

The Arc
High Street
Clowne
S43 4JY

To: Chair & Members of the
Employment and Personnel Committee

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

Tuesday 25th June 2024

Dear Councillor

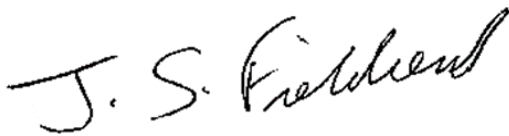
EMPLOYMENT AND PERSONNEL COMMITTEE

You are hereby summoned to attend a meeting of the Employment and Personnel Committee of the Bolsover District Council to be held in the Committee Room 1, The Arc, Clowne on Wednesday 3rd July, 2024 at 10:00 hours.

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

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

Yours faithfully



Solicitor to the Council & Monitoring Officer

Equalities Statement

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

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

Access for All statement

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

- **Phone:** [01246 242424](tel:01246242424)
- **Email:** enquiries@bolsover.gov.uk
- **BSL Video Call:** A three-way video call with us and a BSL interpreter. It is free to call Bolsover District Council with Sign Solutions, you just need WiFi or mobile data to make the video call, or call into one of our Contact Centres.
- Call with [Relay UK](#) - a free phone service provided by BT for anyone who has difficulty hearing or speaking. It's a way to have a real-time conversation with us by text.
- **Visiting** one of our [offices](#) at Clowne, Bolsover, Shirebrook and South Normanton

**EMPLOYMENT AND PERSONNEL COMMITTEE
AGENDA**

***Wednesday 3rd July, 2024 at 10:00 hours taking place in the Committee Room 1, 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 Chair has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.	
3.	Declarations of Interest	
	Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:	
	a) any business on the agenda	
	b) any urgent additional items to be considered	
	c) any matters arising out of those items	
	and if appropriate, withdraw from the meeting at the relevant time.	
4.	Minutes	4 - 5
	To consider the minutes of the previous meeting held on 17 th April 2024.	
5.	Review of Procurement Services	6 - 9

Agenda Item 4

EMPLOYMENT AND PERSONNEL COMMITTEE

Minutes of a meeting of the Employment and Personnel Committee of the Bolsover District Council held in Committee Room 1, The Arc, Clowne on Wednesday 17th April 2024 at 14:00 hours.

PRESENT:-

Members:-

Councillor Duncan McGregor in the Chair

Councillors Deborah Watson (Vice-Chair), Mary Dooley and Sandra Peake.

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), Louise Arnold (Legal Services Manager & Deputy Monitoring Officer) and Amy Bryan (Governance and Civic Manager).

EMP13-23/24 APOLOGIES FOR ABSENCE

There were no apologies for absence.

EMP14-23/24 URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

EMP15-23/24 DECLARATIONS OF INTEREST

There were no declarations of interest made.

EMP16-23/24 MINUTES

Moved by Councillor Duncan McGregor and seconded by Councillor Mary Dooley
RESOLVED that the Minutes of the Employment and Personnel Committee held on 1st November 2023 be approved as a correct record.

EMP17-23/24 CREATION OF A LAND AND PROPERTY ASSISTANT POST

The Committee considered a report which sought approval for the establishment of a new Land and Property Assistant post.

The report set out the work of the Senior Valuer and the support they had historically received from temporary and shared officers. The Senior Valuer had had no support since 2020 and during large project work, such as the annual asset valuation other work had to be delayed as there was no other officer in the Council carrying out / assisting in valuation work.

The proposal was to create a new role to assist the Senior Valuer and to provide support

EMPLOYMENT AND PERSONNEL COMMITTEE

and assistance for the Council's day-to-day property management functions. The role would support the effective management of the Council's property portfolio including land, operational buildings, tenanted (investment) property, covering both commercial and residential assets and undertake and manage a range of day-to-day activities including but not limited to, Landlord and Tenant matters, property inspections, rent reviews and lease renewals. The proposed job description was attached to the report at Appendix 1 and the person specification was attached to the report at Appendix 2. The post had historically been evaluated and graded at Grade 4 (£24,405 - £25,657).

The Committee expressed its support of the establishment of the role and agreed to recommend to Council for the budget increase required.

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake

RESOLVED that (1) establishment of a Land and Property Assistant, for the reasons set out in the report, be supported;

(2) the Committee recommend to Council that a budget be created to fund the new post via the Council's General Fund.

EMP18-23/24 CREATION OF AN ADDITIONAL COMMUNICATIONS OFFICER POST

The Committee considered a report which sought approval for the establishment of an additional Communications Officer.

The report set out that a staffing review of the Communications, Media and Design team had taken place to assess the increasing responsibilities as the team was evolving to manage demanding digital and media activities. Following the review, it was recommended that an additional Communications Officer post be established. The team would be moving to a multi-tasked approach to workload, so any of the existing team could undertake each other's tasks and activities to improve flexibility. The proposed post would mirror the current Communications Officer post. The post was currently graded at Grade 6 (£29,767 - £32,056).

