

The Arc
High Street
Clowne
S43 4JY

To: Chair & Members of the Executive

Friday 16th June 2023

Contact: Alison Bluff
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Dear Councillor

EXECUTIVE

You are hereby summoned to attend a meeting of the Executive of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Monday, 26th June, 2023 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

EXECUTIVE

AGENDA

*Monday 26th June 2023 at 10:00 hours taking place in the Council Chamber,
The Arc, Clowne*

Item No.		Page No.(s)
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 - 12
	To consider the minutes of the last meeting held on 3 rd April 2023	
	<u>NON-KEY DECISIONS</u>	
5.	Ambition Plan Targets Performance Update - January to March 2023	13 - 22
6.	Appointment to Outside Bodies 2023-2024 (Executive Functions)	23 - 29
7.	Dragonfly Development Ltd - Appointment of the Board of Directors	30 - 37
	<u>KEY DECISIONS</u>	
8.	Award of Void Cleaning Contract for Bolsover District Council Housing Stock 2023 - 2027	38 - 40

EXECUTIVE

Minutes of a meeting of the Executive of the Bolsover District Council held in the Council Chamber, The Arc, Clowne, on Monday 3rd April 2023 at 1000 hours.

PRESENT:-

Members:-

Councillor Steve Fritchley in the Chair

Councillors Mary Dooley, Duncan McGregor, Clive Moesby, Sandra Peake and Deborah Watson.

Officers:- Karen Hanson (Chief Executive), Jim Fieldsend (Monitoring Officer), Theresa Fletcher (Section 151 Officer), Pam Brown (Assistant Director Leader's Executive, Partnerships, Governance, Scrutiny and Communications) and Alison Bluff (Governance and Civic Officer).

Dragonfly Development Ltd:- Grant Galloway (Chief Executive) (to Minute No EX104-22/23).

Also in attendance at the meeting was Councillor Rita Turner, Joanne Wilson (Scrutiny & Elections Officer) (to Minute No. EX105-22/23), Steve Brunt (Assistant Director Streetscene), Kath Drury (Information, Engagement and Performance Manager) (to Minute No. EX108-22/23), Wayne Carter (Leisure Operations Manager) (to Minute No EX107-22/23) and Jon Hendy (Senior Planner, Planning Policy).

EX99-22/23. APOLOGIES

Apologies for absence were received on behalf of Councillors David Downes and Liz Smyth.

EX100-22/23. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

EX101-22/23. DECLARATIONS OF INTEREST

Councillor Steve Fritchley and Grant Galloway (Chief Executive Dragonfly Ltd), both declared a non-pecuniary interest in agenda item 9 - Dragonfly Development Ltd Shareholder Agreement, and would leave the meeting at the relevant time.

EXECUTIVE

EX102-22/23. CHANGE TO ORDER OF BUSINESS ON THE AGENDA

The Chair consented to a change in order of business to that stated on the agenda. Agenda item 9 – Dragonfly Development Ltd Shareholder Agreement, would be considered after Agenda item 4 – Minutes of the last meeting.

EX103-22/23. MINUTES – 6TH MARCH 2023

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake **RESOLVED** that the Minutes of an Executive meeting held on 6th March 2023 be approved as a correct record.

Councillor Steve Fritchley and Grant Galloway (Chief Executive, Dragonfly Developments Ltd) left the meeting.

Councillor Duncan McGregor in the Chair

KEY DECISION

EX104-22/23. DRAGONFLY DEVELOPMENT LTD SHAREHOLDER AGREEMENT

Executive's approval was sought of the Group Shareholder Agreement between Dragonfly Development Ltd, Dragonfly Management Ltd and the Council.

On 1st February 2023, Council approved the full Business Case for the development of the wholly owned company including the recommended business and governance model.

In order to progress the governance arrangements required, it was necessary to agree and adopt a Shareholder Agreement and Articles of Association.

The Shareholder Agreement was attached at Appendix 1 to the report and set out the governance arrangements, delegated functions and decision-making structure. It was a document that regulated the relationship between the companies and the Council as sole shareholder, the management of the company and the protection of the Council as shareholder. It was essential to satisfy the Council's external auditors who required the Council to ensure appropriate governance, due diligence and robust decision-making was in place.

The Shareholder Agreement had been designed so that there would be robust processes in place with appropriate financial controls. Despite these processes and controls, the companies would still be able to undertake the work that they were set up to do.

EXECUTIVE

Of particular note were the Reserved Matters at Schedule 1 of the Agreement. These were referred to in the Business Case and were discussed at the briefing session in January. They were matters that the companies could make a decision on without the consent of the Council. Most of the Reserved Matters were generic to shareholder agreements of this nature. Of these, Members needed to be especially aware of those matters relating to the Business Plan. Clause 2 of the Agreement required the companies to prepare a Business Plan for the coming year which would set out the operational business plan and budget of the companies. The Business Plans were to be presented to the Council and only adopted or amended by the companies following approval by the Council in accordance with Reserved Matter number 9. Further, if the companies wished to act outside of the approved Business Plan they could only do so with the consent of the Council in accordance with Reserved Matter number 10. These controls enabled the Council to have influence on the strategic direction and development of the companies but without impacting on their day to day operation.

The Chief Executive advised Members of two amendments which were necessary to the Shareholder Agreement;

1 - Page 2 of Shareholder Agreement;

Boards means the DDL Board and the ~~DDM~~ **DML** Board (and **Board** means any one of them).

2 - Page 24 of Shareholder Agreement, at number 30;

Entering into or varying any contract of employment providing for the payment of remuneration (including pension and other benefits) of staff in a managerial position in excess of a rate equivalent to spinal point 29 ~~(Grade 10)~~ of **Chief Officer (or equivalent) position on the Council's pay scales or increasing the remuneration of staff in a managerial position (including pension and other benefits) to a rate in excess of the rate in spinal point 29 (Grade 10) of the Council's pay scales to a rate equivalent or in excess of the rate of Chief Officer grades of the Council's pay scales. For the benefit of doubt, this includes staff at Assistant Director, Director or Chief Executive grades (or equivalent).**

In response to a query from the Portfolio Holder for Finance in relation to paragraph 5.5.1 of the Shareholder Agreement, the Chief Executive clarified that if a Councillor who was a Director on the Board ceased to be a Councillor, then they would be removed from the Board within two months of them ceasing to be a Councillor unless they had a skill set or experience that was an asset to the Board, then it would be at the Council's discretion whether to keep them on the Board as a Non-Executive Director, but a Director that was no longer a Member of Council.

