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To: Chair & Members of the Standards
Committee

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Thursday 1st May 2025

Dear Councillor

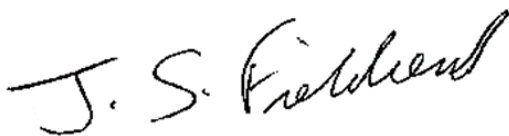
STANDARDS COMMITTEE

You are hereby summoned to attend a meeting of the Standards Committee of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Monday, 12th May, 2025 at 14:00 hours.

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

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

Yours faithfully

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

Solicitor to the Council & Monitoring Officer

Equalities Statement

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

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

Access for All statement

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

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

**STANDARDS COMMITTEE
AGENDA**

***Monday, 12th May, 2025 at 14:00 hours taking place in the Council Chamber,
The Arc, Clowne***

Item No.		Page No.(s)
1.	Apologies For Absence	
2.	Urgent Items of Business To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.	
3.	Declarations of Interest Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of: a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time.	
4.	Minutes To consider the minutes of the last meeting held on 27 th January 2025.	4 - 9
5.	Annual Report of the Standards Committee 2024/25	10 - 17
6.	Proposal to disestablish the Employment & Personnel Committee	18 - 20
7.	Proposed Amendment(s) to the Scheme of Delegation for Officers	21 - 23
8.	Complaints Update Verbal update on statistics of complaints received by the Council against District and Parish Councillors	24 - 28
9.	Member Training Attendance 2024/25	29 - 33
10.	Work Programme 2025/26 To consider the Standards Committee Work Programme for the 2025/26 municipal year.	34

STANDARDS COMMITTEE

Minutes of a meeting of the Standards Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Monday, 27 January 2025 at 14:00 hours.

PRESENT:-

Members:-

R. Jaffray (Coopted Member) in the Chair

Councillors Jane Yates (Vice-Chair), Anne Clarke, Louise Fox, Justin Gilbody and Duncan Haywood.

Officers:- Jim Fieldsend (Director of Governance and Legal Services & Monitoring Officer, Lesley Botham (Customer Service, Complaints and Standards Manager) and Angelika Kaufhold (Governance and Civic Manager).

STA18-24/25 APOLOGIES FOR ABSENCE

There were no apologies for absence.

STA19-24/25 URGENT ITEMS OF BUSINESS

There was no urgent business to be considered at the meeting.

STA20-24/25 DECLARATIONS OF INTEREST

Minute No.	Member	Level of Interest
STA27-24/25	Councillor Anne Clarke	Councillor Clarke declared an interest in agenda item 10 as a Dragonfly Board Member and left the meeting during discussion of the item.

STA21-24/25 MINUTES

Moved by Councillor Anne Clarke and seconded by Councillor Louise Fox
RESOLVED that subject to the amendment below the minutes of a meeting of the Standards Committee held on 4th November 2024 be approved as a true record.

STA13-24/25 MINUTES

To be amended to read

“moved by Councillor Jane Yates and seconded by Councillor Anne Clarke.....”

STANDARDS COMMITTEE

STA22-24/25 COMPLIMENTS, COMMENTS AND COMPLAINTS ANNUAL SUMMARY

The Customer Service, Complaints and Standards Manager presented the Annual Report which provided members with the performance data in relation to its customer service standards for 2023/24 which included:

- Data relating to the number of compliments, comments and complaints received including those from the Local Government & Social Care Ombudsman and dealt with during the year as detailed in Appendix 1.
- The Housing Ombudsman Service Complaint Handling Code – Self Assessment 2024 at Appendix 2.
- The Housing Ombudsman Service Complaint Handling Code – Annual Complaint Handling and Service Improvement report 2023-24 at Appendix 3.

Members attention was drawn to:

- The number of Stage 1 frontline resolution complaints received was 265 of which 93% were responded to within the customer standard of 3 working days.
- The number of Stage 2 formal investigation complaints received by department were 103 and as well as 213 MP enquiries, 98% of both were responded to within 15 working days (the target being 97%).
- The number of Stage 3 internal review complaints received was 27 all of which were responded to within the target 20 working days.
- Two complaints were received from the Local Government & Social Care Ombudsman neither of which were investigated due to there being no evidence of fault, and the information provided being insufficient or speculative.
- One complaint was received from the Housing Ombudsman relating to the handling of alleged anti-social behaviour but they decided they had no legal jurisdiction to investigate the matter.
- The appendices included the breakdown of all complaints and compliments by service areas.
- Performance had improved in comparison to previous years for response times and that the positive improvements to the administration of and new complaints handling code.
- Appendices 2 and 3 demonstrated that the Council was meeting the requirements of the new complaints handling code.
- There had been improvements in the performance for responding to complaints and positive feedback shared with service areas.
- It was confirmed that all service areas had been updated with the changes arising from the implementation of the new code and reporting for 2024/25 and that the

STANDARDS COMMITTEE

old Stage 1 informal complaints would no longer be included in the comparison data for 2024/25.

