



The Arc
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To: Chair & Members of the Council

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Tuesday, 13 May 2025

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Dear Councillor

ANNUAL COUNCIL

You are hereby summoned to attend a meeting of the Annual Council of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Wednesday, 21st May, 2025 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 onwards.

Yours faithfully

A handwritten signature in black ink that reads "J. S. Fieldhead". The signature is written in a cursive style.

Solicitor to the Council & Monitoring Officer

Equalities Statement

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

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

Access for All statement

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- **Phone:** [01246 242424](tel:01246 242424)
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- 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.
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ANNUAL COUNCIL AGENDA

***Wednesday, 21st May, 2025 at 10:00 hours taking place in the Council Chamber, The Arc,
Clowne***

Item No.		Page No.(s)
1.	Election of Chair of the Council To elect the Chair of the Council for the 2025/26 Municipal Year. Once elected the Chair will make the Declaration of Acceptance of Office.	
2.	Appointment of Vice Chair of the Council To appoint the Vice Chair of the Council for the 2025/26 Municipal Year. Once appointed the Vice Chair will make the Declaration of Acceptance of Office.	
3.	Apologies For Absence	
4.	Declarations of Interest Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of: a) any business on the agenda b) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time.	
5.	Chair's Announcements To receive any announcements that the Chair of the Council may desire to lay before the meeting.	
6.	Minutes To approve the Minutes of the Council meeting held on 5 March 2025 and the Extraordinary Council meeting held on 19 March 2025.	5 - 23
7.	Appointment of the Deputy Leader and Members of the Executive The Leader will confirm the appointment of Deputy Leader of the Council and the Members of the Executive for the 2025/26 Municipal Year.	24 - 25

8.	Establishment of Committees and Proportionality 2025/26	26 - 31
	To establish the Council's Committees and Advisory Groups for the 2025/26 Municipal Year.	
9.	Appointments to Committees	32 - 41
	To consider appointments to established committees and advisory groups for the 2025/26 Municipal Year.	
10.	Nominations of Chairs and Vice Chairs of Committees	42 - 46
	To consider nominations for Chairs and Vice Chairs of Committees for the 2025/26 Municipal Year.	
11.	Appointments to Outside Bodies	47 - 52
	To consider appointments to Outside Bodies (Council Functions) for the 2025/26 Municipal Year.	
12.	Standards Committee Annual Report 2024/25	53 - 60
	To consider the Standards Committee Annual Report 2024/25.	
13.	Scheme of Delegation	61 - 88
	To approve the Scheme of Delegation (Part 3 of the Council's Constitution).	
14.	Operation of Urgency Rules and Thresholds for Key Decisions	89 - 94
	To set the thresholds for Key Decisions for the 2025/26 Municipal Year and to consider the use of Urgency Rules for the previous Municipal Year.	
15.	Chairman's Closing Remarks	

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Minutes of a meeting of the Council of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Wednesday, 5 March 2025 at 10:00 hours.

PRESENT:-

Members:-

Councillor Tom Munro in the Chair (minutes CL75 to CL78)
Councillor Duncan Haywood in the Chair (minutes CL79 to 92)

Councillors David Bennett, Anne Clarke, Rowan Clarke, Amanda Davis, Mary Dooley, Louise Fox, Steve Fritchley, Justin Gilbody, Donna Hales, Rob Hiney-Saunders, Cathy Jeffery, Chris Kane, Lucy King, Tom Kirkham, Sandra Peake, Jeanne Raspin, John Ritchie, Phil Smith, Emma Stevenson, Janet Tait, Ashley Taylor, Vicky Waplington, Jen Wilson, Carol Wood and Jane Yates.

Officers:- Karen Hanson (Chief Executive), Steve Brunt (Strategic Director of Services), Theresa Fletcher (Director of Finance & Section 151 Officer), Jim Fieldsend (Director of Governance and Legal Services & Monitoring Officer), Pam Brown (Director of Executive and Corporate Services), Natalie Etches (Head of Business Growth, Dragonfly Management (Bolsover) Limited), Oliver Fishburn (HR and Payroll Manager), Angelika Kaufhold (Governance and Civic Manager) and Matthew Kerry (Governance and Civic Officer).

CL75-24/25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Will Fletcher, Clive Moesby, Duncan McGregor, Catherine Tite, Sally Renshaw and Rita Turner.

CL76-24/25 DECLARATIONS OF INTEREST

The Monitoring Officer reminded Members that they were likely to have a Disclosable Pecuniary Interest in relation to the Level of Council Tax item as follows:

- Any Councillor who was a resident of the District would need to declare an interest however there was an automatic dispensation to remain in the meeting and to speak and vote on the item.
- Members in arrears of Council Tax of more than 2 months must not vote on a decision which might affect budget calculations and they must disclose at the meeting that this restriction applied to them.

A failure to comply with these requirements was a criminal offence under Section 106 of the Local Government Finance Act 1992.

The Monitoring Officer requested that Members indicated by a show of hands whether they were a resident of the District and all of those present bar Councillor Chris Kane indicated that was the case. As previously advised the automatic dispensation applied.

Councillor Chris Kane indicated that he was not a resident of the District and therefore

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was not required to declare an interest in this item.

No Members indicated that they were 2 months or more in arrears with council tax which would preclude them from voting on the Level of Council Tax item.

Prior to the commencement of the next agenda item the Chair advised members that the minutes of the previous meeting would be considered before Chair's announcements.

CL77-24/25 MINUTES

Moved by Councillor John Ritchie and seconded by Councillor Phil Smith

RESOLVED that the minutes of a meeting of Council held on 29th January 2025 be approved as a true and correct record.

CL78-24/25 CHAIR'S ANNOUNCEMENTS

The Chair, Councillor Tom Munro made his announcements as follows:

Councillor Tom Munro confirmed that he had been advised by the Monitoring Officer that there had been a complaint received following the Council meeting in January relating to some comments made twice by him during the meeting. Councillor Tom Munro confirmed that he had been provided with a transcript of his words which were as follows:

"thank you very much Councillor Moesby for your very detailed report can I assure all officers, elected members or members of the public that there won't be an examination at the end of the meeting to see if you remember all those figures. No doubt social media will be buzzing already as I have observed members of the public busily working away on their mobile phones but whatever suits your fancy so be it."

Later in the January meeting the Chair stated:

"thank you very much indeed and finally I do not withdraw my comments earlier about social media we've all seen the vast amount of information not necessarily all of it accurate information that has been bandied about on social media locally and it is my hope that moving forward these social media platforms will reflect the truth of the situation across all of our councils both town councils, parish councils and this district council. And with that I thank you all for your attendance, your contributions and wish you a very pleasant rest of the day."

The Chair added that he was surprised that his remarks had been considered to be condescending by the correspondent and expressed his regret that this interpretation had been made.

Councillor Tom Munro confirmed that following the election of a new Leader he had accepted the offer of a new role as a Portfolio Holder. It was with regret that he would be resigning as Chair of Bolsover District Council after 8 years. He announced that during that time he had raised in excess of £20,000 for a wide variety of charities including: Sight Support Derbyshire, SSAFA, Ashgate Hospice, the Army Benevolent Fund, Freedom Community Project, the Royal British Legion and this year the Chesterfield Royal Hospital

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Trust.

A cheque for the sum of £3,500 was presented to the Director of Finance at the Chesterfield Royal Hospital Trust.

Councillor Tom Munro expressed his thanks to the Vice Chair Councillor Rita Turner for her loyalty and support, his wife and the Governance team for supporting and organising events. In addition, thanks to Councillors Steve Fritchley and Duncan McGregor for their support over the years. Thank you to elected Members and officers as well and formally resigned as Chair.

Councillor Jane Yates expressed the appreciation of Council for the work carried out by Councillor Tom Munro. Councillor Tom Munro and Mrs Munro were then presented with flowers and a gift.

CL79-24/25 ELECTION OF CHAIR

The Chief Executive sought nominations for the position of Chair of the Council for the 2024/25 Municipal Year.

Moved by Councillor John Ritchie and seconded by Councillor Jeanne Raspin
RESOLVED that Councillor Duncan Haywood be appointed as Chair of the Council for the 2024/25 Municipal Year.

CL80-24/25 QUESTIONS FROM THE PUBLIC

In accordance with Council Procedure Rule 8, members of the public were able to put questions about the Council's activities. The following questions were submitted by Mr and Mrs Dell and in their absence Mr Webb 'put' the questions to Councillor Tom Munro, the Portfolio Holder for Growth.

- (a) Question submitted by Mr Dell to Councillor Tom Munro, Portfolio Holder for Growth

"Recently Council publicity advised the public that finally the Council had secured £15 million. Would you please advise on what date the Memorandum of Understanding was signed and by whom?"

Councillor Tom Munro responded to the question as follows:

"Thank you for your question. The Memorandum of Understanding was signed by the Section 151 Officer on the 25th of February 2025."

In accordance with Council Procedure Rule 8.8 Mr Webb put the following supplementary question on behalf of Mr Dell:

"Everyone welcomes the collective efforts of Council officers and the previous and current MP and the many Councillors who secured the £15m. Mindful of the fragile balance sheets reflected in the soon to be published 31st March 2024 accounts for both Dragonfly companies, Dragonfly's request at May's upcoming full Council for

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additional funds for the crematorium and presumably their funding request or approval to complete the purchase of the £4 million listed Arramax land in Langwith the capital intensive nature of building development is evident, timescales slip and clearly so do budgets. Where Creswell have 50 years of multi-generational debt due to the rising cost of cement; to quote Councillor McGregor, officers will have been aware of the cost of cement 10 days ago when the MOU was signed. Therefore, construction materials, inflation, employers NI costs etc on the agreed projects are all known, and I am sure are factored into Dragonfly's costings for each project. Can the Council therefore confirm that no parish or town council or in the case of Pinxton, Church Diocese will be required to secure funding to bridge any budget changes or slippage in any of the projects that the £15 million has been secured for?

Councillor Tom Munro responded to the question as follows:

"Thank you on behalf of myself to Mr Dell's supplementary question a written response to the question will be forthcoming, if you can ensure we have a written copy of the question handed to one of our senior officers. Thank you very much indeed."

- (b) Question submitted by Mrs Dell and put by Mr Webb to Councillor Tom Munro, Portfolio Holder for Growth

"Can the Council please list all economic development and/or regeneration projects that are planned for Clowne and/or Barlborough?"

Councillor Tom Munro responded to the question as follows:

"Thank you very much for your question, I have a great long list I will read them out as it is important that all members of the public hear it. Mrs Dell will receive a written copy of this list. So bear with me it is quite a long list. The list includes projects which specifically include Clowne or Barlborough or have a positive impact as part of the wider district is as follows:

- *Business Growth Grants*
- *Business Start-up Grants Programme*
- *Net Zero Innovation Programme*
- *Pre-start and Business Start Up support programme*
- *Women in Business Network*
- *Creative Women's Network*
- *Business in Bolsover Business Networking Events*
- *Bolsover Place Programme and Campaigns*
- *Capital Investment in the Bolsover Loop, wayfinding and infrastructure*
- *Letting of Commercial Property within the area to growing businesses*
- *Supporting the Town Council for proposals*
- *The Anchor former public house*
- *Appraisal of land opportunities for BNG offsetting, that is bio net gain*
- *Bolsover Place Investment Prospectus*
- *Key Sites Prospectus*
- *To attend key inward investment events and raise awareness of opportunities*
- *Transformation AI digital opportunities district wide for both residents and*

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businesses

- *Place infrastructure and narrative embedding the new narrative and visual identify across the area including the full Bolsover Loop and Sculpture Trail*
- *EMIZ Sprint project to improve connectivity through sustainable travel along the Hartington Staveley investment corridor*
- *Digital Connect Strategy*
- *Science, Technology, Engineering and Mathematics (STEM) Project working with primary age school children and potentially parents and carers to deliver STEM themed projects*
- *Belong Campaign*
- *Homeowners Welcome Pack*
- *Young Ambassadors Programme*
- *Business Champion Network and Events*
- *The Bolsover Place Programme*
- *Business Roadshow at Barlborough Links hosted by Mortgage First. These provide advice to businesses locally and help to unlock funding across Barlborough Links and Clowne*
- *Visitor economy campaign highlighting Bolsover's hidden gems and best kept secrets."*

In accordance with Council Procedure Rule 8.8 Mr Webb put the following supplementary question:

"When will you be able to provide a list of economic development or regeneration projects that are planned as per the question?"

Councillor Tom Munro responded to the question as follows:

"Thank you for the supplementary question I am going to invite the Head of Business Growth to address that question."

The Business Development Manager provided the following information:

"The list that you have been provided in response to the question is the list that includes planned projects that are proposed that directly impact on Clowne and Barlborough as asked by Mrs Dell. Thank you."

CL81-24/25

LEADER'S APPOINTMENTS TO THE EXECUTIVE AND PORTFOLIO

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Councillor Jane Yates, Leader of the Council, confirmed the appointments to the Executive and respective portfolios for the 2024/25 Municipal Year as follows:

CABINET MEMBER

PORTFOLIO

Councillor Donna Hales,
Deputy Leader

Corporate Performance and Governance

Councillor Tom Munro

Growth

- Dragonfly Client and all Dragonfly Services (including housing repairs and maintenance)
- Planning Development Management
- Planning Policy
- Housing Strategy (Planning)

Councillor Tom Kirkham
(Junior Cabinet Member)

Councillor Rob Hiney-Saunders

Environment

- Environmental Health & Licensing
- Emergency Planning
- Street Scene Services
- Corporate Health & Safety
- Climate Change

Councillor Jeanne Raspin (Junior
Cabinet Member)

Councillor Phil Smith

Housing

- Housing and Tenancy Management
- Housing Stock
- Estate Management
- Homelessness
- Housing Strategy (Housing)

Vacant post
(Junior Cabinet Member)

Councillor Mary Dooley

Partnerships, Health & Wellbeing

- Leisure
- Customer Services
- Partnerships
- Safeguarding
- Leisure Go Fuel Café
- Arts

Councillor Catherine Jeffery
(Junior Cabinet Member)

Councillor Clive Moesby

Resources

- Finance
- Human Resources / Payroll
- Community Safety & Enforcement Team
- Audit
- Risk Management
- Legal
- ICT

Councillor Duncan Haywood
(Junior Cabinet Member)

Councillor John Ritchie

Devolution

- East Midlands Mayoral Combined County Authority
- Devolution

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CL82-24/25 **APPOINTMENTS TO COMMITTEES AND ADVISORY GROUPS 2024/25**

Council considered a report in relation to the nominations for Members to serve on committees and advisory groups for the 2024/25 Municipal Year. The report was presented by the Monitoring Officer who advised Members that the recent changes to the Executive necessitated changes to the membership on some of the committees as detailed in Appendix 1 of the report.