The Chief Executive also informed the meeting that DML had now been set up with Companies House formally. However, due to another DML already in existence as a company nationally, the Council's Dragonfly Management Ltd would need to be called Dragonfly Management (Bolsover) Ltd.

EXECUTIVE

The Chief Executive added that the staff consultation had come to an end and almost 100 staff had been transferred from the Council's employment into Dragonfly Development Ltd employment. However, three members of staff that would not transfer to Dragonfly due to their roles being more suited to the Council were the Voids Coordinator, the Quantity Surveyor and the Valuation Officer.

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake **RESOLVED** that (1) subject to the amendments below, the Shareholder Agreement between Dragonfly Development Ltd, Dragonfly Management Ltd and the Council, be approved,

1 - Page 2 of Shareholder Agreement;

Boards means the DDL Board and the ~~DDM~~ **DML** Board (and **Board** means any one of them).

2 - Page 24 of Shareholder Agreement, at number 30;

Entering into or varying any contract of employment providing for the payment of remuneration (including pension and other benefits) of staff in a ~~managerial position in excess of a rate equivalent to spinal point 29 (Grade 10) of~~ **Chief Officer (or equivalent) position on the Council's pay scales or increasing the remuneration of staff in a managerial position (including pension and other benefits) to a rate in excess of the rate in spinal point 29 (Grade 10) of the Council's pay scales to a rate equivalent or in excess of the rate of Chief Officer grades of the Council's pay scales. For the benefit of doubt, this includes staff at Assistant Director, Director or Chief Executive grades (or equivalent).**

(2) delegated power be given to the Chief Executive Officer to make minor changes to the Shareholder Agreement.

Reasons for Recommendation

It was essential the Council had a Shareholder Agreement in place to ensure the appropriate governance arrangements were developed and maintained for the Dragonfly Group.

Alternative Options and Reasons for Rejection

Although it was not a legal requirement for the Council to have a Shareholder Agreement for the wholly owned company it was advisable to have one for the good governance reason. The absence of a shareholders agreement opened up the potential for disputes between the companies and the shareholder. It would also limit the ability to monitor the companies and influence their strategic direction. Further, the need for a Shareholder Agreement was stated within the Business Case and forms part of the basis for the Council's decision on 1st February 2023. Therefore the alternative of not having one is rejected.

Councillor Steve Fritchley returned to the meeting.

Councillor Mary Dooley left the meeting.

EXECUTIVE

Councillor Steve Fritchley in the Chair

MATTERS REFERRED FROM SCRUTINY

EX105-22/23. CUSTOMER SERVICE SCRUTINY COMMITTEE – REVIEW OF ICT

Executive considered a detailed report presented by Councillor Rita Turner, Vice Chair of Customer Services Scrutiny Committee, in relation to the Committee's Review of Members ICT & Support and ICT Service Delivery.

The initial aim of the review was to ascertain the impact of the pandemic on ICT Service delivery and review the effectiveness of Member ICT equipment and support provision. However, the review was re-started in 2022/23 with the aim refocused on Member ICT equipment and support.

The following issues were identified for investigation:

- Remote support for Member iPads
- Member ICT Equipment
- Member ICT Support
- Creation of a Member ICT Working Group
- Chamber/Meeting Room ICT equipment

Following discussion at Scrutiny Committee on 20th March 2023, of the evidence gathered via officer reports and site visits completed, Members agreed the following recommendations that:

- the necessary works are completed in the Chamber to upgrade the power supply. This would future proof the space enabling all those in attendance to access power and accommodate the move to use of electronic devices for committee papers. This would also likely be required should alternative speaker/chamber systems be purchased. As per a quote supplied at Appendix 1.
- consideration be given to providing additional access to ERIC (Intranet) either via an extranet link or additional on-site PC/Laptop provision for Members.
- the roll-out of Microsoft Teams access for Members be delivered as a priority action post-election, to ensure that new Members had improved connectivity to officers.
- additional boosters be installed within the Arc to secure a more efficient WIFI service, particularly in proximity to the ground floor Member areas and meeting rooms.
- a Member ICT Working Group be created and added to the Meeting Schedule for 2023/24. (*This has been added to the Schedule approved at Council in March 2023.*)
- a review of the Chamber and Meeting room ICT equipment takes place post-election, based on the evidence gathered, in conjunction with the Member ICT Working Group, Assistant Director for ICT Services and the Governance & Civic Manager. This should incorporate as a minimum a replacement microphone system and an improved projector system within the Council Chamber.

EXECUTIVE

- a review of Members ICT Equipment provision takes place post-election in conjunction with the new Member ICT Working Group.
- where a decision be made to remain with iPads as the preferred Member device, that the option be made available for either the 10.9" or 12.9" screens to accommodate those requiring a larger screen size. Furthermore that a case and charger be provided as standard with the option of a keyboard if required.
- an ICT Support drop-in session be made available at all Council meetings. (*This was initially trialled at Council in February and March 2023.*)
- consideration be given to a revised approach to Member ICT Training, both face-to-face and online, to ensure Members remain able to use their ICT equipment effectively.

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake
RESOLVED that (1) the recommendations of the review outlined at 2.1.6 and 2.2.2. be endorsed,

(2) monitoring by Scrutiny Committee takes place over a twelve month period via the PERFORM system with an update report to Committee at the end of the monitoring period.

(Scrutiny and Elections Officer)

Reasons for Recommendation

The Scrutiny Committee have put together 13 recommendations, as outlined at paragraph 2.1.6 and 2.2.2 of the report, which will hopefully assist the Council in improving equipment provision and support to Members and the operation of meeting spaces within a modern post-Covid environment.

The Alternative Options and Reasons for Rejection

Executive could choose not to endorse the recommendations of the review, where they feel the course of action recommended is beyond the delivery capacity of the Authority.

NON KEY DECISIONS

EX106-22/23. PHYSICAL ACTIVITY AND SPORTS DEVELOPMENT TEAM REPORT 2022

Executive considered the Physical Activity and Sports Development Team Report 2022. The report detailed some of the team's key work streams and achievements over the last calendar year.

The Physical Activity and Sports Development Team were based at the Arc and comprised of 27 members of staff, which included three officers and four school sports coaches, plus casual Activity Leaders and Activity Assistants.

The programmes and sessions that were offered supported and improved the physical health of individuals and families as well as improving mental health and helping to combat social isolation and loneliness. Activities were offered to children and young people, adults and older adults, encompassing all age ranges.

EXECUTIVE

The Team also offered support to parish councils, sports clubs, community groups and associations, and delivered a programme of physical exercise and sport within schools to support them in providing children with physical activity opportunities.