Moved by Councillor Jane Yates and seconded by Councillor Anne Clarke

RESOLVED that the performance on the Customer Service Standards and Compliments, Comments and Complaints for 2023/24 be noted.

STA23-24/25 REDUCTION IN NUMBER OF STANDARDS COMMITTEE MEETINGS PER YEAR

Consideration was given to a report presented by the Director of Governance and Monitoring Officer which proposed a reduction in the scheduled number of Standards Committee meetings during the year. It was proposed that with effect from the 2025/2026 municipal year the Standards Committee be scheduled to take place on a quarterly basis. This was proposed due to the short meetings which had previously taken place with few agenda items. The business of the Committee could be managed in a reduced number of meetings but if an urgent item such as a dispensation request was received then additional meetings could be called.

Moved by Councillor Jane Yates and seconded by Councillor Louise Fox

RESOLVED to recommend to Council to reduce the number of Standards Committee meetings from six to four.

STA24-24/25 WHISTLEBLOWING POLICY ANNUAL REPORT

Consideration was given to a report presented by the Director of Governance and Monitoring Officer which provided an annual update on the use of the Whistleblowing Policy. The policy had been reviewed and a minor change to the policy was suggested in order that the contact details for the external organisation was updated. There had been no whistleblowing incidences to report for 2023/24.

Councillor Jane Yates stated that whilst it was positive there hadn't been any whistleblowing reports, clarification was requested on how staff were being informed of whistleblowing procedures and where to report concerns. It was confirmed that this information was included on the council's intranet but could also be added to the weekly bulletin.

Councillor Duncan Haywood commented that it was good practice to review the policies each year.

Moved by Councillor Anne Clarke and seconded by Councillor Jane Yates

RESOLVED (1) that it was agreed the current Whistleblowing Policy was fit for purpose subject to the change referred to in paragraph 2.1 of the report; and (2) that the report be noted.

Councillor Anne Clarke left the chamber prior to consideration of the next agenda item.

STANDARDS COMMITTEE

STA25-24/25 GIFTS AND HOSPITALITY ANNUAL REPORT

Consideration was given to a report of the Director of Governance and Legal Services and Monitoring Officer which provided details of the Annual Gifts and Hospitality and register. The Monitoring Officer advised that there was no proposal to amend the protocol for registering of Gifts and Hospitality.

Moved by Councillor Jane Yates and seconded by Councillor Duncan Haywood

RESOLVED that the Annual Report for the period January 2023 to December 2024 of offers of gifts and hospitality to members and officers be noted.

STA26-24/25 REGULATION OF INVESTIGATORY POWERS ACT 2000 ANNUAL REPORT

Consideration was given to a report of the Director of Governance and Legal Services and Monitoring Officer which provided an update of the Regulation of Investigatory Powers Act 2000 (RIPA) following the approved policy changes in September 2024. The Monitoring Officer confirmed that no applications had been applied for during the last year in fact for a number of years. However, it was essential to have properly trained staff and a joint training event with North East Derbyshire Council for Environmental Staff would be provided.

Moved by Councillor Jane Yates and seconded by Councillor Louise Fox

RESOLVED that the report be noted.

STA27-24/25 REQUEST FOR DISPENSATION

Consideration was given to a report presented by the Director of Governance and Monitoring Officer which advised members that a dispensation request had been received from Councillor Deborah Watson on behalf of the Dragonfly Board Members. The request sought dispensation to allow all Dragonfly Board members to remain in meetings, take part in debates and to vote on matters pertaining to the setting of the Council's future budgets and the English Devolution White Paper including local government reorganisation.

The reasoning for the dispensation requests was

"As Council members, it is imperative that we as Board members are able to fulfil our original role of representing the people of our District and that we should not lose our democratic right to participate in the process of budget setting....."

