

The Arc
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To: Chair & Members of the Council

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Tuesday, 22 July 2025

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Dear Councillor

COUNCIL

You are hereby summoned to attend a meeting of the Council of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Wednesday, 30th July, 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, 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

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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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COUNCIL AGENDA

***Wednesday, 30th July, 2025 at 10:00 hours taking place in the Council Chamber, The Arc,
Clowne***

Item No.		Page No.(s)
1.	Apologies For Absence	
2.	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.	
3.	Chair's Announcements	
	To receive any announcements that the Chair of the Council may desire to lay before the meeting.	
4.	Minutes	5 - 19
	To approve the Minutes of the Annual Council meeting held on 21 st May 2025.	
	To approve the Minutes of the Ordinary Council meeting held on 21 st May 2025.	
5.	Questions from the Public	20
	In accordance with Council Procedure Rule 8, to allow members of the public to ask questions about the Council's activities. The following question was received:	
	(a) Question submitted by Mr D Webb to the Portfolio Holder for Growth	
6.	Establishment of Committees and Proportionality 2025/26	21 - 42
7.	Member Development Annual Report 2024/25	43 - 51

REPORTS OF PORTFOLIO HOLDERS

To give consideration to reports of the Leader and Portfolio Holders for decision.

8.	Procurement Team	52 - 55
9.	Introduction of a Charging Schedule for Pre-application (Planning) Advice	56 - 64
10.	Roseland Park and Crematorium	65 - 73
11.	Local Government Reorganisation and Consultation	
12.	Chairman's Closing Remarks	

COUNCIL

Minutes of a meeting of the Council of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Wednesday, 21st May 2025 at 10:00 hours.

PRESENT:-

Members:-

Councillor Duncan Haywood in the Chair

Councillors David Bennett, Anne Clarke, Rowan Clarke, Amanda Davis, Mary Dooley, Will Fletcher, Louise Fox, Steve Fritchley, Justin Gilbody, Donna Hales, Tom Munro, Rob Hiney-Saunders, Mark Hinman, Cathy Jeffery, Chris Kane, Tom Kirkham, Clive Moesby, Sandra Peake, Jeanne Raspin, John Ritchie, Emma Stevenson, Janet Tait, Ashley Taylor, Catherine Tite, Rita Turner, Vicky Waplington, Deborah Watson, Jen Wilson and Jane Yates.

Officers:- Karen Hanson (Chief Executive), 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), Mark Giles (Assistant Director Streetscene, Community Safety and Enforcement), Victoria Dawson (Assistant Director Housing and Enforcement), Angelika Kaufhold (Governance and Civic Manager), Thomas Dunne-Wragg (Scrutiny Officer) and Matthew Kerry (Governance and Civic Officer).

CL1-25/26 ELECTION OF CHAIR OF THE COUNCIL

The Chief Executive sought nominations for the position of Chair of the Council for the 2025/26 Municipal Year.

Moved by Councillor Tom Munro and seconded by Councillor Rob Hiney-Saunders

RESOLVED that Councillor Duncan Haywood be appointed as Chair of the Council for the 2025/26 Municipal Year.

Having signed the Declaration of Acceptance of Office and taken on the Chains of Office, Councillor Duncan Haywood took the Chair.

Councillor Duncan Haywood thanked Members for nominating him and he undertook to be fair and even handed in the role.

CL2-25/26 APPOINTMENT OF VICE CHAIR OF THE COUNCIL

Moved by Councillor John Ritchie and seconded by Councillor Mary Dooley

RESOLVED that Councillor Duncan McGregor be appointed Vice-Chair of the Council for the 2025/26 Municipal Year.

Having submitted his apologies, Councillor Duncan McGregor would sign the Declaration of Acceptance of Office with the Monitoring Officer in due course.

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CL3-25/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Duncan McGregor, Lisa Powell, Sally Renshaw, Phil Smith and Carol Wood.

CL4-25/26 DECLARATIONS OF INTEREST

There were no declarations made at the meeting.

CL5-25/26 CHAIR'S ANNOUNCEMENTS

The Chair announced that his Civic Service would take place on Sunday 27th July 2025 at 3.00 pm at Barlborough Church and invited all members to attend.