The Chief Executive commented that she had brought the report to the attention of Executive to note the good work of the Council's Leisure Team. The Portfolio Holder for Finance echoed the Chief Executive's comments and noted the report showed the excellence of the Council's Leisure Team in delivering leisure and physical activities.

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake **RESOLVED** that the report be noted.

EX107-22/23. AMBITION PLAN TARGETS PERFORMANCE UPDATE – OCTOBER TO DECEMBER 2022 – (Q3 -2022/23)

Executive considered a detailed report which provided the Quarter 3 outturns for the Council's Ambition targets 2020-2024.

Out of the 31 targets, 20 (65%) were on track, 3 (10%) had been placed on alert (as unlikely to meet their outturns in 22/23), and 8 (25%) had been achieved previously.

The Portfolio Holder for Finance noted that now there was a Voids Officer working in Housing, he was hopeful that this target would start to progress.

Moved by Councillor Duncan McGregor and seconded by Councillor Deborah Watson **RESOLVED** that quarterly outturns against the Council Ambition 2020-2024 targets be noted.

Reasons for Recommendation

Out of the 31 Council plan targets, 20 were on track (65%), 3 were on alert (10%), and 8 were achieved previously (25%).

This was an information report to keep Members informed of progress against the Council Ambition targets and supporting indicators noting achievements and any areas of concern.

Alternative Options and Reasons for Rejection

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

KEY DECISION

EX108-22/23. APPROVAL OF FURTHER EXTENSION OF CONTRACT WITH PROPTech SUPPLIER THE FUTURE FOX

Executive's approval was sought to further extend the Council's contract with the Future Fox to cover the extension of the Council's PropTech project using Round 3 funding award from the government's PropTech Engagement Fund.

EXECUTIVE

The Council had been selected as one of the pilot authorities under the Department for Levelling Up, Housing and Communities' PropTech Engagement Fund, and had secured £195,800 for plan-making consultation work through Rounds 1 and 2 of the Fund.

Following a tender exercise in November and December 2021, for a suitable PropTech software provider to deliver the Council's project, The Future Fox was identified as the preferred contractor and a contract was entered into on 31st March 2022.

Officers had been working closely with officials at the Department for Levelling Up, Homes and Communities to provide feedback on the Council's work, and this had been very well received by the Department. As a result, the Council was invited by the Department to bid for additional funding under Round 3 of the PropTech Engagement Fund to deliver further innovative digital planning work through its partnership with The Future Fox. The Council had been successful again, receiving an offer of a further £282,800 to deliver the work with The Future Fox. This offer had been accepted and the funding was received in March 2023.

Due to the value of the proposed works there would be merit in testing the market again to ensure that the Council was awarding contracts in the correct manner. Given the Department's support for the Council's work with The Future Fox, the preferred option would be to engage The Future Fox to deliver this work. In addition, The Future Fox were well placed to deliver the software development and deliver the proposals in time to meet the Council's and the Department's timescales. However, this would require an extension to their existing contract and see the cost of the contracted works increase to £453,115 – a sum significantly above their existing tendered for contract.

Committing to a second procurement exercise would introduce a delay of approximately two months in order to set up the exercise, run it and evaluate it. Furthermore, the exercise could also potentially create reputational problems for the Council. Due to the exceptional circumstances of this contractual matter, it was considered that a further procurement exercise was not pursued and that an extension to The Future Fox's existing contract be approved as an exemption to the Council's Contract Procedure Rules under section 4.8.4 (1) (c).

Moved by Councillor Duncan McGregor and seconded by Councillor Deborah Watson
RESOLVED that Executive agree to extending the value of the contract with The Future Fox to £453,115 as an exemption to the Council's Contract Procedure Rules.

(Planning Policy and Housing Strategy Manager)

Reasons for Recommendation

The Council's success in securing funding from the Government's PropTech Engagement Fund is a benefit for Bolsover District and the Authority and should see innovative digital consultation proposals being developed and rolled out. As such, enabling the Round 3 proposals to proceed in the manner described above is desirable. Therefore, the agreement of the Executive is sought to extend the Council's contract with the Future Fox as an exemption to the Council's Contract Procedure Rules to cover the extension of the Council's PropTech project using the Round 3 funding award from the Government's PropTech Engagement Fund.

EXECUTIVE

Alternative Options and Reasons for Rejection

It would be possible to pursue a second procurement exercise and accept the delay to the project and the potential reputational problems for the Council. However, the reasons for not pursuing this alternative option are set out in the report.

The Chair noted that this was the last Executive meeting before the District and Parish Elections on 4th May. He thanked everyone who had contributed over the last four years and noted that performance at BDC was second to none. He thanked everyone for their support and wished everyone every success for the future.

The meeting concluded at 1040 hours.

Bolsover District Council

Meeting of the Executive on 26th June 2023

Ambition Plan Targets Performance Update – January to March 2023

Report of the Deputy Leader and Portfolio Holder for Corporate Performance & Governance

Classification	This report is Public
Report By	Kath Drury, Information, Engagement and Performance Manager
Contact Officer	As above

PURPOSE/SUMMARY OF REPORT

To report the Quarter 4 outturns for the Council’s Ambition targets 2020-2024

Out of the 31 targets:

- 18 (58%) are on track
- 4 (13%) have achieved their outturn for 2022/23
- 1 (3%) has failed to achieve its outturn for 2022/23
- 8 (26%) achieved previously.

REPORT DETAILS

1. Background

1.1 The attached appendix contains the performance outturn as of 31st March 2023.

2. Details of Proposal or Information

2.1 A summary of performance by Council Ambition aim is provided below:

2.2 Our Customers – Providing excellent and accessible services

- 10 targets in total
- 6 targets are on track
- 3 targets achieved their yearly outturn for 2022/23 – CUS06, CUS09, CUS10.
- 1 target has failed to achieve its yearly outturn for 2023/23 – CUS07.

2.3 Our Environment – protecting the quality of life for residents and businesses, meeting environmental challenges and enhancing biodiversity

- 11 targets in total
- 6 targets are on track
- 1 target achieved its outturn for 2022/23 – ENV06.
- 4 targets achieved previously (ENV 07, ENV 08, ENV 09, ENV 10)

2.4 Our Economy – by driving growth, promoting the District and being business and visitor friendly

- 10 targets in total
- 6 targets are on track
- 4 targets achieved previously (ECO 08, ECO 09, ECO 04, ECO 01)

3. Reasons for Recommendation

3.1 Out of the 31 Council plan targets, 18 are on track (58%), 4 have achieved their annual outturn (13%), 1 failed to meet its annual outturn (3%) and 8 achieved previously (26%).