In response to a question the Monitoring Officer confirmed that discussion had taken place about the membership and attendance of Councillor Tom Kirkham at the Local Growth Scrutiny Committee. As he was now Junior Cabinet Member for Growth he would be replaced on the committee at Annual Council.

Moved by Councillor Duncan Haywood and seconded by Councillor Tom Munro
RESOLVED that the changes and appointments to Committees and Advisory Groups as set out below be agreed.

Committees

Finance & Corporate Overview Scrutiny Committee (8)

Councillors David Bennett, Rowan Clarke, Steve Fritchley, Justin Gilbody, Chris Kane, Lucy King, Duncan McGregor and Janet Tait

Local Growth Scrutiny Committees (7)

Councillors Will Fletcher, Duncan Haywood, Tom Kirkham, Jeanne Raspin, Sally Renshaw, Ross Walker and Jen Wilson

Customer Services Scrutiny Committee (8)

Councillors Anne Clarke, Amanda Davis, Louise Fox, Sandra Peake, Lisa Powell, Rita Turner, Vicky Waplington and Deborah Watson

Climate Change and Communities Scrutiny Committee (7)

Councillors Mark Hinman, Cathy Jeffery, Emma Stevenson, Ashley Taylor, Catherine Tite, Carol Wood and one vacancy.

Employee Appeals Committee (3)

Councillors Steve Fritchley, Duncan McGregor and Rita Turner
Deputies: Councillors (1) Jane Yates, (2) Rowan Clarke and (3) Janet Tait

Employment and Personnel Committee (5)

Councillors Mary Dooley, Duncan McGregor, Tom Munro, Sandra Peake and Deborah Watson

General Licensing Committee (10)

Councillors David Bennett, Anne Clarke, Amanda Davis, Mary Dooley, Will Fletcher, Lisa Powell, Jeanne Raspin, Emma Stevenson, Ashley Taylor and Rita Turner

Licensing and Gambling Acts Committee (10)

Councillors David Bennett, Anne Clarke, Amanda Davis, Mary Dooley, Will Fletcher, Lisa Powell, Jeanne Raspin, Emma Stevenson, Ashley Taylor and Rita Turner

Planning Committee (10)

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Councillors Rob Hiney-Saunders, Chris Kane, Duncan McGregor, Tom Munro, John Ritchie, Phil Smith, Janet Tait, Deborah Watson, Jen Wilson and Carol Wood

Safety Committee (5)

Councillors Amanda Davis, Justin Gilbody, Tom Munro, Jeanne Raspin and Jane Yates

Audit Committee (6 plus 2 co-opted Members)

Councillors Cathy Jeffery, Chris Kane, Tom Munro, Lisa Powell, Catherine Tite and Carol Wood

Standards Committee (6 plus 1 co-opted Member)

Councillors Anne Clarke, Louise Fox, Justin Gilbody, Duncan Haywood, Tom Kirkham and Jane Yates

Union/Employee Consultation Committee (6)

Councillors Rowan Clarke, Mary Dooley, Duncan Haywood, Sandra Peake, Ross Walker and Victoria Waplington

Joint Committees

ICT Shared Services Committee (3)

Councillors David Bennett, Steve Fritchley and Clive Moesby

Shared Services Scrutiny Committee (3)

Councillor Will Fletcher and two vacancies

Advisory Groups

Pleasley Park and Vale Conservation Area Joint Advisory Group (5)

Councillors Chris Kane, Tom Munro, John Ritchie, Janet Tait and Catherine Tite

Local Plan Implementation Advisory Group (10)

Councillors Rob Hiney-Saunders, Chris Kane, Duncan McGregor, Tom Munro, John Ritchie, Phil Smith, Janet Tait, Deborah Watson, Jen Wilson and Carol Wood

Member Development Group (7)

Councillors Rowan Clarke, Mary Dooley, Louise Fox, Justin Gilbody, Cathy Jeffery, Sandra Peake and Jen Wilson

Tenant Participation Review and Development Group (5)

Councillors Sandra Peake, Janet Tait, Ashley Taylor, Rita Turner and Jane Yates

CL83-24/25

NOMINATIONS TO CHAIRS AND VICE-CHAIRS OF COMMITTEES AND ADVISORY BOARDS 2024/25

Council considered a report which included nominations for Chairs and Vice-Chairs to established committees. The Monitoring Officer presented the report and confirmed that the changes in the membership of the Executive had necessitated making changes to the

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appointments of Chairs and Vice-Chairs as detailed in Appendix 1 to the report.

Moved by Councillor Duncan Haywood and seconded by Councillor Steve Fritchley
RESOLVED that the following appointments to Chairs and Vice-Chairs be agreed:

Audit Committee

Chair – Councillor Tom Munro

Vice-Chair – Independent Appointed Person

Climate Change and Communities Scrutiny Committee

Chair – Councillor Ashley Taylor

Vice-Chair – Councillor Catherine Tite

Customer Services Scrutiny Committee

Chair – Councillor Vicky Waplington

Vice-Chair – Councillor Rita Turner

Local Growth Scrutiny Committee

Chair – Councillor Sally Renshaw

Vice-Chair – Councillor Jen Wilson

Employment and Personnel Committee

Chair – Councillor Duncan McGregor

Vice-Chair – Councillor Deborah Watson

Finance & Corporate Overview Scrutiny Committee

Chair – Councillor David Bennett

Vice-Chair – Councillor Rowan Clarke

Licensing Committee(s)

Chair – Councillor Emma Stevenson

Vice-Chair – Councillor Amanda Davis

Planning Committee

Chair – Councillor Tom Munro

Vice-Chair – Councillor Chris Kane

Safety Committee

Chair – Councillor Jane Yates

Vice-Chair – Chris McKinney (officer)

Standards Committee

Chair – Mrs Jean Ruth Jaffray

Vice-Chair – Councillor Jane Yates

Union / Employee Consultation Committee

Chair – Liz Robinson (officer)

Vice-Chair – Councillor Mary Dooley

Member Development Working Group

Chair – Councillor Sandra Peake

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Vice-Chair – Cathy Jeffery

Local Plan Implementation Advisory Group

Chair – Councillor Tom Munro

Vice-Chair – Councillor Chris Kane

CL84-24/25 REDUCTION IN NUMBER OF STANDARDS COMMITTEE MEETINGS PER YEAR

Council considered a report proposing the reduction of the number of Standards Committee meetings from six to four per annum. The Monitoring Officer presented the report and informed members that this had been previously considered and recommended by the Standards Committee at its meeting held on 27th January 2025.

Moved by Councillor Duncan Haywood and seconded by Councillor Rob Hiney-Saunders
RESOLVED the reduction of the number of meetings of the
Standards Committee from six to four per annum be approved.

CL85-24/25 LEVEL OF COUNCIL TAX 2025/26

Council considered a detailed report presented by the Director of Resources and Section 151 Officer, which set out the proposed level of Council Tax for 2025/26. Members were reminded that the Bolsover District share of the council tax was agreed at the January 2025 meeting at the maximum allowed for a Band D property. This report included the increases for the remaining precepts for the Council tax as detailed in the report.

The Localism Act 2011 required the billing authority to calculate a Council Tax requirement for the year. The approved demand on the Collection Fund for the Council should be **£4,882,554**. The Council had received all parish precept demands which totalled **£5,196,507.48** so the total demand on the Collection Fund 2025/26 would be **£10,079,061.48**.

In order to calculate the Council Tax requirement for the area at the relevant bands, the demands of the County Council, Police Authority, Fire Authority, and Parish Councils also needed to be taken into account. The Council had received all the relevant precept demands from these other local authorities that precept upon the Council as the billing authority for Council Tax.

Councillor Carol Wood suggested that the increase in council tax should be frozen for the remainder of the life of the Council due to upcoming local government reorganisation and the cost of living crisis. This was supported by Councillor Justin Gilbody.

The Chair reminded Members that a recorded vote would need to be taken on this item as required by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014.

Moved by Councillor Duncan Haywood and seconded by Councillor Rob Hiney-Saunders
RESOLVED that (1) the Council Tax for the Financial Year 2025/26 as set out
in the report be approved;

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(2) the officers as set out in section 1.6 of the report be approved to undertake duties in accordance with section 223 of the Local Government Act 1972, and the Chief Financial Officer be delegated the authority to authorise any amendments to the list of named officers that may prove necessary during the course of the financial year; and

(3) the Director of Finance & Section 151 Officer be delegated the authority to recalculate the figures within the report if the Fire Authority approve different figures than those provisionally received.

For the motion (24):

Councillors David Bennett, Anne Clarke, Rowan Clarke, Amanda Davis, Mary Dooley, Steve Fritchley, Donna Hales, Duncan Haywood, Rob Hiney-Saunders, Cathy Jeffery, Chris Kane, Lucy King, Tom Kirkham, Tom Munro, Sandra Peake, Jeanne Rospin, John Ritchie, Phil Smith, Emma Stevenson, Janet Tait, Ashley Taylor, Vicki Waplington, Jen Wilson and Jane Yates.

Against the motion (3):

Councillors Louise Fox, Justin Gilbody and Carol Wood.

Abstentions: (0)

CL86-24/25 THE PAY POLICY STATEMENT FOR 2025/26

Council considered a detailed report relating to the Pay Policy Statement for 2025/26 presented by the HR and Payroll Manager which sought approval for the Council's Pay Policy Statement for 2025/26. This was a requirement of Section 38 of the Localism Act 2011 and Supplementary Guidance 2013.

The Pay Policy Statement had to be approved by Council on an annual basis and reflected the current position based on decisions previously taken by Council.

Under the Local Government Transparency Code 2015 additional organisational information was required to be published annually on the website. This consisted of third tier organisation charts, senior salaries information, including functional responsibilities, budget amounts and numbers of staff responsible for, together with details of trade union facility time.

Moved by Councillor Rob Hiney-Saunders and seconded by Councillor Steve Fritchley **RESOLVED** that the Pay Policy Statement 2025/26 be approved.

CL87-24/25 CALENDAR OF MEETINGS 2025/26

Council considered a report which sought approval for the calendar of meetings for the 2025/26 municipal year presented by the Monitoring Officer.

Each year the Council considered a calendar of its meetings for the forthcoming municipal year. This was to ensure that the Authority had in place an efficient meeting schedule that met the needs of Members and facilitated decision making in line with statutory deadlines.

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Councillor Tom Munro acknowledged the hard work that went into drafting the timetable and requested that the thanks of Council be passed to the relevant officer.

Councillor Ashley Taylor expressed his disappointment that following his comments on the same item last year, meetings were all still being scheduled during the day which did not take account of those Members who were in full time employment. He stated that other local authorities accommodated Members who worked full time and held evening meetings.

Moved by Councillor Rob Hiney-Saunders and seconded by Councillor Mary Dooley

RESOLVED that (1) the 2025/26 calendar of meetings as detailed in Appendix 1 be approved; and

(2) delegated authority be granted to the Governance and Civic Manager, following consultation with the Chair of the relevant Committee(s)/Working Group(s) to amend the calendar of meetings 2025/26 as and when required.

CL88-24/25 LOCAL GOVERNMENT RE-ORGANISATION

Council considered a presentation by the Chief Executive which provided updates on the discussions relating to Local Government Reorganisation by the Borough, District and Derby City Councils. It was confirmed that a report including detailed information would be provided at the Extraordinary Council meeting scheduled for 19th March 2025.

Key information provided by the Chief Executive included:

- Derbyshire had not been selected as one of the priority areas.
- Government was looking for local authorities to work collaboratively and had set out its criteria as detailed in the letter dated 5th February 2025.
- The submission date for initial proposals was 21st March 2025 with final proposals by 28th November 2025.
- Options were being developed with the support of KPMG and would be presented to the Extraordinary Council meeting on 19th March 2025.
- Interim plans would not be binding and may be subject to any political changes following local elections.
- The District and Borough Councils were working together with Derby City Council to develop interim proposals. Derbyshire County Council had been invited to participate but not attended and had submitted their own proposals to Government.
- A joint communications plan was being developed to ensure there was a joined up message and clarity for all partner councils moving forward.
- There was a desire by the Borough, District and Derby City Councils to keep the

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existing boundaries of the county intact. There was no appetite for cross boundary arrangements which could create issues for other public services such as the NHS and Police etc.

- The new councils had to be financially sustainable with a good council tax base, right level of population, sensible geography and to support the house building agenda of the Government.
- All submissions had to be financially and geographically sustainable with good evidence base and clear outcomes identified including efficiency savings and value for money whilst also meeting local need.
- Unitary structures had to support devolution and their local strategic authorities.
- The Derbyshire County Council proposal was for one unitary authority combining the existing Boroughs and Districts with a population of approximately 811,000. Derby City Council would remain as it currently exists. This would create a 'doughnut' council which would mean Derby City Council would have a population of approximately 266,000 which would be significantly below the government's benchmark of 500,000.
- The Boroughs, Districts and Derby City Councils were collaborating to develop two unitary authorities around that 500,000 benchmark with KPMG developing options.
- The timeline was for the interim proposal submission in March and full business case in November 2025. It was anticipated that a Government response should be received by May 2026. It will be a Ministerial decision as to the creation of the new unitary councils.
- A shadow organisation could be created by 2027 with vesting date for the new authority potentially being April 2028.

The Chief Executive confirmed that the East Midlands Mayor was being informed of proposals and that the Mayor would be fully engaging with leaders across the county to ensure any proposals fit with the EMCCA.

CL89-24/25 BOLSOVER ANNUAL PARTNERSHIP VIDEO

The Bolsover Partnership video was screened for Members and was introduced by Councillor Mary Dooley.

CL90-24/25 CHAIRMAN'S CLOSING REMARKS

The Chair confirmed that this was the end of the formal public part of the meeting and that Council would now be moving into private session.

CL91-24/25 EXCLUSION OF THE PUBLIC

COUNCIL

The Chair Councillor Duncan Haywood moved and Councillor Tom Munro seconded

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.