CL6-25/26 MINUTES

Moved by Councillor Steve Fritchley and seconded by Councillor Mary Dooley

RESOLVED (1) that subject to adding the apologies for absence from Councillor Deborah Watson the minutes of a meeting of Council held on 5th March 2025 be approved as a true record; and

(2) that the minutes of the Extraordinary Council held on 19th March 2025 be approved as a true and correct record.

CL7-25/26 APPOINTMENT OF THE DEPUTY LEADER AND MEMBERS OF THE EXECUTIVE

Councillor Jane Yates, Leader of the Council, stated that there would be no changes to the responsibilities within the portfolios and that no Junior Executive Members would be appointed for Housing or Devolution. The Portfolio Holders for Housing and Devolution would provide cover for each other in the event of one being absent. The Leader confirmed that the Members of the Executive would be:

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)

Councillor Rowan Clarke
(Junior Cabinet Member)

Planning Development Management
Planning Policy
Housing Strategy (Planning)

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Councillor Rob Hiney-Saunders

Environment

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

Councillor Phil Smith

Housing

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

Vacancy – 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

CL8-25/26

ESTABLISHMENT OF COMMITTEES AND PROPORTIONALITY 2025/26

Council considered a report in relation to the establishment of the Council's committees and proportionality for the 2025/26 Municipal Year.

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

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- Appoint at least one Scrutiny Committee and other such committees as the Council considered appropriate to deal with matters which were neither reserved to Council nor were 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.

The size of committee was set out in Appendix 1 to the report with the proposal to disestablish the Employment and Personnel Committee as recommended by the Standards Committee held on 12th May 2025.

The Monitoring Officer informed Council that he had been informed within the last 24 hours of recent changes to the Council's political structure which necessitated further changes to the political balance calculations and review of the number of seats allocated to each group. Therefore, he sought Council approval for delegated authority to agree in consultation with group leaders revised political balance and membership to committees and confirm these as soon as practicable.

Moved by Councillor Steve Fritchley and seconded by Councillor Tom Munro

RESOLVED that (1) the Employment and Personnel Committee be disestablished;

(2) the Council's committees, their terms of reference and size, as set out in Appendix 1 adjusted with the removal of the Employment and Personnel Committee, be established for the 2025/26 Municipal Year in accordance with Council Procedure Rule 1.1(k);

(3) that delegated authority be given to the Monitoring Officer in consultation with Group Leaders to review and agree the political balance of the Council and allocation of seats on committees in accordance with the political balance rules;

(4) authority be delegated to the Monitoring Officer, in consultation with the Leader of the Council and the relevant Committee Chair (when appointed), to make amendments to the terms of reference for committees arising within the 2025/26 Municipal Year.

CL9-25/26 APPOINTMENTS TO COMMITTEES

Council considered a report in relation to nominations for Members to serve on committees and advisory groups for the 2025/26 Municipal Year.

The committees were subject to the political balance requirements of the Local Government and Housing Act 1989. The Advisory Groups were not subject to the same political balance requirements.

The Monitoring Officer informed Council that he had been informed within the last 24 hours of recent changes to the Council's political structure which necessitated further changes to the political balance calculations and review of the number of seats allocated to each group. Therefore, he sought Council approval for delegated authority to agree in consultation with group leaders revised appointments to committees for the Labour Group and Independent Group and confirm these as soon as practicable.

COUNCIL

Moved by Councillor Tom Munro and seconded by Councillor John Ritchie

RESOLVED that delegated authority be given to the Monitoring Officer in consultation with Group Leaders to finalise the appointments to committees and advisory groups as soon as practicable.

CL10-25/26 NOMINATIONS OF CHAIRS AND VICE CHAIRS OF COMMITTEES

Members gave consideration to the submitted nominations for Chairs and Vice-Chairs and the Chair sought further nominations from the floor.