3.2 This is an information report to keep Members informed of progress against the Council Ambition targets noting achievements and any areas of concern.

4 Alternative Options and Reasons for Rejection

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

RECOMMENDATION(S)

That quarterly outturns against the Council Ambition 2020-2024 targets be noted.

Approved by Councillor Duncan McGregor, Portfolio Holder for Corporate Performance & Governance

IMPLICATIONS:

Finance and Risk: Yes No

Details: On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details: 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:

By reporting on targets which supports the Council to meet its carbon neutral target and enhance the environment.

Staffing: Yes No

Details:

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>	<p>No</p>
<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p>	<p>No</p>

<p>District Wards Significantly Affected</p>	<p>None</p>
<p>Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input checked="" type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/></p>	<p>Cabinet Members/SLT informed on route via the quarterly performance process</p>




<p>Links to Council Ambition: Customers, Economy and Environment.</p>
<p>All</p>

<p>DOCUMENT INFORMATION</p>	
<p>Appendix No</p>	<p>Title</p>
<p>1</p>	<p>Ambition Target listing by exception and aim</p>

<p>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>
<p>All details on the PERFORM system</p>

Appendix 1 Ambition Target Listing by Exception and Aim

Status Key

Target Status	Usage
 On Track	The target is progressing well against the intended outcomes and intended date.
 Achieved	The target has been successfully completed within the target date. Success to be celebrated.
 Failed	The target has failed to achieve what it set out to accomplish within the intended target date.

Achieved and by exception

16	CUS.06 - Prevent homelessness for more than 50% of people who are facing homelessness each year	Resources <i>Cllr Peake</i>	Achieved for 2022/23	Year End Total 3 2022/2023 474 approaches 409 Prevented 65 Still Open 86% Prevented.
	CUS.09 - Increase participation/attendances in leisure, sport, recreation, health, physical and cultural activity by 3,000 per year.	Resources <i>Cllr Dooley</i>	Achieved for 2022/23	During quarter 4 we attracted 104,006 attendances to leisure facility based activities, community outreach programmes and school delivery. Annually - 353,909 attendances Target – 350,000
	CUS.10 - Deliver a health intervention programme which provides 500 adults per year with a personal exercise plan via the exercise referral scheme	Resources <i>Cllr Dooley</i>	Achieved for 2022/23	Cumulatively 618 people started a health referral programme (179 clients attended during Q4).

ENV.06 - Carry out 144 targeted proactive littering/dog fouling patrols per year (in 2022/23 and review number for 2023/24)	Resources <i>Cllr Clarke</i>	Achieved for 2022/23	We exceeded the quarterly target of 36 by 22, with 58 proactive patrols carried out. The overall annual target of 144 was therefore exceeded with an overall performance of 108% Q4 target = 36; Q4 actual = 58 Annual target = 144 Actual = 155
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CUS.07 - Reduce average relet times for standard voids (council properties) to 20 calendar days by March 2021 and maintain thereafter	Strategy and Development <i>Cllr Peake</i>	Failed for 2022/23	During this period we completed 53 voids with an average turnaround of 65 days. The average for standard voids was 43 days and major voids 75 days. The Void co-ordinator continues to work with teams across both Housing & Repairs to find improvements.
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Ambition Targets on track by aim

Aim: Our Customers – providing excellent and accessible services

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q4 2022/23 Progress Update	
CUS.01 - Measure customer satisfaction in all front facing service areas at least every two years on a rolling programme	Resources <i>Cllr Dooley</i>	On track	External Satisfaction Surveys not undertaken for Customer Services as reviewing real time solutions for all contact Tel/Email/Live Chat. Nothing to report this quarter from corporately supported surveys (Performance Team). Preparation for the new Tenancy Management survey has started and this will provide tenant satisfaction data in 2023/24.

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q4 2022/23 Progress Update	
CUS.02 - Improve the overall performance and usability of the website by achieving a minimum score of 90% using the Silktide* tool by March 2024.	Resources <i>Cllr Fritchley</i>	On track	The overall scores using the Silktide system are Content - 84 (Great), Accessibility - 70 (Good), Marketing - 73 (Good), User Experience - 98 (Excellent). Although the target has not been maintained, this can be justified in the fact that we had previously achieved 90% but the scores continually change due to pages and documents being added on a daily basis. We will be working our way through the website to rectify any issues and are looking at reducing the number of PDFs and documents on the site as that is the biggest area where accessibility and content scores can be increased, but this is a time consuming activity.
CUS.03 - Ensure that at least 50% of transactions are made through digital channels by Dec 2024	Resources <i>Cllr Dooley</i>	On track	Overall for 2022/23 (Note: Data includes Annual Canvass Returns via digital and non-digital transaction) Total Online Transactions 2022/23 - 161,967 Total Non-Digital (Staff Assisted) 2022/23 – 156,806 = 50.8% against a target of 50% - Target now achieved The implementation of Online Housing Applications and Online Annual Canvas Returns has significantly contributed to an increase of 8% compared to 2021/22 of online transactions.
CUS.04 - Work with partners to deliver the Sustainable Communities Strategy and publish an evaluation report annually	Resources <i>Cllr Dooley</i>	On track	All groups have now completed a review and refresh of their priorities and action plans completed. Thematic Groups have now put their priorities together and finalising their action plans. The Annual Document will be compiled over the coming weeks. We have currently been working with the thematic groups and updating the priorities for each group. This will then form the Sustainable Community Strategy. We have had to push this back to September due to workloads currently with the SPF and investment plan that goes with it.

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q4 2022/23 Progress Update	
CUS.05 - Monitor performance against the corporate equality objectives and publish information annually	Resources <i>Cllr McGregor</i>	On Track	A new Equality Plan and Objectives for 2023-27 has been drafted. It will be consulted on internally in April and externally in May. The Council has performed well against its equality objectives for 2019-2023 and a review document is being finalised.
CUS.08 - Maintain high levels of tenant satisfaction with council housing and associated services	Resources <i>Cllr Peake</i>	On Track	Tenant Satisfaction for repairs is at 99.1% for March 2023. We are also meeting with the residents group (RANT) to ensure we are meeting the requirements of the new legislation around tenant satisfaction. Customer satisfaction across repairs remains in the high 90's across all measures. Customer satisfaction data can now be extracted from the hand held devices used by the Repairs team. 100% achieved

Aim: Our Environment – protecting the quality of life for residents and businesses, meeting environmental challenges and enhancing biodiversity

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q4 2022/23 Progress Update	
ENV.01 - Develop an externally facing climate change communication strategy targeting communities and stakeholders by October 2020 and deliver an annual action plan	Resources <i>Cllr Fritchley</i>	On track	Bolsover TV - 20 Jan - Queen's Green Canopy planting. 27 Jan - Littering in Shirebrook, Whaley Common green heating system. Environment newsletter - 12 Jan - Houseplant week, Veganuary. 26 Jan - World Wetlands Day, Queen's green canopy, Driver fined for littering fines. February 2023 - Bolsover TV - 17 Feb - Local Nature Recovery Summit Environment newsletter - 8 Feb - International Book Giving Day, Green bins to resume, two fixed penalty notices issued. 23 Feb - Fairtrade fortnight, Cultivation Street, reduce, reuse, recycle.