The Director of Governance and Monitoring Officer drew members' attention to paragraphs 2.3 and 2.4 of the report and reiterated that:

- There was only a small risk of a conflict of interest for these councillors to participate in the debate and vote on the Council's budget. The Council's budget was one of the most important decisions councillors would be involved in therefore it was likely to be in the interests of council taxpayers that their councillor took an active part in budget setting.

STANDARDS COMMITTEE

- However, the request for a blanket dispensation for Dragonfly Board members to remain in meetings and vote on items relating to local government reorganisation was problematic and not as straightforward as budget setting. It was not known what decisions they may be asked to vote on and the extent of any potential conflict of interest that could arise. The Standards Committee may prefer to consider such dispensations on an 'as and when' basis to enable each request to be considered on its merits. It was acknowledged that whilst Dragonfly Board members would not benefit personally there was still potential for conflict of interest.

It was confirmed that a dispensation had been granted for Dragonfly Board members to remain and participate in the budget discussion and vote on the Council's budget for the 2024/25 budget year. Therefore, it would be consistent to grant this dispensation as previously done.

Moved by Councillor Duncan Haywood and seconded Councillor Yates

RESOLVED that (1) a dispensation be granted to allow all Dragonfly Management (Bolsover) Limited members to remain in meetings, take part in any debates, and ultimately vote on matters pertaining to the setting of the Council's future budget; and

(2) a blanket dispensation was not granted to allow Dragonfly Management (Bolsover) Development Limited members to remain in meetings, take part in debates and vote on matters which pertain to any preparations for Devolution and the role of BDC and Dragonfly as part of this process. Dispensations should be sought on an as and when basis and determined on its merits.

Councillor Anne Clarke returned to the meeting for the next agenda item.

STA28-24/25 UPDATE OF STANDARDS INVESTIGATION

Consideration was given to a report presented by the Director of Governance and Monitoring Officer detailing a member complaint and findings of the external investigation undertaken by Oadby and Wigston Borough Council. Members were advised that a complaint had been received from Mr Mark Fletcher, former Member of Parliament for Bolsover against Councillor Steve Fritchley alleging he had used homophobic language in a meeting at Council offices. A copy of the external investigator's report was attached as Appendix 1 to the report.

The report found that whilst Councillor Steve Fritchley had used words that may be perceived to be homophobic by someone who did not understand the context of why the words had been said, there was no evidence to suggest that they had been used with homophobic intent. However, it was found that by using a term which could be perceived to be homophobic by someone who would not understand the context, this had breached the Nolan Principles which required councillors to lead by example and had brought the Council into disrepute contrary to paragraph 5.1 of the Council's code of conduct.

It was confirmed that Councillor Steve Fritchley had read out a statement at Council on 2nd December 2024 explaining the findings of the investigator's report and apologising for his actions.

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The Director of Governance and Monitoring Officer considered that the apology was an appropriate resolution in response to the findings of the report and that there had been no evidence of homophobic intent despite Councillor Steve Fritchley using ill-judged language. Therefore, it would have been disproportionate in the circumstances to refer the matter further to a Standards hearing. However, there was a requirement to report the findings to the Standards Committee.

Moved by Councillor Justin Gilbody and seconded by Councillor Anne Clarke
RESOLVED that the report be noted.

STA29-24/25 COMPLAINTS UPDATE

The Director of Governance and Monitoring Officer provided an update on the complaints received for the 2024/25 municipal year and confirmed that two additional complaints had been received since publication of the agenda. There had been a lot of complaints this year with some still ongoing, some dealt with without the need for an investigation for example by way of an apology by the councillor which has been accepted by the complainant.

STA30-24/25 WORK PROGRAMME 2024/25

The Committee considered its work programme for the remainder of the 2024/25 municipal year. The Director of Governance and Monitoring Officer confirmed that the next meeting would be 31 March 2025.

The meeting concluded at 14:46 hours.

Bolsover District Council

Standards Committee on 12th May 2025

Annual Report of the Standards Committee 2024/25

Report of the Director of Corporate 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 Standards Committee 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 Standards Committee to consider the draft Annual Report which sets out the work of the Committee during the municipal year 2024/25 prior to submission to Annual Council .

The draft Annual Report 2024/25 is attached as Appendix 1 to this report. The section on training will need to be completed following the meeting.

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 Standards Committee approves the draft Annual Report on the work it has undertaken during the municipal year 2024/25, as attached at Appendix 1

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

None arising from this report.

On behalf of the Section 151 Officer

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

None arising from this report.