The following positions were contested and put to the vote as follows:

- A vote was held on the appointment of Chair of the Customer Services Scrutiny Committee, nominations had been received for both Councillor Vicky Waplington and Councillor Deborah Watson. Councillor Vicky Waplington was appointed as Chair to the Customer Services Scrutiny Committee.
- A vote was held on the appointment of Vice-Chair of the Customer Services Scrutiny Committee, nominations were received for both Councillor Amanda Davis and Councillor Rita Turner. Councillor Amanda Davis was appointed as Vice-Chair of the Customer Services Scrutiny Committee.
- A vote was held on the appointment of Chair of the Local Growth Scrutiny Committee, nominations were received for both Councillor Sally Renshaw and Councillor Will Fletcher. Councillor Sally Renshaw was appointed as Chair to the Local Growth Scrutiny Committee.
- A vote was held on the appointment of Vice-Chair of the Finance & Corporate Overview Scrutiny Committee nominations were received for both Councillor Duncan McGregor and Councillor Justin Gilbody. Councillor Duncan McGregor was appointed as Vice-Chair of the Finance & Corporate Overview Scrutiny Committee.
- Councillor Watson suggested that a secret ballot to appoint the Chair to the Licensing Committee should be held and following receipt of nominations a public vote was held. A vote was held on the appointment of Chair of the Licensing Committee nominations were received for both Councillor Duncan McGregor and Councillor Emma Stevenson. Councillor Duncan McGregor was appointed as Chair of the Licensing Committee.
- A vote was held on the appointment of Vice-Chair of the Licensing Committee, nominations were received for both Councillor Amanda Davis and Councillor Emma Stevenson. Councillor Amanda Davis was appointed as Vice-Chair of the Licensing Committee.
- A vote was held on the appointment of Vice-Chair of the Member Development Working Group, nominations were received for both Councillor Mary Dooley and Councillor Justin Gilbody. Councillor Mary Dooley was appointed as Vice-Chair of the Member Development Working Group.

COUNCIL

- A vote was held on the appointment of Vice-Chair of the Standards Committee, nominations were received for both Councillor Vicky Waplington and Councillor Justin Gilbody. Councillor Vicky Waplington was appointed as Vice-Chair of the Standards Committee.

Councillor Watson commented that the Planning Advisory Service guidance stated that Executive Members should not sit on the Planning Committee and guidance for Scrutiny Committees suggested that Scrutiny Committees should include opposition members as Chairs and Vice-Chairs. It was confirmed that this was just guidance and it was up to Council to decide its appointments.

Councillor Sandra Peake also queried whether the appointments of Chairs and Vice-Chairs should be decided as the memberships to committees had not been finalised. It was confirmed that it was important to confirm these appointments and it was likely that those submitting nominations already knew who may be sitting on those committees.

There had been only one nomination submitted for the other positions being considered. Any bodies not referred to would appoint the Chair at the first meeting.

RESOLVED that the following be appointed Chairs and Vice-Chairs for the 2025/26 Municipal Year:

Audit Committee

Chair – Councillor Catherine Tite

Vice-Chair – Independent Appointed Person

Climate Change and Communities Scrutiny Committee

Chair – Councillor Ashley Taylor

Vice-Chair – Councillor Anne Clarke

Customer Services Scrutiny Committee

Chair – Councillor Vicky Waplington

Vice-Chair – Councillor Amanda Davis

Local Growth Scrutiny Committee

Chair – Councillor Sally Renshaw

Vice-Chair – Tom Kirkham

Finance and Corporate Overview Scrutiny Committee

Chair – Councillor David Bennett

Vice-Chair – Councillor Duncan McGregor

Licensing Committee(s)

Chair – Councillor Duncan McGregor

Vice-Chair – Councillor Amanda Davis

Planning Committee

Chair – Councillor John Ritchie

Vice-Chair – Councillor Catherine Tite

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Local Plan Implementation Advisory Group

Chair – Councillor John Ritchie

Vice-Chair – Councillor Catherine Tite

**Planning Committee and Local Plan Implementation Advisory Group share the same membership, Chair and Vice-Chair.*

Standards Committee

Chair – Mrs Ruth Jaffray

Vice-Chair – Councillor Vicky Waplington

Member Development Working Group

Chair – Councillor Catherine Jeffery

Vice-Chair – Councillor Mary Dooley

CL11-25/26 APPOINTMENTS TO OUTSIDE BODIES

Council considered a report in relation to the list of Outside Bodies (Council functions) appointments for 2025/26 as presented by the Monitoring Officer.