CL92-24/25 COUNCILLOR DISPENSATION

Council considered a report presented by the Director of Governance and Monitoring Officer which detailed the request received by a District Councillor for a dispensation for non-attendance.

Council considered the request for dispensation, reasons for the non-attendance, the options as outlined by the Monitoring officer and following discussion:

Moved by Councillor Steve Fritchley and seconded by Councillor John Ritchie
RESOLVED that a dispensation for non-attendance be granted for a period of 3 months.

The meeting concluded at 11:21 hours.

COUNCIL

Minutes of a meeting of the Council of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Wednesday, 19 March 2025 at 10:00 hours.

PRESENT:-

Members:-

Councillor Duncan Haywood in the Chair

Councillors Rita Turner (Vice-Chair), David Bennett, Mary Dooley, Will Fletcher, Louise Fox, Steve Fritchley, Justin Gilbody, Donna Hales, Tom Munro, Rob Hiney-Saunders, Cathy Jeffery, Chris Kane, Tom Kirkham, Duncan McGregor, Clive Moesby, Jeanne Raspin, Sally Renshaw, Phil Smith, Janet Tait, Ashley Taylor, Catherine Tite, Vicky Waplington, Deborah Watson, Jen Wilson, Carol Wood and Jane Yates.

Officers:- Karen Hanson (Chief Executive), Steve Brunt (Strategic Director of Services), Theresa Fletcher (Director of Finance & Section 151 Officer), Jim Fieldsend (Director of Governance and Legal Services & Monitoring Officer), Pam Brown (Director of Executive and Corporate Services), Angelika Kaufhold (Governance and Civic Manager) and Matthew Kerry (Governance and Civic Officer).

CL93-24/25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Anne Clarke, Rowan Clarke, Amanda Davis, Sandra Peake, John Ritchie and Emma Stevenson.

CL94-24/25 DECLARATIONS OF INTEREST

There were no declarations made at the meeting.

CL95-24/25 INTERIM PROPOSALS FOR UNITARY LOCAL GOVERNMENT IN DERBYSHIRE

Council considered a report of the Leader and presentation by the Chief Executive relating to the interim proposals for Unitary Local Government Reorganisation (LGR) in Derbyshire.

The Leader, Councillor Jane Yates advised Council that she and the Chief Executive had been attending the various meetings relating to LGR and introduced the interim proposals as detailed in the report.

The Chief Executive made a presentation and introduced the report and summarised the key points as follows:

- Since the last meeting of Council on 5th March 2025 work had taken place with the Leaders and Chief Executives of Derbyshire's Borough, District Councils and Derby City Council with the support of KPMG to review the various options for the

COUNCIL

establishment of unitary authorities in Derbyshire. There was consensus in the group that the submission made by Derbyshire County Council for a whole Derbyshire Unitary authority based on existing boundaries with Derby City Council remaining in its current form, effectively a doughnut council was not feasible. Derbyshire County Council had been invited several times to participate in the discussions but had not attended.

- The proposals would be considered at meetings for the boroughs and districts during this week (excepting North East Derbyshire District Council which had delegated authority to the Leader and cabinet to agree the submission). Derby City Council had not reached a decision and had requested additional time from Government to consider their options.
- The Ministry of Housing, Communities and Local Government (MHCLG) had made it clear that interim proposals would not be binding due to any political changes that might arise following the county council elections.
- At the recent DCN Conference, Jim McMahon OBE MP, Minister of State (MHCLG) had reported that positive conversations were taking place between councils and that there had to be balance between pace and deliverability. The Strategic Authorities would not become Super County Councils as the new unitary authorities would be the delivery body for local services. The new unitary councils had to be sustainable and be committed to neighbourhood governance.
- Appendix 3 to the report included the long list of options that had been considered. Appendix 2 was the proposed submission which included the two options namely North Derbyshire and South Derbyshire. It was confirmed that the proposals addressed the Government's criteria namely striking the right balance between maintaining local identity, supporting local needs and harnessing efficiencies and scale of the two larger unitary councils.
- It was confirmed that a thorough, robust and inclusive engagement programme that gathered perspectives from a broad range of stakeholders would be held to understand their requirements and views before a final option for Derbyshire was considered and submitted in November 2025.
- All the councils in Nottingham and Nottinghamshire were also working together to submit a proposal covering 3 options namely:
 - A new unitary combining Nottingham, Broxtowe and Gedling with a second new unitary covering the rest of Nottinghamshire.
 - A new unitary combining Nottingham, Broxtowe and Rushcliffe with a second new unitary covering the rest of Nottinghamshire.
 - Nottingham City to remain as a unitary authority with a single new unitary authority covering the remaining Nottinghamshire area.

During discussion the following comments were made and additional information was provided in response to questions:

COUNCIL

- Councillor Will Fletcher expressed his appreciation and thanks for the hard work of the Leader, Chief Executive, officers and all those involved in developing proposals on such tight timescales. The aim was to reduce duplication, costs, maximise efficiency and savings. The proposal from Derbyshire County Council would create savings of up to £126m as compared to £93m over five years for the two unitary authorities. Bearing this in mind and that we had to achieve the best level of savings to reinvest into services for our residents he would not be supporting the recommended proposal.
- In response to questions from Councillor Tom Munro the Chief Executive confirmed that the population figures for both options depended on which unitary Amber Valley Borough Council aligned with. In option 1 – the Northern Derbyshire population would be between 456k to 584k and option 2 – Southern Derbyshire between 494k to 622k. The aim was for populations of around 500k to ensure the new unitary councils would be financially sustainable. The existing Boroughs, Districts, Derby City Council and Derbyshire County Council would be abolished and the two new unitary authorities established with all existing services being transferred into them. A shadow authority could be formed from 2027 with a vesting date of April 2028 for the new unitary authorities. Government had made it clear that the transition of services had to be safeguarded with no gaps in service delivery especially for adult, education and social care. There was already a lot of experience and knowledge available to us from other large authorities which had already been through similar transition.
- Councillor Deborah Watson commented that this would result in the lowest level of local representation in Europe and queried whether the savings would result in reduced council tax and whether there was anything that could be done to safeguard the funding specifically for Bolsover.
- Councillor Steve Fritchley commented that it was a question between economy and democracy and that the County Council and cities couldn't manage on their existing funding.
- Councillor Clive Moesby reminded members that they had a duty to continue to deliver services to residents and reserves were generally ring-fenced to specific purposes. Government had already sought confirmation of the reserves held by different councils.
- Councillor Tom Kirkham asked whether assets important to local communities for example green spaces could be transferred to parish and town councils before the transfer of services to a unitary authority. In response the Chief Executive confirmed that Government expected parish and town councils to be the link between unitary authorities and residents and that any transfer of assets prior to transfer of services would be a council decision.
- Councillor Fritchley commented that the council's level of debt related to when it bought out the housing stock and was predominantly from the Housing Revenue Account. The council's assets were tremendous and could be transferred as had previously been done. The transfer of assets should be considered for the benefit of local residents and not left potentially to support level of debt coming from other authorities.

COUNCIL

- Councillor Carol Wood commented that some councils would be bringing significant levels of debt most likely not underpinned with assets to a new unitary authority. She questioned whether the best option would be for Amber Valley Borough Council to transfer to a new authority where its budget deficit would have less of an impact.

The Chief Executive concluded that discussions would be ongoing with the partner councils and that LGR could be a standing item on the agenda for Council meetings to provide regular updates and progress on the proposals.

Councillors had requested a recorded vote to be taken under Council Procedure Rule 14.4.

Moved by Councillor Jane Yates and seconded by Councillor Rob Hiney-Saunders
RESOLVED

(1) that approval be given to submit the interim proposals for local government reorganisation in Derbyshire as detailed in Appendix 2 to the report by the deadline of 21st March 2025;

(2) that the Chief Executive be authorised, in consultation with the Leader of the Council, to make any minor technical adjustments to the interim proposals that may be required prior to the deadline for submission;

(3) that the Chief Executive be authorised, in consultation with the Leader of the Council, to continue to participate in discussions with authorities across Derbyshire and Derby City Council to develop full detailed proposals for local government reorganisation in Derbyshire, in advance of the deadline of 28th November 2025, which will be the subject of a further report to Council;

(4) that it be noted that it was intended by Derbyshire's eight District and Borough Councils and Derby City Council to consult with residents and other stakeholders to inform the development of a full proposal for local government reorganisation in Derbyshire and Derby City.

For the motion (26)

Councillors David Bennett, Mary Dooley, Louise Fox, Steve Fritchley, Justin Gilbody, Donna Hales, Duncan Haywood, Robert Hiney-Saunders, Cathy Jeffery, Chris Kane, Tom Kirkham, Duncan McGregor, Clive Moesby, Tom Munro, Jeanne Raspin, Sally Renshaw, Phil Smith, Janet Tait, Ashley Taylor, Catherine Tite, Rita Turner, Vicki Waplington, Deborah Watson, Jen Wilson, Carol Wood and Jane Yates.

Against the motion (1)
Councillor Will Fletcher

CL96-24/25 CHAIRMAN'S CLOSING REMARKS

The Chair thanked people for their attendance and closed the meeting.

COUNCIL

The meeting concluded at 10:40 hours.

CABINET MEMBERS **ROLES AND RESPONSIBILITIES**

CABINET MEMBER	PORTFOLIO
Councillor Jane Yates, Leader	Policy, Strategy and Communications
Councillor Donna Hales, Deputy Leader	Corporate Performance and Governance
Councillor Tom Munro Councillor Rowan Clarke (Junior Cabinet Member)	Growth <ul style="list-style-type: none"> • Dragonfly Client and all Dragonfly Services (including housing repairs and maintenance) • Planning Development Management • Planning Policy • Housing Strategy (Planning)
Councillor Rob Hiney-Saunders Councillor Jeanne Raspin (Junior Cabinet Member)	Environment <ul style="list-style-type: none"> • Environmental Health & Licensing • Emergency Planning • Street Scene Services • Corporate Health & Safety • Climate Change
Councillor Phil Smith Vacant post (Junior Cabinet Member)	Housing <ul style="list-style-type: none"> • Housing and Tenancy Management • Housing Stock • Estate Management • Homelessness • Housing Strategy (Housing)
Councillor Mary Dooley Councillor Catherine Jeffery (Junior Cabinet Member)	Partnerships, Health & Wellbeing <ul style="list-style-type: none"> • Leisure • Customer Services • Partnerships • Safeguarding • Leisure Go Fuel Café • Arts

Part 3 Responsibility for Functions

<p>Councillor Clive Moesby</p> <p>Councillor Duncan Haywood (Junior Cabinet Member)</p>	<p>Resources</p> <ul style="list-style-type: none">• Finance• Human Resources / Payroll• Community Safety & Enforcement Team• Audit• Risk Management• Legal• ICT
<p>Councillor John Ritchie</p>	<p>Devolution</p> <ul style="list-style-type: none">• East Midlands Mayoral Combined County Authority• Devolution

BOLSOVER DISTRICT COUNCIL

Meeting of the Annual Council on 21st May 2025

Establishment of Committees and Proportionality 2025/26

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

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

PURPOSE/SUMMARY OF REPORT

To establish the Council's Committees and Advisory Groups for the 2025/26 Municipal Year.

REPORT DETAILS

1. Background

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

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

2. Details of Proposal or Information

2.1 The size for each Committee is set out in Appendix 1.

2.2 On 12th May 2025 Standards Committee recommended the disestablishment of the Employment & Personnel Committee. The reasons for the recommendation as set out are as follows:

"The Chief Executive Officer already has powers to make establishment changes provided there is an available budget. Employment & Personnel Committee can only make recommendations to Council but only Council can approve the additional budget for these establishment changes. Full Council has the power to make establishment changes itself and therefore the requirement to report to Employment & Personnel Committee is an unnecessary step in the process".

- 2.3 The terms of reference of all other committees will remain as currently set out in the Council's Constitution.
- 2.4 Appendix 2 sets out the allocation of committee seats which best meets the requirements of Section 15 of the Local Government and Housing Act 1989 as far as is reasonably practicable.
- 2.5 The Committees are subject to the political balance requirements of the Local Government and Housing Act 1989. The Advisory Groups are not subject to the political balance requirements.
- 2.6 Nominations to committees are detailed in a separate report.

3. Reasons for Recommendation

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

4 Alternative Options and Reasons for Rejection

- 4.1 The Council is required within legislation and by the provisions within its constitution to establish committees at the annual meeting therefore no alternatives are suggested.

RECOMMENDATION(S)

- 1. That the Council's committees, their terms of reference and size as set out in Appendix 1 be established for the 2025/26 Municipal Year in accordance with Council Procedure Rule 1.1(k);
 - 2. That the Council agrees the allocation of seats on committees as set out in Appendix 2, in accordance with the political balance rules; and
 - 3. That authority be delegated to the Monitoring Officer in consultation with the Leader of the Council and relevant Committee Chair (when appointed) to make amendments to the terms of reference for committees arising within the 2025/26 municipal year.
-

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: There are no financial or risk implications arising 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: The Council is required to appoint at least one Scrutiny Committee and other such committees as the Council considers appropriate to deal with matters which are neither reserved to the Council Meeting nor are Executive Functions; decide the size and terms of reference for those committees; and decide the allocation of seats to political groups in accordance with the Political Balance rules. On behalf of the Solicitor to the Council	
<u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: There are no human resource issues implications arising from this report. On behalf of the Head of Paid Service	
<u>Equality and Diversity, and Consultation</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: None.	
<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: There are no environmental implications arising from this report.	

