWELLING PROCEDURES & TEMPLATE

1.0 Introduction

All blocks of flats:

- 1.1 The Council operates a delayed evacuation procedure in purpose-built blocks where residents, if not directly affected by the fire, should remain within their property until advised otherwise. This is usually decided by the Emergency Services.
- 1.2 The construction of a purpose-built block gives a minimum of up to 30 minutes containment of a fire, with the fire doors and walls resisting the spread of fire into the common parts of the block. In addition residents in other flats will have 60 minutes protection when their own front door is taken into consideration.
- 1.3 When the Fire Service attends, they may decide:
 - if and when to commence a full evacuation
 - when to instigate a visual inspection
 - when residents can return to their premises
 - when to involve the Police and the other agencies
 - any other steps appropriate to the circumstances

TEMPLATE FOR COMPLETION OF EACH SITE'S DETAILS

Premise / Site Name & Address:	
BDC Responsible Person:	Karen Hanson Chief Executive Bolsover District Council The Arc Clowne S43 4JY
Name & Contact Details of Fire Risk Assessor	Eyton Solution Ltd Regus Business Park, Office G26, Heronsway, Chester CH4 9QR Tel: (0)1244 732 449
Date Fire risk assessment carried out:	
Fire risk assessment review date:	

Location of fire risk assessment (e.g.: Fire Log Book at Reception, or detail other arrangement):	
Fire alarm type:	
Fire evacuation procedure:	
Fire extinguisher provider, service date and review date for communal areas:	Every 12 months (CHUBB) – Details in fire log book.
Number of PEEP holders within the building:	

END OF APPENDIX 4.

END OF DOCUMENT.



Bolsover District Council

Meeting of Climate Change & Communities Scrutiny Committee on 6th February 2024

Scrutiny Committee Work Programme 2023/24

Report of the Scrutiny Officer

Classification	This report is Public
Contact Officer	Thomas Dunne-Wragg, Scrutiny Officer

PURPOSE/SUMMARY OF REPORT

- To provide members of the Scrutiny Committee with an overview of the meeting programme of the Committee for 2023/24.

REPORT DETAILS

1. Background

- 1.1 The main purpose of the report is to inform members of the meeting programme for the year 2023/24 and planned agenda items (Appendix 1).
- 1.2 This programme may be subject to change should additional reports/presentations be required, or if items need to be re-arranged for alternative dates.
- 1.3 Review Scopes submitted will be agreed within Informal Session in advance of the designated meeting for Member approval to ensure that there is sufficient time to gather the information required by Members and to enable forward planning of questions.
- 1.4 Members may raise queries about the programme at the meeting or at any time with the Scrutiny Officer should they have any queries regarding future meetings.
- 1.5 All Scrutiny Committees are committed to equality and diversity in undertaking their statutory responsibilities and ensure equalities are considered as part of all Reviews. The selection criteria when submitting a topic, specifically asks members to identify where the topic suggested affects particular population groups or geographies.
- 1.6 The Council has a statutory duty under s.149 Equality Act 2010 to have due regard to the need to advance equality of opportunity and to eliminate discrimination.
- 1.7 As part of the scoping of Reviews, consideration is given to any consultation that could support the evidence gathering process.

2. Details of Proposal or Information

- 2.1 Attached at Appendix 1 is the meeting schedule for 2023/24 and the proposed agenda items for approval/amendment.
- 2.2 Attached at Appendix 2 is the draft scope agreed by Committee following the last meeting. This has been circulated to relevant stakeholders for comment and requires formal approval by Committee as part of the process of commencing the review.

3. Reasons for Recommendation

- 3.1 This report sets the formal Committee Work Programme for 2023/24 and the issues identified for review.
- 3.2 The Scrutiny Programme enables challenge to service delivery both internally and externally across all the Council Ambitions.
- 3.3 The Scrutiny functions outlined in Part 3.6(1) of the Council’s Constitution requires each Scrutiny Committee to set an annual work plan.

4. Alternative Options and Reasons for Rejection

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

RECOMMENDATION(S)

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

<u>IMPLICATIONS:</u>	
<u>Finance and Risk:</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Details: None from this report.	
On behalf of the Section 151 Officer	
<u>Legal (including Data Protection):</u>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Details: In carrying out scrutiny reviews the Council is exercising its scrutiny powers as laid out in Part 1A, s9F(2) of the Local Government Act 2000.	
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: The Committee considers climate change and carbon reduction as part of its core remit.