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q4 2022/23 Progress Update	
ENV.02 Reduce the District Council's carbon emissions by - 100 tonnes CO2 in 20/21 - 125 tonnes CO2 in 21/22 - 200 tonnes CO2 in 22/23 - 300 tonnes CO2 in 23/24	Strategy & Development <i>Cllr Clarke</i>	On track	We have undertaken the installation of 9 air source heat units to BDC properties at Whaley Common, Langwith an off gas area. These have proven very popular and the comments back have been extremely positive. These systems replaced a mixture of solid fuel appliances and electric boilers that had seen significant increases in running costs. We had submitted an excellent bid through the Economic Development team to fund work with both BDC and private properties to access carbon reduction measures but this was unsuccessful. We had also worked with SBS to try and match HUG funding to private owners but due to the funding criteria unfortunately no household was able to qualify.
ENV.03 - Achieve a combined recycling and composting rate of 43% by March 2024.	Resources <i>Cllr Clarke</i>	On Track	Q4 (2022\23) performance is estimated based on Q4 2021\22 Waste Data Flow figures of 2,100 tonnes of recyclable\ compostable materials collected, equating to a combined (Q1 to Q4) recycling and composting rate of 36% to 37% performance; which takes account of the 2.8% reduction in performance arising from the hot extended summer period of 2022. Q4 performance will be updated June\July 2023 when actual figures become available from WDF.
ENV.04 - Sustain standards of litter cleanliness to ensure 96% of streets each year meet an acceptable level as assessed by Local Environment Quality Surveys (LEQS).	Resources <i>Cllr Clarke</i>	On Track	Q4 (2022\23) LEQS's established 3% of streets and relevant land surveyed fell below grade B cleanliness standards representing 97% falling within the 96% target standard set
ENV.05 - Sustain standards of dog fouling cleanliness to ensure 98% of streets each year meet an	Resources <i>Cllr Clarke</i>	On Track	Q4 (2022\23) LEQS's established 0% of streets and relevant land surveyed fell below grade B cleanliness standards an4 within the 2% target standard set.

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q4 2022/23 Progress Update	
acceptable level as assessed by Local Environment Quality Surveys (LEQS).			
ENV.11 - Resolve successfully 60% of cases following the issuing of a Community Protection Warning by 2024	Resources Cllr Moesby	On track	Q4 there has been 20 CPWs served. Of the 82 CPWs served so far this year 24 (32%) have been a success 7 have failed (9%), 1 was cancelled because the tenancy was terminated (1%) and 50 (61%) are within their monitoring period. The cases are continually monitored for the duration of the case (usually 12 months) and are only deemed to be failed if the case progresses to a Community Protection Notice (CPN). Combining those within their monitoring period (and the cancelled one) and the successful CPW the outturn is 91%.

Aim: Our Economy – by driving growth, promoting the District and being business and visitor friendly

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q4 2022/23 Progress Update	
ECO.02 - Optimise business growth (as measured by gross Business Rates) by £2m by March 2024.	Resources Cllr Moesby	On Track	Quarter 4 22-23: Outturn Q4 22/23 = Rateable value 66,342,311. Baseline (Outturn 21/22) = 66,597,349 = difference - 165,038, -0.25%
ECO.03 - Working with partners to bring forward employment and development opportunities at Coalite and Clowne Garden Village strategic sites by 2023.	Strategy & Development Cllr Ritchie	On track	Horizon 29 (formerly known as Coalite) – plot 5 is due to hand over this week to Peak Pharmacy and another 3 plots are currently under construction, expected completion Q4 203/24. On Clowne Garden Village, work is continuing with DCC and Waystone.

Council Plan Target (Target date 31/03/24 unless stated otherwise)	Directorate/ Portfolio Holder	Q4 2022/23 Progress Update	
ECO.05 - Annually review housing delivery in the district and facilitate delivery to meet the annual target of 272 new homes	Strategy & Development <i>Cllr Ritchie</i>	On track	Based on the latest quarterly information collected on major housing sites in relation to S106 Agreement monitoring, we are on track to meet the annual target when it is compiled in April 2023.
ECO.06 - Work with partners to deliver an average of 20 units of affordable homes each year.	Strategy & Development <i>Cllr Ritchie</i>	On track	The final figure for affordable housing units delivered is collated at the end of the financial year, based on survey work carried out in April / May 2023 and published in June.
ECO.07 - Deliver 150 new homes through the Bolsover Homes Programme by March 2024	Strategy & Development <i>Cllr Ritchie</i>	On track	We have handed over 19 completed properties at The Woodlands, Langwith and are just about to handover 14 homes at Ashbourne Court, Shirebrook. We have started on site with a further 12 properties in Langwith and are on target to complete 28 properties at the Market Close cluster, Shirebrook by Spring 2024. We expect to receive planning permission for the next Development at the Woburn Close cluster of 44 homes in June.
ECO.10 - Working with partners to grow the visitor economy, the number of tourists and the amount of tourism spending in the District by 2023.	Strategy & Development <i>Cllr Ritchie</i>	On track	The award of UKSPF to the local authority has been confirmed, so projects can now be commissioned for the tourism activities in connection with the place audit, tourism sector specific business support, and the brand identity for the tourism offer. There is also a business growth grant and Rural England Prosperity Fund for tourism businesses to apply for to deliver investment in tourism initiatives. Accessible UK are also completing an audit of 30 attractions and premises to support the promotion of accessible tourism The tourism strategy has been drafted and will be adopted following the new tourism officer starting in post in early July 2023

Bolsover District Council

Meeting of the Executive on 26th June 2023

Outside Bodies Appointments (Executive Functions)

Report of the Portfolio Holder for Corporate Governance

Classification	This report is Public
Report By	Jim Fieldsend Solicitor to the Council
Contact Officer	Amy Bryan Governance and Civic Manager

PURPOSE/SUMMARY OF REPORT

For Executive to appoint representatives to Outside Bodies for 2023/24.