On behalf of the Solicitor to the Council

Staffing: Yes ☐ No ☒**Details:**

None arising from this report.

On behalf of the Head of Paid Service

DECISION INFORMATION

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

District Wards Significantly Affected	None
Consultation: Leader / 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"/>	Details:

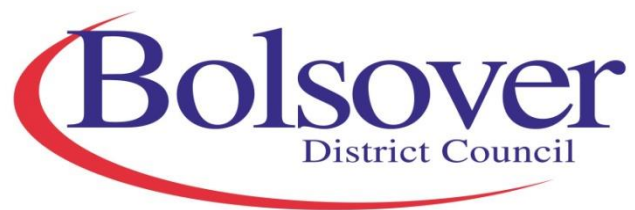
Links to Council Ambition: Customers, Economy and Environment.
Demonstrating good governance

DOCUMENT INFORMATION

Appendix No	Title
1	Draft Annual Report of the Standards Committee 2024/2025

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).



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/training. 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 the Monitoring Officer 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 an 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.

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 242529

Bolsover District Council

Standards Committee on 12th May 2025

Employment and Personnel Committee

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 Standards Committee to consider a proposal to disestablish the Employment & Personnel Committee.

REPORT DETAILS

1. Background

- 1.1 The Employment & Personnel Committee is a committee of the Council whose main purpose is to consider and deal with issues relating to the Council's establishment structure and employees and recommend to Council in relation to any growth in the establishment resulting in a budgetary increase.
- 1.2 Other items in the terms of reference include taking decisions relating to HR policy and strategy, reviewing the staffing structure of the Council and make decisions relating to equal pay, single status and job evaluation.
- 1.2 Alongside this the Chief Executive Officer has the following delegated power:-
"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."
- 1.3 There is therefore an overlap in the main function of the Employment & Personnel Committee and the power of the Chief Executive. Both have the power to make changes to the establishment structure however neither can make changes that require a budgetary increase.
- 1.4 Due to the delegated power available to the Chief Executive to make staffing decisions which do not require additional budget and the requirement to report to Council where an increase in the budget is required the need to report to the Employment & Personnel Committee is an unnecessary stage in the process.

2. Details of Proposal or Information

- 2.1 It is proposed that the Employment & Personnel Committee be disestablished. This would enable the staffing changes that do not require additional budget to continue be decided under delegated powers whereas those changes that do have a budget implication be considered by Council in full.
- 2.2 Other items within the Committee's terms of reference are rarely reported to committee and where a decision is required on any of the items it can be reported to Full Council.

3. Reasons for Recommendation

- 3.1 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.

4 Alternative Options and Reasons for Rejection

- 4.1 To continue with the Employment & Personnel Committee. This is rejected because it does not serve any significant beneficial purpose and to report employment matters directly to Council would make the process far more efficient and streamlined

RECOMMENDATION(S) that Standard Committee;

1. Recommend to Council that the Employment & Personnel Committee be disestablished.

Approved by Cllr Donna Hale, Portfolio Holder for
Corporate Performance & Governance.

IMPLICATIONS:

Finance and Risk: Yes ☐ No ☒

Details:

None arising from this report.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☐ No ☒

Details:

None arising from this report.

On behalf of the Solicitor to the Council

Staffing: Yes ☐ No ☒

Details:

None arising from this report.

On behalf of the Head of Paid Service

DECISION INFORMATION

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

District Wards Significantly Affected	None
Consultation: Leader / 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"/>	Details:

Links to Council Ambition: Customers, Economy and Environment.
Demonstrating good governance

DOCUMENT INFORMATION	
Appendix No	Title
1	

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>

Bolsover District Council

Standards Committee on 12th May 2025

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

- To propose a change to the officer delegation scheme to extend the ability for the Monitoring Officer to make non substantive amendments to Constitution.

REPORT DETAILS

1. Background

Under the current Officer Delegation Scheme the Monitoring Officer has the power to make changes to the Constitution arising from any new legislation, administrative errors or conflicts in interpretation. This does not however enable the Monitoring Officer to make minor changes where there are administrative changes which require non-substantive alterations to the Constitution. For example on pages 70-72 of the Constitution a structure chart sets out the areas of responsibility of the Senior Leaders Team. On occasions the Senior Leadership team changes along with the areas of responsibility. The Monitoring Officer does not have the ability to make the necessary administrative changes to the Constitution to reflect these changes.