Staffing: Yes No

Details:

None from this report.

On behalf of the Head of Paid Service

DECISION INFORMATION

<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards, or which results in income or expenditure to the Council above the following thresholds:</p> <p>Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p>	No
<p>District Wards Significantly Affected</p>	N/A
<p>Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/></p>	Yes Details: Committee Members

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

All

DOCUMENT INFORMATION

Appendix No	Title
1.	CCCSC Work Programme 2023/24

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).

Previous versions of the Committee Work Programme.

Climate Change and Communities Scrutiny Committee

Work Programme 2023/24

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

Items to add

Community Woodlands Project – Monitoring Update
 Carbon Reduction Plan – Monitoring Report
 Leisure Services Delivery – Performance Update
 Environmental Health

Date of Meeting	Items for Agenda		Lead Officer
4 July 2023	Part A – Formal	• Agreement of Work Programme 2023/24	Scrutiny & Elections Officer
		• Review of Council’s Approach to Carbon Reduction – Executive Response	Scrutiny & Elections Officer
		• Review of Council’s Policy on Sky Lanterns and Helium Balloons – Post-Scrutiny Monitoring (Interim Report)	Scrutiny & Elections Officer
	Part B – Informal	• Review work	Scrutiny & Elections Officer
17 October 2023	Part A – Formal	• Review of Voluntary & Community Sector Grant Allocations: Post-Scrutiny Monitoring (Final Report)	Scrutiny Officer
		• Work Programme 2023/24	Scrutiny Officer
	Part B – Informal	• Review work	Scrutiny Officer
5 December 2023	Part A – Formal	• New Council Ambition 2024-2028 – Scrutiny Consultation	Senior Management Team/Performance
		• Sustainable Community Strategy 2020-23 and current Partnership delivery – Monitoring Update	Leader’s Executive & Partnership Team

Date of Meeting	Items for Agenda		Lead Officer
43		<ul style="list-style-type: none"> Review of Community Safety Partnership – Deliberate Fires Group Monitoring Report 	Community Safety Officer/ Derbyshire Fire & Rescue Service
		<ul style="list-style-type: none"> Safeguarding Policy for Adults and Safeguarding Policy for Children – Consultation on Refresh 	Safeguarding lead – Service Director Executive, Corporate Services and Partnerships
		<ul style="list-style-type: none"> Review of Council’s Approach to Carbon Reduction – Post-Scrutiny Monitoring (Interim Report) 	Scrutiny Officer
		<ul style="list-style-type: none"> Work Programme 2023/24 	Scrutiny Officer
6 February 2024	Part B – Informal	<ul style="list-style-type: none"> Review work 	Scrutiny Officer
	Part A – Formal	<ul style="list-style-type: none"> Health and Wellbeing Strategy – Monitoring Update 	HR Business Partner
		<ul style="list-style-type: none"> Fire Safety Policy 	Strategic Director of Services/ Health and Safety Manager
		<ul style="list-style-type: none"> Work Programme 2023/24 	Scrutiny Officer
26 March 2024	Part B – Informal	<ul style="list-style-type: none"> Preparation for Annual Review of the Community Safety Partnership 	Scrutiny Officer
		<ul style="list-style-type: none"> Review work 	Scrutiny Officer
	Part A – Formal	<ul style="list-style-type: none"> Review of Council’s Policy on Sky Lanterns and Helium Balloons – Post-Scrutiny Monitoring (Final Report) 	Scrutiny Officer
		<ul style="list-style-type: none"> <i>Review of Statement of Licensing Policy - TBC</i> 	<i>Licensing Team</i>
		<ul style="list-style-type: none"> Annual Review of Community Safety Partnership 	Assistant Director of Housing Management and Enforcement/ Housing Enforcement Manager/ Community Safety Team
		<ul style="list-style-type: none"> Work Programme 2023/24 	Scrutiny Officer

Date of Meeting	Items for Agenda		Lead Officer
	Part B – Informal	<ul style="list-style-type: none"> Review Work 	Scrutiny Officer
21 May 2024	Part A – Formal	<ul style="list-style-type: none"> Review of Council’s Approach to Carbon Reduction – Post-Scrutiny Monitoring (Final Report) 	Scrutiny Officer
		<ul style="list-style-type: none"> Work Programme 2023/24 	Scrutiny Officer
	Part B – Informal	<ul style="list-style-type: none"> Review Work 	Scrutiny Officer