REPORT DETAILS

1. Background

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

2. Details of Proposal or Information

2.1 The term of office for each appointment will be from the date of this meeting of Executive to the date of the first Executive meeting of the next municipal year unless otherwise specified next to the organisation.

2.2 The representatives must be Executive Members.

2.3 Appendix 1 includes details of the representatives appointed for 2022/23 for reference.

3. Reasons for Recommendation

3.1 Executive are asked to consider the list of Executive Outside Bodies attached at Appendix 1 and to make appointments of representatives.

4 Alternative Options and Reasons for Rejection

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

RECOMMENDATION(S)

That Executive appoints representatives to the Outside Bodies as listed in Appendix 1.

Approved by Councillor Duncan McGregor Portfolio Holder for Corporate Governance

IMPLICATIONS:

Finance and Risk: Yes No

Details: There are no finance or risk implications arising from this report.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details: There are no legal 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: There are no environmental implications arising from this report.

Staffing: Yes No

Details: There are no staffing implications arising from this report.

On behalf of the Head of Paid Service

DECISION INFORMATION

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

District Wards Significantly Affected	None
Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Executive <input checked="" type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details: Executive are consulted by way of this report.

Links to Council Ambition: Customers, Economy and Environment.
Council representatives on outside bodies supports the overall objectives of the Council Ambition and partnership working.

DOCUMENT INFORMATION

Appendix No	Title
1	Executive Outside Bodies

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

Appendix 1

APPOINTMENTS TO OUTSIDE BODIES 2022/23 (EXECUTIVE FUNCTIONS)

Organisation	2022/23 Representative	2023/24 Representative(s)
Active Derbyshire (1 representative)	Councillor David Downes	Councillor Mary Dooley Or Junior Executive Member
Age Concern Chesterfield (1 representative)	Councillor David Downes Sub – Councillor Mary Dooley	Councillor Mary Dooley Or Junior Executive Member
Association of Public Service Excellence (2 representatives)	Councillor Sandra Peake Councillor Deborah Watson	Councillor Anne Clarke Junior Executive Member
Bolsover Community Safety Partnership (1 representative)	Councillor Mary Dooley	Councillor Clive Moesby Or Junior Executive Member
Bolsover Countryside Partnership (1 representative)	Councillor Deborah Watson	Councillor Anne Clarke Or Junior Executive Member
Bolsover Partnership Executive Board (1 representative)	Councillor Steve Fritchley Councillor Mary Dooley	Councillor Steve Fritchley Councillor Mary Dooley
Bolsover Health & Wellbeing Partnership (1 representative)	Councillor Deborah Watson	Councillor Mary Dooley Or Junior Executive Member
Chesterfield Royal Hospital NHS Foundation Trust (1 representative)	Councillor Deborah Watson	Councillor Mary Dooley Or Junior Executive Member

Organisation	2022/23 Representative	2023/24 Representative(s)
Citizens Advice North East Derbyshire (1 representative & 1 sub)	Councillor David Downes Sub – Councillor Mary Dooley	Councillor Mary Dooley Junior Executive Member
Chesterfield and District Crematorium Joint Committee (2 representatives)	Cllr Mary Dooley Cllr Deborah Watson	Councillor Anne Clarke Junior Executive Member
DEFRA Rural & Farming Network (1 representative)	Councillor Deborah Watson	Councillor Anne Clarke Or Junior Executive Member
Derbyshire Health & Wellbeing Board (1 representative) One elected member holding a relevant Cabinet portfolio or committee chairperson from each district or borough council in Derbyshire	Councillor Deborah Watson	Councillor Mary Dooley
Derbyshire Law Centre (1 representative)	Councillor Duncan McGregor	Councillor Duncan McGregor
Derbyshire Partnership Forum (1 representative & 1 sub)	Councillor Steve Fritchley Councillor Duncan McGregor	Councillor Steve Fritchley Councillor Duncan McGregor
Derbyshire Safer Communities Board (1 representative)	Councillor Mary Dooley	Councillor Clive Moesby
Derbyshire Unemployment Workers Centre (1 representative)	Councillor Mary Dooley	Councillor Mary Dooley Or Junior Executive Member

Organisation	2022/23 Representative	2023/24 Representative(s)
District Councils Network (1 representative)	Councillor Steve Fritchley	Leader of the Council
D2 Joint Committee for Economic Prosperity (1 representative & 1 sub)	Councillor Steve Fritchley Sub – Cllr Duncan McGregor	Leader of the Council Councillor Duncan McGregor
East Midlands Councils – Executive Board Expressions of interest can be made to be a member of the following: <ul style="list-style-type: none"> ▪ Regional Employers' Board ▪ Regional Migration Board 	No BDC appointment Leader of the Council was represented by Councillor Tricia Gilby of Chesterfield Borough Council.	No BDC appointment Leader of the Council will be represented by Councillor Tricia Gilby of Chesterfield Borough Council.
Industrial Communities Alliance (2 representatives)	Councillor Steve Fritchley Councillor Duncan McGregor	Councillor Steve Fritchley Councillor Duncan McGregor
Joint Board (2 representatives)	Councillor Steve Fritchley Councillor Duncan McGregor	Leader of the Council Deputy Leader of the Council
Junction Arts (1 representative & 1 sub)	Councillor David Downes Sub – Councillor Mary Dooley	Councillor Mary Dooley Junior Executive Member
LGA General Assembly (1 representative)	Councillor Steve Fritchley	Leader of the Council
LGIU (1 representative)	Councillor Steve Fritchley	Leader of the Council
Markham Vale Liaison Committee (1 representative)	Councillor Steve Fritchley	Leader of the Council

Organisation	2022/23 Representative	2023/24 Representative(s)
Two Shires Credit Union (1 representative)	Councillor Clive Moesby	Councillor Clive Moesby

Bolsover District Council

Meeting of Executive on 26th June 2023

Dragonfly Development Ltd - Appointment of the Board of Directors

Report of the Chief Executive Officer

Classification	This report is Public
Report By	Karen Hanson, Chief Executive Officer

PURPOSE/SUMMARY OF REPORT

- To seek approval for the appointment of Directors on the Board of Directors for Dragonfly Development Ltd and Dragonfly Management (Bolsover) Ltd.