DECISION INFORMATION:

<input checked="" type="checkbox"/> Please indicate which threshold applies:	
Is the decision a Key Decision? A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Revenue (a) Results in the Council making Revenue Savings of £75,000 or more or (b) Results in the Council incurring Revenue Expenditure of £75,000 or more.	(a) <input type="checkbox"/> (b) <input type="checkbox"/>
	(a) <input type="checkbox"/> (b) <input type="checkbox"/>

<p>Capital (a) Results in the Council making Capital Income of £150,000 or more or (b) Results in the Council incurring Capital Expenditure of £150,000 or more.</p> <p>District Wards Significantly Affected: <i>(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)</i> Please state below which wards are affected or tick All if all wards are affected:</p>	<p>All <input type="checkbox"/></p>
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<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p> <p>If Yes, is the call-in period to be waived in respect of the decision(s) proposed within this report? <i>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</i></p> <p>Consultation carried out: <i>(this is any consultation carried out prior to the report being presented for approval)</i></p> <p> Leader <input type="checkbox"/> Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/> </p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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<p>Links to Council Ambition: Customers, Economy, Environment, Housing</p>
<p>Customers providing excellent and accessible services.</p>

DOCUMENT INFORMATION:

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

<p>Background Papers</p> <p><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>None.</p>

Establishment of Committees and Terms of Reference

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

- Finance & Corporate Overview Committee - 8 Members
- Climate Change and Communities Scrutiny Committee - 7 Members
- Customer Services Scrutiny Committee - 8 Members
- Local Growth Scrutiny Committee - 7 Members
- Employee Appeals Committee - 3 Members plus 3 deputies
- General Licensing Committee - 10 Members
- Licensing and Gambling Acts Sub Committee - 3 Members
- Safety Committee - 5 Members plus 5 employee representatives
- Standards Committee - 6 Members plus 1 co-opted member
- Union / Employee Consultation Committee - 6 Members plus 6 employee representatives
- Employment & Personnel Committee - 5 Members
- Planning Committee - 10 Members
- Joint ICT Committee - 3 Members
- Joint Scrutiny Panel - 3 Members
- Audit Committee - 6 Members plus 2 co-opted Members

4. The following Working Groups be established with their existing terms of reference:

- Local Plan Implementation Advisory Group - 10 Members
- Member Development Working Group - 7 Members
- Pleasley Park and Vale Conservation Area Joint Advisory Group - 5 Members
- Housing Liaison Board - 5 Members

Political balance calculations - Annual Council May 2025

	Seats on Council	Proportion	Total number of applicable committee places April 2025		Rounded and proposed allocations		Executive	
			91	91	91	29	Non-Exec	8
Total seats	37	100%						
Labour Group	28	75.68%	68.865	68				
Independent Group	5	13.51%	12.297	13				
Conservative	2	5.41%	4.919	5				
Reform	1	2.70%	2.459	3				
Independent (RW)	1	2.70%	2.459	2				
				91				

	Total seats on Committee	Labour Group		Independent Group		Conservative		Reform		Independent (RW)		Total seats allocated
		Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	
Ordinary Committees												
Employee Appeals Committee	3	2.27	3	0.41	0	0.16	0	0.08	0	0.08	0	3
General Licensing Committee	10	7.57	8	1.35	1	0.54	1	0.27	0	0.27	0	10
Licensing and Gambling Acts Committee	10	7.57	8	1.35	1	0.54	1	0.27	0	0.27	0	10
Planning Committee	10	7.57	7	1.35	2	0.54	0	0.27	1	0.27	0	10
Safety Committee	5	3.78	4	0.68	1	0.27	0	0.14	0	0.14	0	5
Standards Committee	6	4.54	4	0.81	1	0.32	1	0.16	0	0.16	0	6
Audit Committee	6	4.54	4	0.81	1	0.32	0	0.16	1	0.16	0	6
Employment and Personnel Committee	5	3.78	4	0.68	1	0.27	0	0.14	0	0.14	0	5
Union/Employee Consultation Committee	6	4.54	5	0.81	0	0.32	0	0.16	0	0.16	1	6
Total Seats on Ordinary Committees	61	46.16	47	8.24	8	3.30	3	1.65	2	1.65	1	61

	Total seats on Committee	Labour Group		Independent Group		Conservative		Reform		Independent (RW)		Total seats allocated
		Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	
Scrutiny Committees												
Customer Services Scrutiny Committee	8	6.05	5	1.08	2	0.43	1	0.22	0	0.22	0	8
Local Growth Scrutiny Committee	7	5.30	5	0.95	0	0.38	1	0.19	0	0.19	1	7
Finance and Corporate Overview Scrutiny Committee	8	6.05	6	1.08	2	0.43	0	0.22	0	0.22	0	8
Climate Change and Communities Scrutiny Committee	7	5.30	5	0.95	1	0.38	0	0.19	1	0.19	0	7
Total seats	30	22.70	21	4.05	5	1.62	2	0.81	1.00	0.81	1.00	30

Tables below not included in the overall allocation of available committee seats 91											
Advisory/Working Groups**	Total seats on Group	Labour Group		Independent Group		Conservative		Reform		Total seats allocated	
		Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats
MDWG	7	5.30	5	0.95	1	0.38	1	0.19	0	0	7
Local Plan Implementation Action Group	10	7.57	7	1.35	2	0.54	0	0.27	1	10	10
Pleasley Park and Vale Conservation Area Working Group	5	3.78	5	0.68	0	0.27	0	0.14	0	5	5
Housing Liaison Board	5	3.78	5	0.68	0	0.27	0	0.14	0	5	5
Total seats	27	20.43	22	3.65	3	1.46	1	0.73	1	27	27

**Note - allocated proportionally but not included in proportionality calculations

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

Joint Committees*	Total seats on Committee	Labour Group		Independent Group		Conservative		Reform		Total seats allocated	
		Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats
Joint ICT	3	2.27	3	0.41	0	0.16	0	0.08	0	0	3
Joint Scrutiny Panel	3	2.27	2	0.41	0	0.16	1	0.08	0	0	3

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

Joint Employment and Appeals Committee Membership set within Constitution	Total seats on Committee	Majority		Minority		Total seats allocated	
		Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats
	4	3.03	3	0.54	1		

BOLSOVER DISTRICT COUNCIL

Meeting of Annual Council on 21st May 2025

Appointments to Committees and Advisory Groups 2025/26

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

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

PURPOSE/SUMMARY OF REPORT

To establish and appoint Members to the Council's Committee and Advisory Groups for the 2025/26 Municipal Year.

REPORT DETAILS

1. Background

- 1.1 In line with the provisions within the Council's constitution, the Annual Meeting of Council is required to:
 - Appoint at least one Scrutiny Committee and other such committees as the Council considers appropriate to deal with matter which are neither reserved to the Council Meeting nor are Executive Functions;
 - Decide the size and terms of reference for those committees;
 - Decide the allocation of seats to political groups in accordance with the Political Balance rules.
- 1.2 There are no proposed changes to the terms of reference for any of the Committees.

2. Details of Proposal or Information

- 2.1 Political Groups are requested to nominate Members to serve on Committees and Advisory Groups (as set out in **Appendix 1**) for the 2025/26 Municipal Year.
- 2.2 The Committees are subject to the political balance requirements of the Local Government and Housing Act 1989. The Advisory Groups are not subject to the political balance requirements.

3. **Reasons for Recommendation**

- 3.1 The report recommends that the allocation of Committee seats detailed best meets the requirements of section 15 of the Local Government and Housing Act as far as reasonably practicable.
- 3.2 Nominations that have been received in advance of the meeting from Political Groups are detailed in **Appendix 1**.

4 **Alternative Options and Reasons for Rejection**

- 4.1 There are no alternative options as Council is required by the provisions within its Constitution to establish and appoint to committees at the annual meeting.

RECOMMENDATION(S)

1. That the appointments to Committees and Advisory Groups as set out in Appendix 1 be agreed.

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details: None arising from this report.		
On behalf of the Section 151 Officer		
<u>Legal (including Data Protection)</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details: <ul style="list-style-type: none">• Appoint at least one Scrutiny Committee and other such committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are Executive Functions;• Decide the size and terms of reference for those committees;• Decide the allocation of seats to political groups in accordance with the Political Balance rules.		
On behalf of the Solicitor to the Council		
<u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details: None arising from this report.		
On behalf of the Head of Paid Service		
<u>Equality and Diversity, and Consultation</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details: None.		

Environment Yes ☐ No ☒

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

Details:

None arising from this report.

DECISION INFORMATION:

☒ **Please indicate which threshold applies:**

Is the decision a Key Decision?

A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds:

Revenue (a) Results in the Council making Revenue Savings of £75,000 or more or **(b)** Results in the Council incurring Revenue Expenditure of £75,000 or more.

Capital (a) Results in the Council making Capital Income of £150,000 or more or **(b)** Results in the Council incurring Capital Expenditure of £150,000 or more.

District Wards Significantly Affected:

(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)

Please state below which wards are affected or tick **All** if all wards are affected:

Yes ☐ No ☒

(a) ☐ (b) ☐

(a) ☐ (b) ☐

All ☐

Is the decision subject to Call-In?

(Only Key Decisions are subject to Call-In)

If Yes, is the call-in period to be waived in respect of the decision(s) proposed within this report? *(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)*

Consultation carried out:

(this is any consultation carried out prior to the report being presented for approval)

Leader ☒ Deputy Leader ☐ Executive ☐ SLT ☐
Relevant Service Manager ☐ Members ☐ Public ☐
Other ☐

Yes ☐ No ☒

Yes ☐ No ☐

Yes ☐ No ☐

Links to Council Ambition: Customers, Economy, Environment, Housing
Customers providing excellent and accessible services.

DOCUMENT INFORMATION:

Appendix No	Title
1	Appointments to Committees and Advisory Groups for 2025/26

Background Papers
<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive, you must provide copies of the background papers).</i>
None.

BOLSOVER DISTRICT COUNCIL
ANNUAL COUNCIL MEETING 21ST MAY 2025
APPOINTMENT TO ESTABLISHED COMMITTEES AND ADVISORY GROUPS 2025/26

COMMITTEES

Committee	Labour Group (28)	Independent Group (5)	Conservative Group (2)	Reform (1)	Independent Councillor (1)
Finance & Corporate Overview Scrutiny Committee (8)	Councillors: David Bennett Rowan Clarke Lucy King Duncan McGregor Sally Renshaw Janet Tait (6)	(2)	(0)	(0)	(0)
Local Growth Scrutiny Committee (7)	Councillors: Duncan Haywood Tom Kirkham Jeanne Raspin Sally Renshaw Jen Wilson (5)	(0)	(1)	(0)	(1)
Customer Services Scrutiny Committee (8)	Councillors: Amanda Davis Lucy King Lisa Powell Rita Turner Vicky Waplington (5)	(2)	(1)	(0)	(0)

Committee	Labour Group (28)	Independent Group (5)	Conservative Group (2)	Reform (1)	Independent Councillor (1)
Climate Change and Communities Scrutiny Committee (7)	(5) Councillors: Anne Clarke Mark Hinman Catherine Jeffery Ashley Taylor Catherine Tite	(1)	(0)	(1) Councillor Carol Wood	(0)
Employee Appeals Committee (3) Deputies (3)	(3) Councillors: Jane Yates Donna Hales John Ritchie Deputies: (3) Deputy 1 – Cllr David Bennett Deputy 2 – Councillor Deputy 3 – Councillor	(0)	(0)	(0)	(0)
Employment and Personnel Committee (5)	(4) Councillors: Donna Hales Clive Moesby Jane Yates Councillor	(1)	(0)	(0)	(0)
General Licensing Committee (10)	(8) Councillors: David Bennett Anne Clarke Amanda Davis	(1)	(1)	(0)	(0)

Committee	Labour Group (28)	Independent Group (5)	Conservative Group (2)	Reform (1)	Independent Councillor (1)
	Mary Dooley Duncan McGregor Lisa Powell Jeanne Raspin Rita Turner				
Licensing and Gambling Acts Committee (10)	(8) Councillors: David Bennett Anne Clarke Amanda Davis Mary Dooley Duncan McGregor Lisa Powell Jeanne Raspin Rita Turner	(1)	(1)	(0)	(0)
Planning Committee (10)	(7) Councillors: Rob Hiney-Saunders Tom Munro Sally Renshaw Janet Tait John Ritchie Catherine Tite Phil Smith	(2)	(0)	(1) Councillor Carol Wood	(0)
Safety Committee (5)	(4) Councillors: Rowan Clarke Donna Hales Tom Munro Jane Yates	(1)	(0)	(0)	(0)

Committee	Labour Group (28)	Independent Group (5)	Conservative Group (2)	Reform (1)	Independent Councillor (1)
Audit Committee (6) Plus 2 co-opted Members	(4) Councillors: Tom Kirkham Catherine Jeffery Janet Tait Catherine Tite	(1)	(0)	(1) Councillor Carol Wood	(0)
Standards (6) Plus 1 co-opted Member	(4) Councillors: Anne Clarke Duncan Haywood Clive Moesby Vicky Waplington	(1)	(1)	(0)	(0)
Union / Employee Consultation Committee (6)	(5) Councillors: Rowan Clarke Mary Dooley Tom Munro Sally Renshaw Jane Yates	(0)	(0)	(0)	(1)

JOINT COMMITTEES

Committee	Labour Group (28)	Independent Group (5)	Conservative Group (2)	Reform (1)	Independent Councillor (1)
ICT Shared Services Committee (3 from BDC plus CBC and NEDDC)	(3) Councillors: David Bennett Donna Hales Jane Yates	(0)	(0)	(0)	(0)

Committee	Labour Group (28)	Independent Group (5)	Conservative Group (2)	Reform (1)	Independent Councillor (1)
Shared Services Scrutiny Committee (also known as Joint Scrutiny Panel) (3)	Councillors (2)	(0)	(1)	(0)	(0)

ADVISORY GROUPS

Committee	Labour Group (28)	Independent Group (5)	Conservative Group (2)	Reform (1)	Independent Councillor (1)
Pleasley Park and Vale Conservation Area Joint Advisory Group (5)	Councillors: Tom Kirkham Tom Munro John Ritchie Janet Tait Catherine Tite (5)	(0)	(0)	(0)	(0)
Local Plan Implementation Advisory Group (10) <i>*same as Planning Committee</i>	Councillors: Rob Hiney-Saunders Tom Munro Sally Renshaw Janet Tait John Ritchie Catherine Tite Phil Smith (7)	(2)	(0)	(1) Councillor Carol Wood	(0)
Member Development Working Group (7)	Councillors: David Bennett Mary Dooley Catherine Jeffery Jeanne Raspin (5)	(1)	(1)	(0)	(0)

Housing Liaison Board (5)	Councillors: Phil Smith Janet Tait Ashley Taylor Rita Turner Vicky Waplington	(5)	(0)	(0)	(0)	(0)
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Bolsover District Council

Meeting of the Annual Council on 21st May 2025

Nominations to Chairs and Vice-Chairs of Committees and Advisory Bodies 2025/26

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

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

PURPOSE/SUMMARY OF REPORT

For Council to decide upon the appointment of Chairs and Vice-Chairs for the 2025/26 Municipal Year.

REPORT DETAILS

1. Background

- 1.1 Council is asked to consider the list of nominations for Chairs and Vice-Chairs.