2. Details of Proposal or Information

- 2.1 It is proposed that the Officer Delegation Scheme be amended to enable the Monitoring Officer to make changes to the Constitution to reflect “administrative changes”.
- 2.2 The proposed wording of the delegation to Strategic Director of Service 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 Delegating the ability to make decisions on all vehicle purchases to the Director of Services will make the process more efficient and enable the Council to take advantage of time limited pricing reductions.

4 **Alternative Options and Reasons for Rejection**

- 4.1 Not to agree to the delegation. This would slow down the vehicle purchase process and may lead to the Council having to pay higher prices.

RECOMMENDATION(S)

That the Committee consider the proposals for the amendment of the Scheme of Delegation for Officer as set out in the report and recommends the proposal to Council.

IMPLICATIONS:

Finance and Risk:

Yes ☐

No ☒

Details:

On behalf of the Section 151 Officer

Legal (including Data Protection):

Yes ☒

No ☐

Details:

The Council is required under the Localism Act 2011 to prepare and keep up-to-date a constitution that contains its standing orders, code of conduct, such other information that the Secretary of State may direct and such other information that the authority considers appropriate.

On behalf of the Solicitor to the Council

Staffing:

Yes ☐

No ☒

Details:

None arising from this report.

On behalf of the Head of Paid Service

DECISION INFORMATION

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

District Wards Significantly Affected	None
Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Executive <input 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"/>	Details:

Links to Council Ambition: Customers, Economy and Environment.
Demonstrating good governance

DOCUMENT INFORMATION	
Appendix No	Title

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

BDC COMPLAINTS MADE AGAINST
COMPLAINTS RECEIVED 2024/2025

DATE OF RECEIPT	PART OF CODE OF CONDUCT ALLEGED TO HAVE BEEN BREACHED	NAME OF COUNCIL	WHETHER A POTENTIAL BREACH WAS FOUND	REASONS FOR DECISION/ ACTION
13/05	Respect	Scarcliffe Parish Council	N/A (ongoing)	To be referred for investigation
24/06	Respect	Bolsover District Council	Yes.	Full details of the decision is set out in a report to Standards Committee on 27 th January 2025
11/07	Breach of confidentiality	South Normanton Parish Council	No	Lack of evidence
17/08	Breach of confidentiality	Tibshelf Parish Council	No	Councillor not working in capacity
22/08	Bringing the Council into disrepute	Shirebrook Town Council	N/A (ongoing)	

03/10	Respect Failure to lead by example	Creswell Parish Council	Yes	The Councillor concerned has apologised for any offence caused.
03/10	Respect Failure to lead by example	Creswell Parish Council	No	No evidence of disrespect
03/10	Respect Failure to lead by example	Creswell Parish Council	No	No evidence of disrespect
22/10	Respect Failure to lead by example	Creswell Parish Council	Yes	The Councillor concerned has apologised for any offence caused.
24/10	Respect Bullying & harassment Breach of confidentiality Misuse of position Bringing the Council into disrepute Failure to declare interests.	Shirebrook Town Council	N/A (ongoing)	

28/10	Respect Failure to lead by example	Creswell Parish Council	No	The complaint concerned a decision to go into exempt items at the Parish Council. This was a procedural issue rather than a conduct one.
8/10	Failure to follow rules regarding declaration of interest Respect	Shirebrook Town Council	No	This has been dealt with informally by way of an advisory meeting with the councillor.
13/12	Respect	Shirebrook Town Council	No	This has been dealt with informally by way of an advisory meeting with the councillor.
02/01	Failure to act with impartiality Respect	Bolsover District Council	No	No evidence of failure to act with impartiality Not acting in councillor capacity with regards respect
12/01	Respect	Bolsover District Council	No	Not acting in capacity as councillor
26/01	Respect	Bolsover District Council	No	Complaint withdrawn

03/02	Bullying Please note 2 complaints of bullying received at the same time. This is being treated as one complaint	Creswell Parish Council	N/A	This is to be referred to an investigation.
17/02	Respect/Bringing Council into disrepute	Bolsover District Council	Yes	The Councillor has apologised for any offence caused
27/03	Bringing the Council into disrepute	Clowne Parish Council	N/A	Initial enquiries still been undertaken
27/03	Predetermination Please note this complaint has been made against 3 councillors arising from the same incident	Clowne Parish Council	N/A	Initial enquiries still been undertaken
27/03	Please note this complaint has been made against 3 councillors arising from the same incident	Clowne Parish Council	N/A	Initial enquiries still been undertaken

07/04	Failure to respond to questions at a meeting	Creswell Parish Council	N/A	Initial enquiries still been undertaken
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BOLSOVER DISTRICT COUNCIL

Meeting of the Standards Committee on 12th May 2025

Member Training Attendance 2024/2025

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

Classification	This report is Public
Report By	Angelika Kaufhold Governance and Civic Manager

PURPOSE/SUMMARY OF REPORT

To provide the Standards Committee with information relating to Councillor attendance at training events.