REPORT DETAILS

Background

- 1.1 Executive will be aware that Woodhead Construction Ltd, the Council's joint venture partner from 2016 ceased trading on 14th September 2022. On 2nd November 2022, Council received an update regarding arrangements put in place to ensure the continuity and completion of the current and future construction projects and options for the future of Dragonfly Development Ltd as a wholly owned company (WOC) of the Council.
- 1.2 At the meeting of Council on 2nd November 2022, it was noted that an agreement had been reached with Woodhead Regeneration Ltd and ratified at the Dragonfly Board for Dragonfly Development Ltd to be converted into a wholly owned company of Bolsover District Council. This process was completed on 4th October 2022.
- 1.3 On 1st February 2023, Council approved the full Business Case for the development of 2 wholly owned companies, Dragonfly Development Ltd and Dragonfly Management (Bolsover) Ltd, including the recommended business and governance model outlined within the report.

2 Details of Proposal or Information

- 2.1 In order to progress the governance arrangements required, it is necessary to appoint additional Directors to the Board of Dragonfly Development Ltd and Dragonfly Management (Bolsover) Ltd. The CIPFA Good Practice Guide on Local Authority Companies advises that a company should have sufficient freedom to achieve its objectives and to be able to compete with other companies in the market. This, however, needs to be balanced against the Council's needs to retain

effective oversight of the company to protect its investment and ensuring the company acts in accordance with the Council's ethos and values.

- 2.2 It is essential that Board Directors offer the company and existing Directors long term stability. This is to ensure consistency of decision making and a thorough level of understanding and experience of the Dragonfly Group operations.
- 2.3 Currently, there are two Directors of Dragonfly Development Ltd, Cllr Steve Fritchley and Grant Galloway (CEO Dragonfly Group). Council agreed, at its meeting on 1st February 2023 that Executive would receive a further report to approve additional appointments to the Board of Directors.
- 2.4 There is no set rule regarding the maximum number of Directors on the Board, however, accepted practice suggests this should be between 4 and 7 (up to 10 in some guidance).
- 2.5 Prior to the recent District Elections, all Council Members (at the time) received an invitation to express an interest in becoming a Director on the Board. Subsequently, 4 Members expressed an interest and attended a briefing session on 8th March 2023 for further information.
- 2.6 Members received information on the role of company director. This included the following:
 - General duties and acting within powers
 - Duty to promote the success of the company
 - Duty to exercise independent judgement
 - Duty to exercise reasonable care. Skill and diligence
 - Duty to avoid conflict of interest
 - Duty not to accept benefits from third parties
 - Duty to declare an interest
 - Director's protection
 - Difficulties facing Local Authority nominees
 - Director Training
 - Commitment
- 2.7 However, with the District Elections due to take place soon after, it was agreed that appointment to the Boards of Directors would be paused until after the Council's Annual Meeting arranged for 24th May 2023.
- 2.8 Following this, a further, new request for expressions of interest has been issued to all Councillors. As part of the Members Induction Programme, a briefing session regarding the Dragonfly Group took place on 6th June 2023. This enabled all new Members to gain further information regarding the companies, their purpose and how they operate. In response, 4 expressions of interest have been submitted along with details of key skills and experience (Appendix 1).
- 2.9 Members expressing an interest are as follows
 - Cllr Janet Tait
 - Cllr Deborah Watson

- Cllr Carol Wood
- Cllr Emma Stevenson

2.10 It is considered the make-up and mix of skills and experience demonstrated by the Members listed above is appropriate, suitable and sufficient to ensure the Board of Directors can operate in an effective and appropriate manner.

2.11 Following the appointment of Directors to the Boards, consideration of remuneration will be undertaken by an Independent Remuneration Panel to establish whether this is appropriate in order to ensure commitment of time and retention of skills and knowledge on the Board.

3 Reasons for Recommendation

3.1 It is essential the Council appoints Directors to the Boards of Directors of Dragonfly Development Ltd and Dragonfly Management (Bolsover) Ltd to ensure appropriate governance arrangements are in place.

4 Alternative Options and Reasons for Rejection

4.1 It is a requirement for the Council to appoint to the Boards of Directors for the wholly owned companies, the alternative of not doing so is rejected.

5 RECOMMENDATION(S)

5.1 Executive consider the Expressions of Interest submitted by the Members listed in paragraph 2.9 and contained within Appendix 1.

5.2 Executive nominate Members to sit on the Boards of Dragonfly Development Ltd and Dragonfly Management (Bolsover) Ltd and pass these nominations to the existing Board of Directors for formal agreement.

5.3 Executive delegate the Council's Chief Executive, in consultation with the Portfolio Holder for Growth, the power to formally approve the appointments of the Members nominated by Executive (at 5.1 above) and formally accepted by Dragonfly Development Ltd and Dragonfly Management (Bolsover) Ltd (at 5.2 above) to the Boards of Directors.

IMPLICATIONS:

Finance and Risk: Yes No

Details: There are no financial implications associated with this report.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details: Board Members of Dragonfly Development Ltd and Dragonfly Management (Bolsover) Ltd shall be nominated by the Council and appointed by the relevant company in accordance with the Group Shareholder Agreement dated 2nd May 2023.

On behalf of the Solicitor to the Council

Environment: Yes No

Details: There are no environmental implications arising from this report.

Staffing: Yes No

Details: There are no staffing implications contained within this report.

On behalf of the Head of Paid Service

DECISION INFORMATION

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

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

Links to Council Ambition: Customers, Economy and Environment.

DOCUMENT INFORMATION	
Appendix No	Title
1	Expressions of Interest Submitted

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>

190523

Dragonfly Board Expressions of Interest

Cllr Deborah Watson
Cllr Janet Tait
Cllr Carol Wood
Cllr Emma Stevenson

Skill and Experience Evidenced

Cllr Deborah Watson

I would like to express my interest in becoming a Director of Dragonfly. In my opinion this is the most exciting project which the District Council has embarked upon since I first became a Councillor in 2007, and I would very much relish the opportunity to be involved and play a crucial part in this work. Many of my family members also work in the field of construction and so I have always had a keen interest in this type of work. Having served for four years as an Executive Member here at the District Council, as well as for many years as a School Governor, and for the past three years as a Partner Governor of Chesterfield Royal Hospital, I believe that I have ample pertinent experience to help me in the role of Director, but of course, being a firm believer in lifelong learning, I would also be more than happy to undertake any necessary training to assist me in the role. I am an educated and free thinking individual, who would always approach matters with an analytical eye and with the objective of ensuring sound business decisions. This is of course all the more appealing to me, as with Dragonfly being a company wholly owned by Bolsover District Council, the end goal would be to benefit the people of Bolsover, and this has been my sole motivation throughout my years as a District Councillor. I hope you are able to consider my request,

Cllr Janet Tait

I would like to express an interest in being considered as a board member for Dragonfly. I have had experience in running the finances of a local business for the last 20 years. I am also responsible for the purchase ledger and day to day administration of all aspects of the Company. I feel this opportunity would benefit my role as a councillor and an opportunity to be involved in an area of expertise that I have not had experience in before, but I am sure my skills would be of some benefit to the project.