2. Details of Proposal or Information

- 2.1 Appendix 1 sets out the Committees and Advisory Bodies for which Chairs and Vice-Chairs should be appointed and any nominations received by the time of writing the report. Further nominations can be presented at the meeting.

3. Reasons for Recommendation

- 3.1 To appoint Chairs and Vice-Chairs for the Committees and Advisory Bodies as attached at Appendix 1.

4. Alternative Options and Reasons for Rejection

- 4.1 There are no alternative options as each of the listed bodies requires a Chair and Vice-Chair to be appointed.

RECOMMENDATION(S)

1. That Council considers the nominations for Chairs and Vice-Chairs and to make appointments to these positions.
-

<u>Finance and Risk</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: There are no financial or risk implications arising from this report. On behalf of the Section 151 Officer	
<u>Legal (including Data Protection)</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: There are no legal or data protection implications arising from this report. On behalf of the Solicitor to the Council	
<u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: There are no human resource issues implications arising from this report On behalf of the Head of Paid Service	
<u>Equality and Diversity, and Consultation</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: None.	
<u>Environment</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: There are no environmental implications arising from this report.	

DECISION INFORMATION

<input type="checkbox"/> <i>Please indicate which threshold applies:</i>	
Is the decision a Key Decision? A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Revenue (a) Results in the Council making Revenue Savings of £75,000 or more or (b) Results in the Council incurring Revenue Expenditure of £75,000 or more.	(a) <input type="checkbox"/> (b) <input type="checkbox"/>
Capital (a) Results in the Council making Capital Income of £150,000 or more or (b) Results in the Council incurring Capital Expenditure of £150,000 or more.	(a) <input type="checkbox"/> (b) <input type="checkbox"/>
District Wards Significantly Affected: <i>(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)</i> Please state below which wards are affected or tick All if all wards are affected:	All <input type="checkbox"/>

Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, is the call-in period to be waived in respect of the decision(s) proposed within this report? <i>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Consultation carried out: <i>(this is any consultation carried out prior to the report being presented for approval)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Leader <input checked="" type="checkbox"/> Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	

Links to Council Ambition: Customers, Economy, Environment, Housing
Providing excellent and accessible services.

DOCUMENT INFORMATION:

Appendix No	Title
1	List of Chairs and Vice-Chair nominations 2025/2026

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>

NOMINATIONS OF CHAIRS AND VICE-CHAIRS TO ESTABLISHED COMMITTEES 2025/26

	Committee/Regulatory Body	Labour Group nomination	Other nomination
a)	Audit Committee Chair Vice Chair	Cllr Catherine Tite Independent Appointed Person	
b)	Climate Change and Communities Scrutiny Committee Chair Vice Chair	Cllr Ashley Taylor Cllr Anne Clarke	
c)	Customer Services Scrutiny Committee Chair Vice Chair	Cllr Vicky Waplington Cllr Rita Turner	
d)	Local Growth Scrutiny Committee Chair Vice Chair	Cllr Sally Renshaw Cllr Tom Kirkham	
e)	Employment and Personnel Committee Chair Vice Chair	Cllr Duncan McGregor Cllr Deborah Watson	
f)	Finance & Corporate Overview Scrutiny Committee Chair Vice Chair	Cllr David Bennett Cllr Sally Renshaw	
g)	Licensing Committee(s) Chair Vice Chair	Cllr Duncan McGregor Cllr Amanda Davis	
h)	Planning Committee Chair Vice Chair	Cllr John Ritchie Cllr Catherine Tite	

i)	Safety Committee Chair Vice Chair	To be appointed at first meeting	
j)	Standards Committee Chair Vice Chair	Mrs Ruth Jaffray Cllr Vicky Waplington	
k)	Union / Employee Consultation Committee Chair Vice Chair	Appointed at first meeting	
l)	Member Development Working Group Chair Vice Chair	Cllr Catherine Jeffery Cllr Mary Dooley	
m)	Local Plan Implementation Advisory Group Chair Vice Chair (same as Planning Committee)	Cllr John Ritchie Cllr Catherine Tite	

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

Bolsover District Council

Meeting of Annual Council on 21st May 2025

Appointments to Outside Bodies (Council Functions) 2025/26

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

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

PURPOSE/SUMMARY OF REPORT

For Council to appoint representatives to Outside Bodies for 2025/26.

REPORT DETAILS

1. Background

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

2. Details of Proposal or Information

- 2.1 The term of office for each appointment will be from the date of the Annual Council meeting (21st May 2025) until the next Annual Council meeting unless otherwise specified.
- 2.2 Appendix 1 includes details of the bodies to be appointed to for 2025/26 at the time of writing the report. A list of proposed nominations will be circulated before the meeting.

3. Reasons for Recommendation

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

4. Alternative Options and Reasons for Rejection

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

RECOMMENDATION(S)

1. That Council considers the list of Outside Bodies (Council Functions) attached at Appendix 1 and to make appointments of representatives.
 2. The term of office for each appointments will be from the date of the Annual Council meeting (21st May 2025) until the next Annual Council meeting, unless otherwise specified.
-

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details: There are no financial or risk implications arising from this report. On behalf of the Section 151 Officer		
<u>Legal (including Data Protection)</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details: There are no legal or data protection implications arising from this report. On behalf of the Solicitor to the Council		
<u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details: There are no human resource issue implications arising from this report. On behalf of the Head of Paid Service		
<u>Equality and Diversity, and Consultation</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details: None.		
<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: None.		

DECISION INFORMATION:

<input checked="" type="checkbox"/> Please indicate which threshold applies:	
Is the decision a Key Decision? A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Revenue (a) Results in the Council making Revenue Savings of £75,000 or more or (b) Results in the Council incurring Revenue Expenditure of £75,000 or more.	(a) <input type="checkbox"/> (b) <input type="checkbox"/>
Capital (a) Results in the Council making Capital Income of £150,000 or more or (b) Results in the Council incurring Capital Expenditure of £150,000 or more.	(a) <input type="checkbox"/> (b) <input type="checkbox"/>
District Wards Significantly Affected: <i>(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)</i> Please state below which wards are affected or tick All if all wards are affected:	All <input type="checkbox"/>

Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If No, is the call-in period to be waived in respect of the decision(s) proposed within this report? <i>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Consultation carried out: <i>(this is any consultation carried out prior to the report being presented for approval)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Leader <input checked="" type="checkbox"/> Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	

Links to Council Ambition: Customers, Economy, Environment, Housing
Customers providing excellent and accessible services. Council representatives on Outside Bodies support the overall objectives of the Councils ambition and partnership working.

DOCUMENT INFORMATION:

Appendix No	Title
1	Appointments to Outside Bodies (Council Functions) 2025/26

Background Papers

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

None.

APPOINTMENTS TO OUTSIDE BODIES 2025/26 (COUNCIL FUNCTIONS)

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

Organisation	Representative(s)
Arthur Townrow Pensions Fund (term expiring on 1 st January 2027)	(2 representatives) Councillor Clive Moesby Councillor Mary Dooley
Association of Councillors a) National	(1 representative & 1 sub) Councillor Mary Dooley Councillor John Ritchie
Association of Councillors b) English Regional	(1 representative & 1 sub) Councillor Ashley Taylor Councillor Jane Yates (substitute)
Derbyshire Police and Crime Panel	(1 representative & 1 sub) Relevant Portfolio Holder for Community Safety – Councillor Clive Moesby Councillor Phil Smith
Doe Lea Management Committee	(1 representative) Councillor Catherine Jeffery
East Midlands Combined County Authority (non-constituent members)	Leader: Councillor Jane Yates Deputy Leader: Councillor Donna Hales and Councillor John Ritchie (substitutes)
Isabella Smithson's Charity (Administered by The John Pearce Trust)	(3 representatives) Councillor Anne Clarke Councillor Rowan Clarke Councillor Catherine Jeffery

Organisation	Representative(s)
<p>Joint Board (BDC/NEDDC/CBC)</p> <p>Council Appointments - Scrutiny Observers</p>	<p>Leader and Deputy Leader (Executive Appointments)</p> <p>Councillor TBA (Scrutiny Representative Observer)</p> <p>Councillor TBA Councillor TBA (Scrutiny Representative Substitute Observers)</p>
<p>Local Government Association National</p>	<p>Leader: Councillor Jane Yates Deputy Leader: Councillor Donna Hales (substitute)</p>
<p>South Yorkshire Mayoral Combined Authority Board</p> <p>(non-constituent Council members)</p>	<p>Leader: Councillor Jane Yates Deputy Leader: Councillor Donna Hales (substitute)</p>

Bolsover District Council

Council on 21st May 2025

Standards Committee Annual Report

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

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

PURPOSE/SUMMARY OF REPORT

For Council to consider the Standards Committee Annual Report on the work it has undertaken during the municipal year 2024/25.

REPORT DETAILS

1. Background

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

2. Details of Proposal or Information

- 2.1 For Council to consider the Standards Committee Annual Report which sets out the work of the Committee during the municipal year 2024/25.
- 2.2 The Annual Report 2024/25 is attached as Appendix 1 to this report.

3. Reasons for Recommendation

- 3.1 To enable the Council to consider the Annual Report of the Standards Committee in relation to its work during the municipal year 2024/25.

4. Alternative Options and Reasons for Rejection

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

RECOMMENDATION(S)

That Council notes the Standards Committee Annual Report 2024/25.

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: None arising from this report.	
On behalf of the Section 151 Officer	
<u>Legal (including Data Protection)</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: None arising from this report.	
On behalf of the Solicitor to the Council	
<u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: None arising from this report.	
On behalf of the Head of Paid Service	
<u>Equality and Diversity, and Consultation</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: None arising from this report.	
<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: None arising from this report.	

DECISION INFORMATION:

<input checked="" type="checkbox"/> Please indicate which threshold applies:	
Is the decision a Key Decision? A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Revenue (a) Results in the Council making Revenue Savings of £75,000 or more or (b) Results in the Council incurring Revenue Expenditure of £75,000 or more.	(a) <input type="checkbox"/> (b) <input type="checkbox"/>

Capital (a) Results in the Council making Capital Income of £150,000 or more or (b) Results in the Council incurring Capital Expenditure of £150,000 or more. District Wards Significantly Affected: <i>(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)</i> Please state below which wards are affected or tick All if all wards are affected:	(a) <input type="checkbox"/> (b) <input type="checkbox"/> All <input type="checkbox"/>
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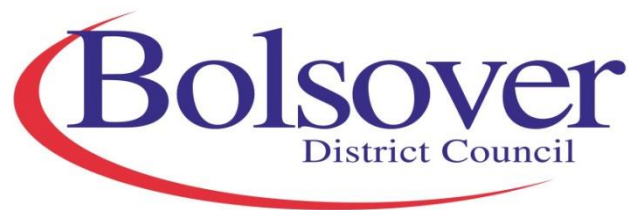
Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i> If No, is the call-in period to be waived in respect of the decision(s) proposed within this report? <i>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</i> Consultation carried out: <i>(this is any consultation carried out prior to the report being presented for approval)</i> Leader <input type="checkbox"/> Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input checked="" type="checkbox"/> Standards Committee 12th May 2025	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
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Links to Council Ambition: Customers, Economy, Environment, Housing
Customers providing excellent and accessible services.

DOCUMENT INFORMATION:

Appendix No	Title
1	Standards Committee Annual Report 2024/25

Background Papers <i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive, you must provide copies of the background papers).</i>
None.



Standards Committee
Annual Report 2024/25

Standards Committee Annual Report 2021/22

Foreword from the Chair of the Standards Committee

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

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

Mrs Ruth Jaffray

Co-opted Member

The Annual Report outlines the work of the Standards Committee during the municipal year 2024/25 and covers the following subjects:

- 1 Chair and Co-optees of the Standards Committee 2024/25;
- 2 Independent Persons;
- 3 Complaints received during 2024/25;
- 4 Councillor Complaint Procedure;
- 5 Consideration of requests for dispensations;
- 6 Constitution Review Work;
- 7 Policy Review;
- 8 Member Training Attendance.

1 Chair and Co-optees of Standards Committee 2024/25

The Articles of the Constitution require that a co-opted member be appointed Chair of the Standards Committee. The Council therefore approved the

appointment of Mrs Ruth Jaffray in November 2016 who has undertaken that role since then.

2 Independent Persons

The Council has two Independent Persons who advises the Monitoring Officer on complaints against District or Parish Councillors and also advises Councillors who were the subject of complaints. These are Mr Stephen Wainwright and Mr Ian Kirk.

3 Complaints received during the period May 2024 to May 2025

From the start of May 2024 the Monitoring Officer has received 22 complaints. This is a significant increase on last year when only 8 were received. 5 complaints related to the action of a district councillor and 17 relating to parish councillors. Most incidents are relatively minor and where a potential breach was identified they were dealt with through informal methods such as an apology. Other more serious complaints are dealt with by an informal investigation and one complaint has been through the investigation process. This resulted in an apology from the councillor concerned which was considered to be a proportionate way to conclude the complaint

4 Councillor Complaint Procedure

In November Standards Committee approved changes to the Councillor Complaint Procedure. This is the procedure undertaken when a complaint is made that a district or parish councillor has breached a relevant code of conduct. Under the procedure once a complaint has been investigated and the investigator recommends that there has been a breach of the code, the matter can be dealt with informally or by way of a hearing. Under the previous procedure before determining that a formal hearing was not required the Monitoring Officer was essentially required to seek approval from the complainant. This meant that where the Monitoring Officer did not believe that a formal hearing was appropriate a complainant could still force a hearing to take place. This took away the discretion of the Monitoring Officer and put disproportionate control in the hands of the complainant. Standards Committee addressed this imbalance and approved changes to the procedure that gave the Monitoring Officer the discretion to refer a complaint for a formal hearing. This change is in line with guidance issued by the Local Government Association.

5 Consideration of requests for Dispensation.

In January we considered a request from councillors who are also directors of the Council's Dragonfly companies to be able to speak and vote on decisions relating to the Council's budget. This was because they had a registerable interest in the budget due to their directorships. In addition the request asked for a wider dispensation to enable the councillors to be able to speak on local government reorganisation issues that affect Dragonfly. Whereas we were happy to grant the dispensation to enable those councillors to take part in budget debates and

decision we were not prepared to grant a wider dispensation. However we will consider the individual merits of dispensation requests on a case-by-case basis.