The Committee expressed its support of the establishment of the additional role within the Communications, Media and Design Team and agreed to recommend to Council for the budget increase required.

Moved by Councillor Duncan McGregor and seconded by Councillor Mary Dooley

RESOLVED that (1) establishment of an additional Communications Officer, for the reasons set out in the report, be supported;

(2) the Committee recommend to Council that a budget be created to fund the new post via the Council's General Fund.

The meeting concluded at 14:17 hours.

Bolsover District Council

Meeting of the Employment and Personnel Committee on 3rd July 2024

Review of Procurement Services

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 seek approval to make changes to Procurement Services.

REPORT DETAILS

1. Background

- 1.1 The Director of Governance and Legal Services & Monitoring Officer is undertaking a review of Procurement Services. Currently the service is joint with North East Derbyshire District Council, providing a service to both Councils. The service also provides work for Gedling Borough Council and Amber Valley District Council on fixed term contracts bringing in an income of £42,000 per annum. This income currently reduces the cost of the service for both Councils.
- 1.2 There are four members of staff within the service, all of which work part time. The two senior members of staff are at or close to, retirement age, so it is important to consider succession planning. It should also be noted that the external client Councils may not renew their contracts once the Procurement Manager retires.
- 1.3 New procurement legislation, the Procurement Regulations 2024, will come into force in October 2024. This places additional requirements on local authorities and their procurement teams, and it is important to ensure that the Council is ready for the new challenge.
- 1.4 In addition, there is likely to be an increased demand for procurement services as a result of the £15m regeneration funding awarded to the Council. However, due to existing demands the Procurement Services team are likely to struggle to meet the new demands of the Council and new regulations, as they are currently established.

2. Details of Proposal or Information

- 2.1 The proposal is to end the shared service arrangement for procurement services with North East Derbyshire District Council and create a small Bolsover focussed team. This team would concentrate on Bolsover District Council and Dragonfly Management (Bolsover) Limited procurements as well as providing a service to Dragonfly Development Limited where required.
- 2.2 It has already been agreed between Bolsover and North East Derbyshire that 3 members of staff are to transfer to North East Derbyshire District Council, with the Procurement Assistant (0.5 FTE) remaining with Bolsover. Under the arrangement proposed in this report, those members of staff would stay with their employer Council. In addition, the contracts with Gedling Borough Council and Amber Valley District Council would novate to North East Derbyshire District Council together with the income.
- 2.3 Within the Bolsover team it will be necessary to create a new senior procurement position to work with the Procurement Assistant (Grade 5). This will be equivalent to the current Procurement Manager role (Grade 10).
- 2.4 This report seeks approval for the creation of a smaller Procurement team which will focus on Bolsover and Dragonfly matters. Subject to capacity, the team could make enquiries to provide services to external bodies such as parish councils however, the priority should always be on the Council and its wholly owned companies.

3. Reasons for Recommendation

- 3.1 Due to (i) the likely increase in demand for procurement services as a result of the regeneration funding; (ii) the added responsibilities that the new regulation will bring; and (iii) the need to consider succession planning, now appears to be an opportune time to review and change the procurement team. Whereas previously as a shared service it has been beneficial to the Council in terms of efficiencies, officers feel that a dedicated procurement team is likely to be in the best interests of the Council.

4 Alternative Options and Reasons for Rejection

- 4.1 To continue with the shared service arrangements. Current circumstance outlined in section 3.1 mean that this is a good time to undertake a review of the existing arrangements

RECOMMENDATION(S)

1. To agree to the end of the shared service for Procurement and the creation of a dedicated team providing procurement services to the Council and its companies;
2. That the Committee recommend to Council that the Procurement budget be increased to fund the new post.

Approved by Councillor Clive Moesby, Portfolio Holder for Resources

IMPLICATIONS:

Finance and Risk: Yes No

Details: An increased budget of £54,684 is required to fund 1 FTE grade 10 post and a 0.5 FTE grade 5 post.

If the Council continues with the shared service there is a risk that the external contracts would end and the income would be lost.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details: Procurement requirements can be complex and so it is important that the Council employs qualified and competent procurement professionals.

On behalf of the Solicitor to the Council

Environment:

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

Details: n/a

Staffing: Yes No

Details: The Council's policies and procedures will be followed for recruitment to this post.

On behalf of the Head of Paid Service

DECISION INFORMATION

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

<p>District Wards Significantly Affected</p>	<p>(please state which wards or state All if all wards are affected) n/a</p>
<p>Consultation: Leader / 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"/></p>	<p>Details:</p>

<p>Links to Council Ambition: Customers, Economy, and Environment.</p>
<p>Providing excellent services</p>

DOCUMENT INFORMATION	
Appendix No	Title

<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>