REPORT DETAILS

1. Background

- 1.1 Part of the Terms of Reference of the Standards Committee is to oversee Member Training including the attendance of Members at courses. This was in relation to matters affecting their conduct and probity including relevant information provided to newly elected District Councillors.

2. Details of Proposal or Information

- 2.1 For Standards Committee to monitor and oversee Member training as set out at Appendix 1 to the report.

3. Reasons for Recommendation

- 3.1 For the Standards Committee to oversee Member Training, including the attendance of Members at courses.

4. Alternative Options and Reasons for Rejection

- 4.1 There are no alternative options as the report is for information only.
-

RECOMMENDATION(S)

That Standards Committee notes the information and statistics for Member attendance at training so far during 2024/25 as attached at Appendix 1 to the report.

Approved by Councillor Donna Hales, Portfolio Holder for Corporate Performance and Governance

<u>Finance and Risk</u>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Details: The Member Development Budget should cover the cost of any external trainers required to deliver any training identified for the year and any sessions Members attend externally. Additional conferences that Members attend can be unexpected costs and it is important that these are identified with the Governance Team as early as possible.		
On behalf of the Section 151 Officer		
<u>Legal (including Data Protection)</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Details: Essential training to cover the legal obligations and responsibilities of Members and the Council is included in the Member Development Programme as part of induction and with regular refreshers. Subjects such as data protection, safeguarding, code of conduct, will be addressed bi-annually with committee specific training on an annual basis or as needed.		
On behalf of the Solicitor to the Council		
<u>Staffing</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Details: Training delivered in house adds to the workloads of officers across the Council, however, as much notice as possible will be given to minimise impact.		
On behalf of the Head of Paid Service		
<u>Equality and Diversity, and Consultation</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Details:		
<u>Environment</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.		
Details:		

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 checked="" 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 type="checkbox"/>	

Links to Council Ambition: Customers, Economy, Environment, Housing
Providing excellent and accessible services Continuous improvement to service delivery through innovation, modernisation and listening to customers.

DOCUMENT INFORMATION:

Appendix No	Title
1	Members training 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>

Appendix 1

SUMMARY OF COUNCILLOR TRAINING ATTENDANCE 2024/2025

Training and Date	Number of Councillors Attended	% of all Councillors in attendance	% of Committee members in attendance
Chairing Skills, 29 May 2024	6	16%	
Planning, 14 June 2024	3	8%	30%
Risk Management, 20 June 2024	16	43%	
Scrutiny Essentials CfGS, 26 June 2024	13	35%	
Licensing,	6	16%	60%
Planning, 16 September 2024	1	3%	10%
FOI and Data Protection, 17 March 2025	16	43%	
Equalities and Diversity, 17 March 2025	17	46%	
Security Briefing for Members, 17 March 2025	20	54%	
Safeguarding, 17 March 2025	13	35%	

Bolsover District Council Standards Committee Work Programme.

From 17th June 2024 to 12th May 2025

Date of Committee	
17 th June 2024	Cancelled
2 nd September 2024	<ul style="list-style-type: none"> ▪ Review of Constitution- Dispensations ▪ RIPA Policy Review ▪ LGSCO Annual Letter and Report ▪ Complaints update
4 th November 2024	<ul style="list-style-type: none"> ▪ Review of Constitution ▪ Compliments Comments and Complaints Annual Summary ▪ Complaints update
27 th January 2025	<ul style="list-style-type: none"> ▪ Review of Constitution (TBD) ▪ Gifts and Hospitality Review ▪ Whistleblowing Policy Review ▪ RIPA Review?? Or is this just an update ▪ Complaints update – list of cases for 2023/24
31 st March 2025	<ul style="list-style-type: none"> ▪ Review of Constitution (TBD) ▪ Members Training Attendance 2024/25 ▪ Annual Standards Committee Report ▪ Complaints update
12/05/2025	<ul style="list-style-type: none"> ▪ Review of Constitution (TBD) ▪ Annual Report of the Standards Committee 2024/25 ▪