6 Constitution Review Work

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

- Amendments to the code of conduct]
- Disestablishment of the Employment & Personnel Committee

7 Policy Review Work

Whistle-blowing Policy Review

The Council is committed to updating the Whistle-blowing policy on a regular basis to ensure it is fit for purpose and a review was conducted in January 2024 with no substantive changes being made other than housekeeping amendments.

The Monitoring Officer has overall responsibility for the maintenance and operation of the policy and would maintain a record of any concerns raised and the outcomes. The Monitoring Officer is also required to report as necessary to the Council on instances relating to Whistleblowing. It was noted by the Standards Committee at its meeting in January, that the policy was fit for purpose and there had been no instances of whistle blowing since the 2024 annual review.

RIPA Policy Review

In September we undertook a review of its RIPA Policy. This is the policy that regulates how the Council uses its powers under the Regulation of Investigatory Powers Act 2000 and the Investigatory Powers Act 2000 in relation to use of surveillance. We have also received a update on the use of investigatory powers and were informed that no such powers were used.

8 Gifts and Hospitality

- 8.1 The Council's Constitution specifies detailed arrangements for the registering of gifts and hospitality made to Members and officers.
- 8.2 The annual reporting of offers of gifts and hospitality made to Members and officers ensures that the Council's performance on this matter is monitored on a regular basis and that any changes in procedure can be introduced if necessary. The register of Gifts and Hospitality is also published on the Council's website.
- 8.3 In January this year, the Standards Committee received and noted an annual report in respect of offers of gifts and hospitality made to Members and officers for the period January 2024 to December 2025.

- 8.4 Members are reminded that advice is available from the Monitoring Officer, Deputy Monitoring Officer and Legal Services in relation to any offer of gift or hospitality and Members and officers are encouraged to seek this advice where they were unsure.

9 Member Training Attendance

Part of the Terms of Reference of the Standards Committee is to oversee Members training including attendance at courses. We noted that the attendance at training provided was not as high as it should have been. The Monitoring Officer has agreed to discuss how to improve training attendance with the Council's Member Development Champion. Further we have suggested establishing a full training programme which is notified to Members in advance, holding evening training sessions and providing on-line training.

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

Bolsover District Council

Meeting of the Annual Council on 21st May 2025

Scheme of Delegation for Officers

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

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

PURPOSE/SUMMARY OF REPORT

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

REPORT DETAILS

1. Background

- 1.1 It is a requirement under Council Procedure Rule 1.1 (o) of the Council's Constitution that the Annual Council Meeting agrees the Scheme of Delegation as set out in Part 3 of the Constitution.
- 1.2 The Scheme of Delegation outlines the specific delegation of Council and Executive functions to officers. The scheme includes general powers delegated to all senior managers together with specific powers delegated to the Chief Executive, the Director Finance & Section 151 Officer and Director of Governance and Legal Services & Monitoring Officer
- 1.3 The Scheme also outlines Proper Officer Provisions.

2. Details of Proposal or Information

- 2.1 The Scheme of Delegation for Officers is shown in Appendix 1.
- 2.2 Standards Committee on the 12th May 2025 considered a proposal and recommended to Council that the Scheme of Delegation be amended to enable the Monitoring Officer to make changes to the Constitution to reflect "administrative changes".

- 2.3 The proposed wording of the delegation to the Monitoring Officer is “To make changes to the Constitution arising from any new legislation, administrative errors **or administrative changes** or conflicts in interpretation”.

3. Reasons for Recommendation

- 3.1 That Council approves the Scheme of Delegation for Officers in accordance with Council Procedure Rule 1.1 (o).
- 3.2. The framework outlines the specific delegation of Council and Executive Functions to officers in order for them to undertake their work as officers of the Council.

4 Alternative Options and Reasons for Rejection

- 4.1 It is a requirement of the Council’s Procedural Rules that a scheme of delegation is approved.

RECOMMENDATION(S)

That Council approves the Scheme of Delegation for Officers as set out in Appendix 1 to this report.

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details: There are no financial or risk implications arising 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: It is a requirement under Council Procedure Rule 1.1 (o) of the Council’s Constitution, that Annual Council Meeting agrees the Scheme of Delegation as set out in Part 3 of the Constitution. On behalf of the Solicitor to the Council		
<u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details: here are no human resource issues implications arising from this report. On behalf of the Head of Paid Service		

Equality and Diversity, and ConsultationYes ☐No ☒**Details:**

None.

EnvironmentYes ☐No ☒

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

There are no environmental implications arising from this report.

DECISION INFORMATION:☒ ***Please indicate which threshold applies:*****Is the decision a Key Decision?**

A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds:

Revenue (a) Results in the Council making Revenue Savings of £75,000 or more or **(b)** Results in the Council incurring Revenue Expenditure of £75,000 or more.

Capital (a) Results in the Council making Capital Income of £150,000 or more or **(b)** Results in the Council incurring Capital Expenditure of £150,000 or more.

District Wards Significantly Affected:

(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)

Please state below which wards are affected or tick **All** if all wards are affected:

Yes ☐No ☒**(a)** ☐**(b)** ☐**(a)** ☐**(b)** ☐**All** ☐

Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i> If No, is the call-in period to be waived in respect of the decision(s) proposed within this report? <i>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</i> Consultation carried out: <i>(this is any consultation carried out prior to the report being presented for approval)</i> Leader <input checked="" type="checkbox"/> Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>

Links to Council Ambition: Customers, Economy, Environment, Housing
Customers providing excellent and accessible services.

DOCUMENT INFORMATION:

Appendix No	Title
1	Scheme of Delegation

Background Papers
<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive, you must provide copies of the background papers).</i>
None.

3.1 SCHEME OF DELEGATION FOR OFFICERS

4.10.1 Introduction

- (1) This scheme has been adopted by Bolsover District Council and sets out the extent to which the powers and duties of the Council is delegated to officers under the Local Government Act 1972, the Local Government Act 2000 and all other powers enabling delegation to officers. It is adopted with the intention of giving a streamlined, clear and simple decision-making process. It should be interpreted widely.
- (2) Under this scheme officers must keep Members properly informed of action arising within the scope of these delegations. Officers must liaise closely with the relevant Portfolio Holder on Executive Functions and the relevant Chairman of the regulatory committee when the matter falls within the remit of that committee.
- (3) All references to legislation shall be deemed to include any subsequent amendments to such legislation.
- (4) Officers must consult the local Ward Member(s) when they exercise any delegated powers specifically affecting their ward and when the matter is likely to be politically sensitive or contentious unless legal reasons prevent this. Officers must take account of the views of the relevant Ward Member(s) before exercising their delegated power.
- (5) Under section 101 of the Local Government Act 1972 the Council may authorise an officer of the Authority to commission and monitor work for and on behalf of the Council by people who are not officers of the Authority and such people will be bound by this scheme, and the obligations contained in it, at all times when engaged on Council business (for example Environmental Health).
- (6) References to powers of 'the Council' include functions of the Executive.
- (7) Any reference to a function shall be deemed to include a reference to all statutory powers relating to that function and shall be deemed to include authority to exercise all such powers.
- (8) All delegations are intended to be cumulative. Each delegation may be read on its own unless it is specifically expressed to be subject to another.
- (9) All delegations to officers are subject to:-
 - Statutory requirements
 - Contract Procedure Rules
 - Financial Regulations/Finance Rules
 - Consideration of the policies and plans of the relevant Council
 - The Employee Code of Conduct and adopted protocols

- Any financial limits set out in any budget agreed by Council and in accordance with Financial, Contract and Property Procedure Rules
- The Budget and Policy Framework set by Council and any other Council policy having regard to any report by the Head of Paid Service, the Monitoring Officer or the Officer designated under section 151 of the Local Government Act 1972
- Any provision contained within this Constitution.

- (10) Where an officer has delegated powers, the Council or the Executive or a committee (as appropriate) can still exercise that power in a particular case if it considers it appropriate to do so. Equally, it is always open to an officer not to exercise delegated powers but to refer the matter up as appropriate.

4.10.2 Exclusions

- (1) This Scheme does not delegate:-

- Any matter which by law may not be delegated to an officer.
- Any matter which is specifically excluded from delegation by this scheme, by a decision of the Council, the Executive or a committee or sub-committee.

4.10.3 Authorisations to other Officers

Officers with delegated powers may in writing authorise another officer or officers to exercise those powers. Such authorisations may be subject to limitations and conditions. The officer with the delegated powers must keep a register of all authorisations granted. Copies must also be sent to the Governance & Civic Manager.

4.10.4 Reserve Delegations

The delegated powers held by a post may be exercised by the line manager of that post (or by their line manager) if:-

- that post is vacant.
- the post-holder is not at work for any reason.

4.10.5 Consultation

Officers shall consult as appropriate and have due regard to the advice given. If for any reason it is not practical to consult a person required to be consulted in the exercise of a delegation then the person with the delegated power must consult someone else whom he/she considers to be an appropriate substitute. In particular, consultation must take place with Legal Services, Finance and Human Resources as appropriate.

4.10.6 Restriction on delegations to Directors Assistant Directors

- (1) Each delegation to a Director/Assistant Director is subject to a limitation that it shall not be exercised if the Head of Paid Service, or a Director, or the Monitoring Officer, or Section 151 Officer has given a direction to that effect.
- (2) The Head of Paid Service, or a Director, may exercise any delegated power possessed by a Director/Assistant Director whilst a direction is in force with respect to that delegation.
- (3) In the absence of a Director, an Assistant Director within that Directorate may exercise any delegated power possessed by that Director.
- (4) Delegated powers may only be exercised within approved budgets, unless a virement is permitted by the Financial Regulations. The use of the Transformation Reserve can only be authorised by the Head of Paid Service.

4.10.7 Transfer of Functions

- (1) Where the name of a post is changed, or its relevant functions become vested in a different post, any delegated powers possessed by the post shall be retained by the renamed post or transferred to the different post as the case may be. This includes any delegated powers vested in a post by resolution of the Council, the Cabinet/Executive or a Committee/Sub Committee.
- (2) Where a service is restructured, the Head of Paid Service shall have authority to re-allocate the delegated powers to other posts and shall give notice of this to the Monitoring Officer and inform the relevant Portfolio Holder.

4.10.8 Proper Officers

- (1) In addition to the specific powers delegated to Chief Officers, local government legislation specifies that certain officers must have responsibility for a number of specific functions as set out in the various acts of parliament. Each officer with such responsibility is known as the “Proper Officer” in relation to that task. The list of Proper Officers is approved by the Council and set out later in section 4.11
- (2) The Council is also required to appoint certain officers known as Statutory Officers to take responsibility for functions specified in local authority legislation. These functions are in addition to the Scheme of Delegation and are set out in section 4.11

4.10.9 General powers delegated to the Chief Executive Officer and all Directors and Assistant Directors

- (1) To exercise within approved budgets all matters of day to day administration and operational management of the services and functions for which they are responsible.
- (2) To take all necessary action to achieve and implement the objectives and actions set out in approved policies, strategies, plans and decisions of Council or committees.
- (3) To sign licenses and notices relevant to their service areas subject to consultation with the Monitoring Officer.
- (4) To make decisions on any objection submitted which relates to a proposal, application or other matter within their service area, subject to Committee Terms of Reference.
- (5) Service of any statutory notices affecting their service area subject to consultation with the Monitoring Officer where appropriate.
- (6) To exercise the Council's powers to enter land and premises (and to authorise others to enter land and premises) for the purposes of any of the Council's functions which the officer has responsibility for enforcing or investigating.
- (7) To instruct the Council's Legal Service with respect to any legal matter concerning their department or services.
- (8) To exercise the Council's power to publish information about its services including deciding the content of any publication.
- (9) To decide the terms upon which services will be provided to the public, (which may include providing services on different terms to different individuals or classes of individuals).
- (10) To exclude people from Council premises where they consider this to be warranted in the interests of health and safety or for the maintenance of order.
- (11) To deal with the following employment matters in accordance with Council procedures:
 - (i) The employment of all employees below Assistant Director level including determining the most appropriate means of recruitment and selection
 - (ii) Formulation, review and revision of person specifications and job descriptions for posts within their service areas
 - (iii) Application of conditions of service including the authorisation of leave of absence, purchase of annual leave and payment of honoraria

- (iv) Suspension or dismissal of employees below Head of Service/Assistant Director level
 - (v) Re-grading of posts below Assistant Director level following job evaluation
 - (vi) Determination of job sharing applications
 - (vii) Waive any part of the notice required to be given by an employee to terminate employment.
- (12) To authorise payments for overtime in accordance with Council procedures.
- (13) To deal with procurement matters acting at all times within the Council's Financial and Contract Procedure Rules.
- (14) To acquire, dispose of, grant and obtain rights in land and premises on such terms and conditions as considered appropriate where expenditure is within approved budgets.
- (15) To acquire, dispose of, grant and obtain rights in vehicles and other equipment and property where expenditure is within approved budgets.
- (16) To commission goods, services and works within approved budgets whether or not the decision is above or below the key decision threshold.
- (17) To award a contract without following one of the normal procedures within part 4.8.3 of the Council's Procurement Rules provided that one of the exemptions in part 4.8.4 of the Rules can be applied and the provisions of part 4.8.4 are met.
- (18) To deal with media enquiries and press releases in conjunction with the Communications Manager/Officer who will contact the relevant Members.
- (19) To represent the views of the Council in responding to consultations with the Council by any outside body where it is expedient to do so or where the period for a response does not allow the consultation paper to be reported to Members, subject to contacting the relevant Portfolio Holder or the Leader and Deputy Leader where the matter is politically contentious and where appropriate reporting to Executive/Council subsequently.
- (20) To work with partners to achieve and implement the objectives and actions set out in the approved Council Ambition, Service Plans, Business Plans, policies, strategies or other plans.
- (21) To carry out any duties or responsibilities as contained within the Financial Regulations.
- (22) To carry out any functions contained within section 3.2 of Part 3 – Council Functions and section 3.3 – Local Choice Council Functions of the Functions Scheme in so much as they relate to the day to day administration and

operational management of the services and functions for which they are responsible.

- (23) To make non substantive amendments to Council policy, subject to consultation with the Monitoring Officer, in order to:
- i) reflect changes in the law, government or regulators' guidance, and other Council policies; or
 - ii) correct obvious, technical or clerical errors and to take account of
- (24) To agree to the receipt of any external funding below the key decision level and the acceptance of any associated funding conditions.