Cllr Carol Wood

I am writing to express my sincere interest in being appointed to the Board of Dragonfly. I believe that my skills and experience make me a strong candidate for this position, and I am excited about the opportunity to contribute to the success of Dragonfly and the value it can provide to the constituents of Bolsover District.

First and foremost, I possess a deep passion and enthusiasm for supporting new BDC endeavours that benefit both the organisation and its electorate. I am particularly knowledgeable and invested in the areas of housing, sustainable and low/zero carbon construction, and retrofit methods, which I believe are crucial for addressing the challenges of our time.

My primary objective in joining Dragonfly is to demonstrate value for money for BDC and all its constituents through efficient and effective operations. I am also confident in my ability to dispel myths and misunderstandings surrounding Dragonfly by sharing first hand experiences and promoting accurate information, while maintaining strict confidentiality where required.

I take pride in my ability to work across party lines, fostering a sense of collaboration, support, and mutual accountability. I firmly believe that collaboration and co-operation are key to achieving success in any organization. I understand the importance of separating my roles and ensuring impartiality, while also recognising potential conflicts of interest.

With my extensive background in project and program management, I have successfully handled multi-million-pound global projects, developed business cases, managed Statements of Works, and handled tenders. My experience in these areas has honed my skills in strategic planning, effective decision-making, and ensuring successful project delivery.

I have previously served as a company director during my IT career, which has given me valuable insights into corporate governance, leadership, and accountability. I qualified as a Lloyds Lead Auditor in ISO9001 to carry out company-wide audits and prepare BT for its successful ISO9001 certification. This has equipped me with meticulous attention to detail and a commitment to following correct procedures.

I have built and directly managed Teams of around 30. As Head of HR Software Development at BT, I developed a small team of 6 into a department of 3 teams of 10 across the country, with a focus on encouraging and mentoring existing personnel in other roles to upskill and progress their careers, whilst training alongside more experienced team members.

As a dedicated school governor, I took the initiative to chair the Audit committee and Finance committee at Netherthorpe School. During my tenure, I played key roles in overseeing the establishment of, and transition into, the Chatsworth Multi-Academy Trust, whilst ensuring oversight and governance of the new school building program for Netherthorpe. These experiences have provided me with invaluable skills in financial management, managing transitions, governance, and effective collaboration.

My role on the planning committee, combined with my knowledge of housing construction and close collaboration with the housing maintenance team during my time on Chesterfield Borough Council, further enhances my qualifications.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications in more detail and contribute to the growth and success of Dragonfly as a board member.

My relevant skills are as below.

- I have experience of communicating with individuals on all levels using their preferred method of communication and adapting my skills as required.
- I am a good listener with good organisational skills, and I am able to prioritise my work. I am a flexible and adaptable worker even when working under extreme pressure.
- I am able to work to specific deadlines even if these are at short notice (for example requests from Judges for court reports).
- I have excellent time management skills.
- My recording skills are also excellent which enable me to reflect on meetings/discussions and responsibility for work.
- I am able to problem solve, follow legislation and ensure services meet the needs of individuals.
- I am not afraid to challenge decisions if needed and work towards a mutual agreement.
- I am able to use different recording systems including electronic systems.
- I am always keen to continue to learn and develop new skills.
- I am able to 'work outside the box' when developing new services specifically to meet individual's needs.
- I am able to risk assess and complete risk management plans for individuals.
- I am the secretary of a local voluntary group and ensure financial records are maintained and budgets adhered to as well as ensuring records of meetings are taken and disseminated.
- I am the chair of my Parish Council and the Bolsover CLP and more recently the Chair of Licensing at Bolsover DC. I feel I am able to conduct orderly meetings and adhere to the rules but ensuring all parties/individuals feel valued and listened to.

Bolsover District Council

Meeting of the Executive on 26th June 2023

Award of Void Cleaning Contract for Bolsover District Council Housing Stock 2023 - 2027

Report of the Portfolio Holder for Housing

Classification	This report is Public
Report By	Helena Skeavington, Contract Administrator
Contact Officer	As above

PURPOSE/SUMMARY OF REPORT

To seek approval for the appointment of Sweet Aroma as Contractor to carry out the cleaning of empty properties (also called void properties) within the Council's existing housing stock across the district over a four-year period, commencing in July 2023.

REPORT DETAILS

1. Background

- 1.1 Housing has set high standards of cleanliness for all properties within the Council Housing Stock which are being relet.
- 1.2 The proposed service will run for four years, commencing in July 2023 on a 2+1+1 year term basis. The estimated annual cost of the service is £30,000 (*excl. allowance for inflation*).
- 1.3 The contract is required in order to maintain existing service levels, effectively manage quality and time and ensure consistent standards.
- 1.4 Working in conjunction with the Procurement Team, the works were tendered in accordance with Contract Procedure Rules.
- 1.5 Two tenders were received and evaluated on 18th April 2023. Sweet Aroma Ltd scored the highest with 89.21 out of 100.

2. Details of Proposal or Information

- 2.1 It is recommended that Members agree to award the contract to Sweet Aroma Ltd for the provision of cleaning services to void Council owned properties.

3. Reasons for Recommendation

- 3.1 Following a Procurement led open tender process, the evaluation team were unanimous that Sweet Aroma represented the best submitted tender.

4 Alternative Options and Reasons for Rejection

- 4.1 None

RECOMMENDATION(S)

1. That Members agree to this 2+1+1-year contract with Sweet Aroma Ltd.
2. That progress on this contract is reported through the Housing Stock Group which consists of both officers and Members.

Approved by Councillor Sandra Peake, Portfolio Holder for Housing

<u>IMPLICATIONS:</u>	
<u>Finance and Risk:</u>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Details: The cost for this will be met within existing HRA budgets.	
On behalf of the Section 151 Officer	
<u>Legal (including Data Protection):</u>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Details: The contract is to be awarded in compliance with the Council's Contract Procurement Rules.	
On behalf of the Solicitor to the Council	
<u>Environment:</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.	
Details: Not Applicable this report.	
<u>Staffing:</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Details: None Directly	
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 checked="" type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	Yes
Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	Yes

District Wards Significantly Affected	All
Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input checked="" type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details: Executive are consulted by way of this report.

Links to Council Ambition: Customers, Economy and Environment.
Commitment to all tenants receiving equal service.

DOCUMENT INFORMATION	
Appendix No	Title

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