4.10.10 Chief Executive Officer

Delegations

Exceptions

- (1) To act as Head of Paid Service for the Council in accordance with the duties set out in Section 4 of the Local Government Act 1989.
- (2) To determine all staffing matter including but not limited to:-
- (i) Determining matters relating to structure (additions, reductions post title changes and other changes to the establishment).
 - (ii) The appointment, dismissal, suspension or discipline of staff, save that in relation to the Directors, Assistant Directors this does not include the appointment and in the case of the statutory officers their dismissal.
- (3) Approving secondments and temporary appointments of any staff.
- (4) To act as the Safeguarding lead.
- (5) To implement shared services with other local authority or public sector bodies by taking any action necessary to facilitate the arrangements including but not limited to redundancies which may result from implementation.

- (6) Following consultation with the section 151 Officer, delegation in respect of points 1,3 and 1.4 of the Local Government Pension Scheme transfers policy.
- (7) Following consultation with the section 151 Officer, if they see fit to accept transfers (in respect of an individual employee's application to transfer in pension from a previous scheme) to the local government pension scheme outside the 12 month period, in those cases where the scheme member has not been informed of the time limit.
- (8) Following consultation with the Licensing Section within the shared Environmental Health service, Legal Services and the Chair of the Licensing Committee to suspend or revoke any Private Hire or Hackney Carriage Driver, Vehicle or Operator Licence in such cases where it would be inappropriate to refer the matter to Licensing Committee for consideration. Where permitted by law, this may be with immediate effect on the grounds of public safety.
- (9) To authorise the making of notices and orders under Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014. In the case of Public Space Protection Orders only these will require consultation with the Leader or Deputy Leader of the Council and relevant ward members, and authorisation given incur any necessary expenditure to create, manage or revoke Public Space Protection Orders.
- (10) To guide and where appropriate direct Directors and Assistant Directors in the exercise of their delegated functions in order to achieve the overall corporate aims and objectives of the Council.
- (11) To express the views of the Council with regard to Local Government and the functions associated with it, within the general policy laid down from time to time by

the Council or its Committees and to act thereon.

- (12) To take such action as they consider appropriate in an emergency following consultation with the Leader and/or Deputy Leader as they consider the circumstances will allow and where applicable, inform the relevant Portfolio Holder. Any decisions taken under this paragraph shall be reported by the Chief Executive Officer to the next meeting of Council explaining the reasons for the decision.
- (13) If there is an urgent need for a commercial decision, following consultation with the Leader and/or Deputy Leader and the relevant Portfolio Holder, to make the decision and endorsement will be sought from the Executive or Council as appropriate.
- (14) To formulate and co-ordinate advice on strategic and corporate policy and value for money issues.
- (15) To issue/grant such authorisations as may be necessary to enable any employee to undertake with full legal force the full range of their duties subject to such authorisation remaining in force until the next ordinary meeting of the Committee having authority to issue/grant such authorisations.
- (16) To exercise any of the powers delegated to a Director or Assistant Director.
- (17) To determine applications under the Regulation of Investigatory Powers Act 2000 and related legislation.
- (18) Following consultation with the Leader or Deputy Leader and on recommendation of the Monitoring Officer, to approve expenditure in pursuance or determination of any employment related disputes including settlement agreements.
- (19) To make customers vexatious under the Compliments, Comments and Complaints Policy.

- (20) To authorise the use of earmarked reserves or Transformation Reserves.

Delegated decisions relating to Transformation Reserves to be initialed by the Section 151 Officer to evidence they have seen them.

- (21) Following consultation with the Leader and Deputy Leader, to determine any matter the Council is required to make a decision on under Part 5 Chapter 3 (Assets of Community Value) of the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012.
- (22) To undertake and determine a review under section 92 of the Localism Act 2011 of a listing of an asset of community value, where the original decision was made by another Director.
- (23) To undertake and determine a review of a decision on compensation in relation to a listing of an Asset of Community Value under Regulation 16 of the Assets of Community Value (England) Regulations 2012, where the original decision was made by another Director.
- (24) Following consultation with the Leader and the relevant Portfolio Holder, to determine the action the Council will take on a Neighbourhood Plan proposal following receipt of the examiner's report, in accordance with rule 18 of the Neighbourhood Planning (General) Regulations 2012, where there is insufficient time for the matter to be submitted to Executive to meet the statutory deadline.
- (25) Following a consultation with the Leader and the relevant Portfolio Holder, to make a Neighbourhood development Plan where more than half of those voting in an applicable referendum have voted in favour of the plan.

- (26) to carry out Rights of Way functions for which the Council is responsible under Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) together with rights of way powers as set out in the Town & Country Planning Act 1990.
- (27) To approve applications and carry out associated functions pursuant to the Housing Grants, Construction and Regeneration Act 1996, the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 and related legislation (including Disabled Facilities Grants).

Applications for discretionary Disabled Facilities Grants must be submitted to Executive.
- (28) To authorise another local authority to carry out the licensing enforcement function in respect of hackney carriage vehicles and private hire vehicles for the Council as well as the Council retaining those functions.
- (29) To authorise the enforcement officers of the Council to issue notices relating to enforcement, make decisions, or do anything required in respect of hackney carriage and private hire licensing enforcement function.
- (30) To authorise the making of Public Space Protection Orders under Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014, following consultation with the Leader or Deputy Leader of the Council and relevant Ward Members, and to incur any necessary expenditure to create, manage or revoke Public Space Protection Orders.
- (31) Following consultation with the Licensing Section within the shared Environmental Health service, Legal Services and the Chair of the Licensing Committee, to suspend or revoke any Private Hire or Hackney Carriage Driver, Vehicle or Operator Licence in such cases where it would be inappropriate to refer the matter to Licensing Committee for consideration. Where permitted by law, this may be with

immediate effect on the grounds of public safety.

- (32) To undertake and determine a review of a decision on compensation in relation to a listing of an Asset of Community Value under Regulation 16 of the Assets of Community Value (England) Regulations 2012, where the original decision was made by another Director.
- (33) To serve Section 215 Town and Country Planning Act 1990 notices.
- (34) To act as the Emergency Planning Lead.
- (35) To complaints and remedial action in respect of high hedges under Part 8 of the Anti-Social Behaviour Act 2003, regulations and orders under that Act, in accordance with procedures approved by the Council.
- (36) Following consultation with the Leader and Deputy Leader to agree extended rent free periods up to 5 years where major building works are undertaken by tenants on Pleasley Vale Business Park.
- (37) (Further delegated to the Assistant Director of Planning) making Local Development Orders (section 61A TCPA) in consultation with the relevant Portfolio Holder.
- (38) (Further delegated to the Assistant Director of Planning) Creating Simplified Planning Zones (section 82n TCPA) in consultation with the relevant Portfolio Holder.
- (39) (Further delegated to the Assistant Director of Planning) Creating Enterprise Zones (section 88 TCPA) in consultation with the relevant Portfolio Holder.
- (40) (Further delegated to the Assistant Director of Planning) discharge of Planning conditions in consultation with the relevant Portfolio Holder.
- (41) Following consultation with the Leader and Deputy Leader to authorise the making of a

compulsory purchase order pursuant to any of the statutory powers enabling the Council to do so and including the exercise by the Council of such powers on behalf of a parish or town council where so requested.

- (42) To act and perform all functions and duties of Electoral Registration Officer, Returning Officer, Deputy Returning Officer, Local Returning Officer, Acting Returning Officer and Local Counting Officer in all elections and referenda.
- (43) To agree to the receipt of any external funding and the acceptance of any associated funding conditions.

4.10.11 Director of Finance and Section 151 Officer

Delegations

Exceptions

- (1) To act as the Section 151 Officer for the Council in accordance with the duties set out in the legislation.
- (2) Have responsibility for the proper administration of the financial affairs of the Council.
- (3) After consulting with the Head of Paid Service and the Monitoring Officer, as Section 151 Officer, to report to the Council Meeting (or to the Executive in relation to an Executive Function) and the External Auditor if they consider that any proposal, decision or course of action will involve incurring unlawful expenditure or is lawful and is likely to cause a loss or deficiency or if the Council is likely to enter an item of account unlawfully.
- (4) To approve the Draft Statement of Accounts prior to consideration by External Audit.
- (5) To determine whether an employee who has left the employment of the Councils shall be granted early release of pension subject to Council approval of the budgetary implications.

- (6) After consultation with the relevant Portfolio Holder, to authorise the write-off of bad debts up to an approval limit of £2,500. Larger debts will be included in a report for information to the Executive/Cabinet.
- (8) To authorise any amendments to the list of named officers that may prove necessary during the course of the financial year in relation to the duties identified in accordance with s.223 of the Local Government Act 1972.
- (9) To determine applications under the Regulation of Investigatory Powers Act 2000 and related legislation.
- (10) To initial Delegated Decisions relating to Transformation Reserve spend to evidence that the Section 151 Officer has been consulted.
- (11) To authorise small increases in individual budgets of up to £10,000 per budget per year on one occasion in any financial year subject to a delegated decision notice (DD) being produced.
- (12) Following consultation with the Leader and Deputy Leader, to determine any matter the Council is required to make a decision on under Part 5 Chapter 3 (Assets of Community Value) of the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012.
- (13) To undertake and determine a review under section 92 of the Localism Act 2011 of a listing of an asset of community value, where the original decision was made by another Director.
- (14) To undertake and determine a review of a decision on compensation in relation to a listing of an Asset of Community Value under Regulation 16 of the Assets of Community Value (England) Regulations 2012, where the original decision was made by another Director.

- (15) To serve Section 215 Town and Country Planning Act 1990 notices.

4.10.12 Director of Governance and Legal Services and Monitoring Officer

Delegations

Exceptions

- (1) To act as Monitoring Officer for the Council in accordance with the duties set out in Section 5 of the Local Government Act 1989.
- (2) To institute, prosecute, defend, conduct, participate in, withdraw or settle any legal proceedings brought by or against the Council, to make any necessary applications and to take steps to enhance or protect the Council's legal position or interest.
- (3) Authority to sign documents in legal proceedings, contracts, contracts in accordance with the Contract Procedure rules whether under seal or not, any document necessary in legal proceedings on behalf of the Council and information and complaints, and lay them on behalf of the Council for the purpose of Magistrates' Court proceedings unless statute provides otherwise.
- (4) Instruction of Counsel and to retain the services of costs specialists, parliamentary agents or outside solicitors and to obtain expert advice on any matter affecting or likely to affect the interests of the Council.
- (5) To negotiate and settle claims and disputes without recourse to court proceedings.
- (6) To represent the Authority and secure the appearance of an advocate on the Authority's behalf in any legal proceedings.
- (7) To conduct, authorise and co-ordinate investigations into complaints under the Members Code of Conduct and make reports or recommendations about them to the Standards Committee.

- (8) To advise whether decisions of the Executive are in accordance with the Budget and Policy Framework.
- (9) To provide advice on the scope of powers and authority to take decisions, financial impropriety, probity and Budget and Policy Framework.
- (10) Monitoring and advising upon all aspects associated with the Regulation of Investigatory Powers Act (RIPA).
- (11) To monitor the use of the Gifts and Hospitality Registers and to maintain and sign acknowledgement of entries in the Gifts and Hospitality Register.
- (12) To authorise officers who are not solicitors to represent the Council in legal proceedings in the Magistrates' Court.
- (13) To authorise persons to collect, recover, prosecute or appear on behalf of the Council in any legal proceedings.
- (14) Following consultation with the Leader and/or Deputy Leader and relevant Portfolio Holder, to make and revoke appointments to outside bodies.
- (15) Following consultation with the Leader and Deputy Leader, to select Members to sit on any appeals hearing dealing with the hearing and determination of appeals relating to employment (including those relating to dismissal or other disciplinary action, sickness absence, pensions and grievance).
- (16) To amend the Polling Place Scheme between reviews, following consultation with the Leader and Deputy Leader.
- (17) To consider and co-ordinate any investigation by the Local Government and Social Care Ombudsman or the Housing Ombudsman subject to informing the Head of Paid Services.

- (18) To consider and report on any report of the Local Government and Social Care Ombudsman or the Housing Ombudsman and to decide on and implement the action to be taken and to approve and make compensation payments on the recommendation of the Ombudsman whether or not a budget exists following consultation with the Head of Paid Service, the Leader and Deputy Leader up to a maximum of £5,000 in respect of each recommendation.
- (19) To provide a dispensation under Section 85 of the Local Government Act 1972, where an application for dispensation has been received and there is no Council meeting in the meeting schedule which could consider the application before expiry, a dispensation may be granted until the date of the next Council Meeting which could consider it.
- (20) to make changes to the Constitution arising from any new legislation, administrative errors **or administrative changes** or conflicts in interpretation.

4.10.13 Strategic Director of Services

Delegations

Exceptions

- (1) To agree to the purchase of all vehicles subject to the purchase being in accordance with the approved capital budget and the Contract Procedure Rules.

4.11 Proper Officer Provisions

The relevant post holders listed below have been designated as Proper Officers for the purposes of the adjacent legislative provisions and any subsequent amendments:

Proper Officer Provisions And Designation Of Officers To Statutory Functions/Roles

The relevant post holders listed below have been designated as Proper Officers, or have been designated to fulfil statutory functions or roles for the purposes of the adjacent legislative provisions and any subsequent amendments:

Legislative Provision	Function	Proper Officer
Local Government Act 1972		
S.83(1) to (4)	Witness and receipt of Declaration of Acceptance of Office	Director Governance and Legal Services and Monitoring Officer
S.84(1)	Receipt of notice of resignation of elected member	Director Governance and Legal Services and Monitoring Officer
S.88(2)	Arranging a Council meeting to appoint a Chair of the Council	Director Governance and Legal Services and Monitoring Officer
S.89(1)	Notice of casual vacancy	Director Governance and Legal Services and Monitoring Officer
S.100 (except 100(D))	Admission of public (including press) to meetings	Director Governance and Legal Services and Monitoring Officer
S.100B(2)	The officer who may exclude from agendas any information which is likely to be dealt with in the absence of press and public	Director Governance and Legal Services and Monitoring Officer
S.100B(7)	The officer to supply copies of documents to newspapers	Director Governance and Legal Services and Monitoring Officer

S.100C(2)	The officer to prepare a written summary of the proceedings at committees and sub-committees	Director Governance and Legal Services and Monitoring Officer
S.100D(1)(a)	The officer to prepare a list of background papers for inspection	Director Governance and Legal Services and Monitoring Officer
S.100D(5)(a)	The officer to include in the list of background papers those documents which have been relied upon	Director Governance and Legal Services and Monitoring Officer
S.100F(2)	The officer to determine when a document should not be open to inspection because it discloses exempt information	Director Governance and Legal Services and Monitoring Officer
S.115(2)	Receipt of money due from officers	S.151 Officer
S137A (5)	Statement on Financial Assistance	Director of Finance and S.151 Officer
S.146(1)(a) and (b)	Declarations and certificates with regard to transfer of securities	Director of Finance and S.151 Officer
S.151 (and S.114 Local Government and Finance Act 1988)	The officer responsible for the proper administration of the Council's financial affairs	Director of Finance and S.151 Officer
S.151 (and S.114 Local Government and Finance Act 1988)	The officer responsible for the proper administration of the Council's financial affairs – Deputy	Director of Finance and S.151 Officer
S.191 (2) and (4)	Officer to whom an application under S.1 of the Ordinance Survey Act 1841 will be sent	Director Governance and Legal Services and Monitoring Officer
S.225 (1) and (2)	Deposit of documents	Director Governance and Legal Services and Monitoring Officer

S.228(3)	Accounts for inspection by any member of the Council	Director of Finance and S.151 Officer.
S.229(5)	Certification of photographic copies of documents	Legal Team Manager
s. 234	The officer required to give, make or issue any notice, order or other document under any enactment and to sign the same	Director Governance and Legal Services and Monitoring Officer
S.236(9) and (10)	Sending of copies of byelaws to parish councils, parish meetings and County Council	Legal Team Manager
S.238	Certification of byelaws	Governance & Civic Manager
S.248	Officer who will keep the Roll of Honorary Aldermen and Freeman	Governance & Civic Manager
Local Government Act 1972 – Schedule 12		
Para 4(2)(b)	Signing of summons to Council meeting	Director Governance and Legal Services and Monitoring Officer
Para 4(3)	Receipt of notice about address to which summons to meeting is to be sent	Director Governance and Legal Services and Monitoring Officer
Local Government Act 1972 – Schedule 14		
Para 25	Certification of resolution passed under this paragraph (Street naming etc)	Strategic Director of Services
Local Government Act 1974		
S.30(5)	To give notice that copies of an Ombudsman's report are available	Director Governance and Legal Services and Monitoring Officer

Local Government (Miscellaneous Provisions) Act 1976		
S.41(1)	The officer who will certify copies of evidence of resolutions and minutes of proceedings	Director Governance and Legal Services and Monitoring Officer
Local Authorities Cemeteries Order 1977		
Regulation 10	To sign exclusive rights of burial	Strategic Director of Services
Representations of the People Act 1983		
S.8	Registration Officer	Chief Executive Officer
S.8	Deputy Registration Officer	Electoral Services Manager
S.35	Returning Officer for Local Elections	Chief Executive Officer
S.35	Deputy Returning Officer for Local Elections	Electoral Services Manager
S.24	Acting Returning Officer for a Parliamentary Election	Chief Executive Officer
S.24	Deputy Acting Returning Officer for a Parliamentary Election	Electoral Services Manager
S.52	To act in place of Registration Officer	Deputy Registration Officer (see above)
S.67	Appointment of election agent	Chief Executive Officer
S.82 and 89	Receipt of election expense declarations and returns and the holding of those documents for public inspection	Chief Executive Officer
S.128, S.131, S.145, S.146	Provisions relating to election petitions	Chief Executive Officer
S. 200	Publication of Notices under the Act	Chief Executive Office
Sch. 4, (3), (6) and (8)	Elections Expenses	Chief Executive Officer

Local Authorities (Conduct of Referendums) (England) Regulations 2012		
S. 4, S41 and S.43	Publicity in connection with the referendum and the Declaration of result	Chief Executive Officer
Local Elections (Parishes and Communities) (England and Wales) Rules 2006		
Rules 5	Officer to receive the request for election to fill a casual vacancy in a Parish Council.	Chief Executive Officer
Local Government Act 2000		
	All references to the Proper Officer in the Local Government Act 2000 and subordinate legislation	Chief Executive Officer except as specifically provided in this scheme
The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012		
Regulation 2	Determination of documents constituting Background Papers	Director Governance and Legal Services and Monitoring Officer
Regulation 12	Recording of Executive decisions made at meetings of the Executive or Cabinet	Director Governance and Legal Services and Monitoring Officer
Regulation 14	Inspection of documents following Executive decisions	Director Governance and Legal Services and Monitoring Officer
Regulation 15	Inspection of background papers	Director Governance and Legal Services and Monitoring Officer
Regulation 13	Individual Executive decisions	Director of Governance and Legal Services and Monitoring Officer
Regulation 7	Access to agenda and connected reports	Director Governance and Legal Services and Monitoring Officer

Regulation 10	General exception relating to Key Decisions	Director Governance and Legal Services and Monitoring Officer
Regulation 16	Members' rights of access to documents	Director Governance and Legal Services and Monitoring Officer
Regulation 20	Confidential/exempt information and exclusion of public from meetings	Director Governance and Legal Services and Monitoring Officer
Building Act 1984		
S.78	Signing of Notices	Strategic Director of Services
Public Health Act 1936		
S.85(2)	To serve notice requiring remedial action where there are verminous persons or articles	Strategic Director of Services
Public Health Act 1961		
S.37	Control of any verminous article	Strategic Director of Services
Public Health (Control of Disease) Act 1984		
S11, 18, 20, 21, 22, 24, 29, 31, 36, 40,42, 43 and 48		Director Governance and Legal Services and Monitoring Officer
Public Health (Infectious Diseases) Regulations 1988		
Regulations 6, 8, 9, 10 Schedule 3 and 4		Director Governance and Legal Services and Monitoring Officer
Localism Act 2011		
S. 33	Submission of written requests for Standards Dispensations	Director Governance and Legal Services and Monitoring Officer

S. 81	Administration of Community Right to Challenge	Director Governance and Legal Services and Monitoring Officer
S.87	Maintenance of List of Assets of Community Value	Director Governance and Legal Services and Monitoring Officer
Freedom of Information Act 2000		
S. 36	Qualified Person determining prejudice to effective conduct of public affairs	Director Governance and Legal Services and Monitoring Officer
Local Government and Housing Act 1989		
S.2(4)	Recipient of the list of politically restricted posts	Director Governance and Legal Services and Monitoring Officer
S.3A	Employers certificate for exemption from politically restricted posts	Chief Executive Officer
S.4	Head of Paid Service	Chief Executive Officer
S.5	The Monitoring Officer	Director Governance and Legal Services and Monitoring Officer
S. 5	Deputy Monitoring Officer	Legal Team Manager
Local Government (Committees and Political Groups) Regulations 1990		
	For the purposes of the composition of committees and nominations to political groups	Director Governance and Legal Services and Monitoring Officer
Local Authorities (Standing Orders) (England) Regulations 2001		
Schedule 1, Part II, para 5.	Officer who will be given written notice of appointment or dismissal of officers listed in Schedule 2, Part II, paragraph 3	Chief Executive Officer

Data Protection Act 2018		
S. 69	Data Protection Officer	Information, Engagement and Performance Manager

Bolsover District Council

Meeting of the Annual Council on 21st May 2025

Operation of Urgency Rules and Thresholds for Key Decisions

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

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

PURPOSE/SUMMARY OF REPORT

The purpose of this report is to:

- Advise of Key Decisions taken under statutory Urgency Rules in the past 12 months.
- Advise of decisions taken under Urgency Rules within the Council's Scrutiny Rules (this is where call-in provisions are waived as the decision is urgent and cannot be reasonably deferred).
- Set the Key Decisions thresholds for the forthcoming year in line with the constitutional requirement at Annual Council meetings.

REPORT DETAILS

1. Background

- 1.1 A Key Decision is an executive (i.e. Executive or officer) decision which is likely to:
- result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
 - be significant in terms of its effects on communities living or working in an area comprising two or more wards within the District.

In determining the meaning of "significant" the Council must have regard to any guidance for the time being issued by the Secretary of State. The Council has decided that Revenue income or expenditure of £75,000 or more and Capital expenditure of £150,000 or more is significant.

- 1.2 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 require that all Key Decisions must be published at least 28 days prior to being made. Where this is not possible the decision may still be made so long as there is compliance with General Exception

provisions. This involves informing the Chair of the relevant Scrutiny Committee (or, in their absence the Chair of Council or Vice Chair of Council) and publishing a notice five days prior to making the decision outlining the reasons why compliance with the requirements is not possible.

- 1.3 Where it is impractical to comply with the General Exception rules, a Key Decision may only be taken in cases of Special Urgency. This is where the Chair of the relevant Scrutiny Committee (or, in their absence the Chair of Council or Vice Chair of Council) agrees that the decision is urgent and cannot be reasonably deferred. Again, the Council must publish a notice setting out the reasons why the decision is urgent and cannot be reasonably deferred.
- 1.4 The Leader is required to submit, at least on an annual basis, a report setting out those decisions where Special Urgency rules have been used. The report must cover the period since the last report was issued and contain details of the decisions that were made.
- 1.5 All Key Decisions are subject to the Council's call-in provisions which are set out in the Scrutiny Rules. Call-in provisions may be waived only where a decision is urgent. A decision is urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public interests. The Chair of the relevant Scrutiny Committee (or, in their absence the Chair of Council or Vice Chair of Council) must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. Decisions taken as a matter of urgency are required to be reported to Council, together with the reasons for urgency. In the past 12 months, five decisions have been taken using urgency provisions to waive call-in. These decisions were:
 - GovService G Cloud 13 Contract, (Decision by Chief Executive on 25th October 2024)
 - Appointment of Contractor to complete flood mitigation works at Pleasley Vale Business Park, (Decision by the Executive 2nd December 2024)
 - UK Shared Prosperity Fund 2025/26 – decision to accept the £803,023.00 funding from EMMCA, agree investment plan and make direct awards of contracts, (Decision by Chief Executive on 10 March 2025)
 - To award an Electrical Works contract to Sureserve to undertake void repairs and annual testing to domestic properties following a procurement process undertaken through EEM, (Decision by Chief Executive on 29th April 2025)
- 1.6 Finally, the Council is required at its Annual Meeting to review the threshold for Key Decisions (see definition in paragraph 1.1). The current thresholds for Key Decisions, which are recommended to continue, are as follows:
 - Revenue Income, Savings or Expenditure - £75,000
 - Capital Income or Expenditure - £150,000

2. Details of Proposal or Information

- 2.1 The Key Decision that was taken using Special Urgency rules related to GovService G Cloud 13 to renew the existing contract with Granicus for the GovService solution – Customer Service Hub and Service Designer/Customer Portal/Staff Portal (CRM, self-service forms and internal forms and workflows). The Chair of the Council agreed that the decision was reasonable in all the circumstances and to it being treated as a matter of urgency and not subject to call-in. The decision was made by the Chief Executive on 25th October 2024.
- 2.2 The Key Decision that was taken using Special Urgency rules related to the Appointment of Contractor to complete flood mitigation works at Pleasley Vale Business Park. There was an urgent need to undertake works at Pleasley Vale following the flood damage caused by storm Babet. The Chair of Local Growth Scrutiny Committee agreed that it should be treated as a matter of urgency and not be subject to the Scrutiny call-in process. The decision was made by the Chief Executive on 2nd December 2024.
- 2.3 The Key Decision that was taken using Special Urgency rules related to the UK Shared Prosperity Fund 2025/26. The decision was to accept the £803,023.00 funding from EMMCA, agree investment plan and make direct awards of contracts with the deadline for submission of an investment plan being 1st April 2025 and all activities completed by 31st March 2026. The Chair of the Local Growth Scrutiny Committee was informed of the decision to be taken and had agreed that the decision may be made. The decision was made by the Chief Executive on 10 March 2025.
- 2.4 The Key Decision that was taken using Special Urgency rules related to the award an Electrical Works contract to Sureserve to undertake void repairs and annual testing to domestic properties following a procurement process undertaken through EEM. The Chair of the Customer Services Scrutiny Committee was informed of the decision to be taken and agreed that the decision was not subject to Scrutiny Call-In. The decision was taken by the Chief Executive on 29th April 2025.

3. Reasons for Recommendation

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

4 Alternative Options and Reasons for Rejection

- 4.1 There are no alternative options as there is a statutory duty to report this information and to set the Key Decision thresholds.

RECOMMENDATION(S)

That Council:

1. notes the decision that was been taken over the past 12 months under Special Urgency Rules;
2. notes the decisions that have been taken over the past 12 months under Urgency provisions in the Council's Scrutiny Rules; and
3. agrees that the financial thresholds for Key Decisions be maintained at £75,000 (Revenue) and £150,000 (Capital).

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details: There are no financial or risk implications arising from this report. On behalf of the Section 151 Officer		
<u>Legal (including Data Protection)</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details: There are no legal or data protection implications arising from this report. On behalf of the Solicitor to the Council		
<u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details: There are no human resource issues implications arising from this report. On behalf of the Head of Paid Service		
<u>Equality and Diversity, and Consultation</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details: None.		
<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: There are no environmental implications arising from this report.		

DECISION INFORMATION:

<input checked="" type="checkbox"/> Please indicate which threshold applies:	
Is the decision a Key Decision? A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Revenue (a) Results in the Council making Revenue Savings of £75,000 or more or (b) Results in the Council incurring Revenue Expenditure of £75,000 or more.	(a) <input type="checkbox"/> (b) <input type="checkbox"/>
Capital (a) Results in the Council making Capital Income of £150,000 or more or (b) Results in the Council incurring Capital Expenditure of £150,000 or more.	(a) <input type="checkbox"/> (b) <input type="checkbox"/>
District Wards Significantly Affected: <i>(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)</i> Please state below which wards are affected or tick All if all wards are affected:	All <input type="checkbox"/>

Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If No, is the call-in period to be waived in respect of the decision(s) proposed within this report? <i>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Consultation carried out: <i>(this is any consultation carried out prior to the report being presented for approval)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Leader <input type="checkbox"/> Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input checked="" type="checkbox"/> Relevant Scrutiny Chairs were consulted on the decisions as per the urgency procedures	

Links to Council Ambition: Customers, Economy, Environment, Housing
Customers providing excellent and accessible services.

DOCUMENT INFORMATION:

Appendix No	Title

Background Papers

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

None.