Nominations were received as detailed in Appendix 1 of the report. The term of office for each appointment would run until the date of the next Annual Council meeting in 2026, unless otherwise specified.

Moved by Councillor Mary Dooley and seconded by Councillor Steve Fritchley

RESOLVED that the following appointments to Outside Bodies be agreed with the term ending at Annual Council 2026.

Arthur Townrow Pensions Fund (term expiring on 1st January 2027)

Councillor Clive Moesby

Councillor Mary Dooley

National Association of Councillors

Councillor Mary Dooley

Substitute – Councillor John Ritchie

Regional Association of Councillors (English)

Councillor Ashley Taylor

Substitute – Councillor Jane Yates

Derbyshire Police and Crime Panel

Councillor Clive Moesby (Portfolio Holder with responsibility for Community Safety)

Substitute – Councillor Phil Smith

Doe Lea Management Committee

Councillor Catherine Jeffery

East Midlands Combined County Authority (non-constituent members)

Leader – Councillor Jane Yates

Substitute - Deputy Leader – Councillor Donna Hales

Substitute – Councillor John Ritchie

COUNCIL

Isabella Smithson's Charity (administered by The John Pearce Trust)

Councillor Anne Clarke

Councillor Rowan Clarke

Councillor Catherine Jeffery

Joint Board (BDC/NEDDC/CBC)

Leader – Councillor Jane Yates

Deputy Leader – Councillor Donna Hales

Scrutiny Observers – to be advised

Local Government Association National

Leader – Councillor Jane Yates

Substitute - Deputy Leader – Councillor Donna Hales

South Yorkshire Mayoral Combined Authority Board (non-constituent members)

Leader – Councillor Jane Yates

Substitute – Deputy Leader – Councillor Donna Hales

CL12-25/26 STANDARDS COMMITTEE ANNUAL REPORT 2024/25

Council considered the Annual Report of the Standards Committee 2024/25 presented by Mrs Ruth Jaffray, Chair of Standards Committee.

The report highlighted the work undertaken by the Standards Committee during 2024/25 and included updating the Councillor Complaint Procedure, reviewing the Council's Constitution, policy review work, review of gifts and hospitality and attendance at Member training.

Councillor Duncan Haywood thanked Mrs Ruth Jaffray for presenting the report and for all the work undertaken in her role as Chair of the Standards Committee.

Moved by Councillor Mary Dooley and seconded by Councillor Cathy Jeffery

RESOLVED that the Standards Committee Annual Report 2024/25 be noted.

CL13-25/26 SCHEME OF DELEGATION

Council considered a report presented by the Director of Governance and Legal Services which proposed an amendment and sought approval of the Scheme of Delegation as outlined in Part 3 of the Council's Constitution.

It was a requirement under Council Procedure Rule 1.1 (o) of the Council's Constitution that the Annual Council Meeting agree the Scheme of Delegation.

The Scheme of Delegation outlined specific delegations of Council and Executive Functions to officers. The scheme also included general powers delegated to all senior managers together with specific powers delegated to the:

- Chief Executive Officer
- Director Finance and Section 151 Officer
- Director Governance and Legal Services & Monitoring Officer

COUNCIL

The scheme also outlined the Proper Officer Provisions.

There was one proposed change which had been considered by Standards Committee on 12th May 2025. The proposed change was to enable the Monitoring Officer to make changes to the Constitution to reflect “administrative changes” to section 4.10.12 (20). The proposed delegation to read:

(20)to make changes to the Constitution arising from any new legislation, administrative errors or **administrative changes** or conflicts in interpretation.

The Scheme of Delegation for Officers was attached to the report at Appendix 1.

Moved by Councillor Tom Munro and seconded by Councillor John Ritchie

RESOLVED that the Scheme of Delegation for Officers, as set out in Appendix 1 to the report, be approved.

CL14-25/26 OPERATION OF URGENCY RULES AND THRESHOLDS FOR KEY DECISIONS

Council considered a report presented by the Monitoring Officer which advised Members of any Key Decisions taken under statutory Urgency Rules in the previous 12 months, any decision taken under Urgency Rules with the Council’s Scrutiny Rules (this was where call-in provisions were waived as the decision was urgent and could not be reasonably deferred), and to set the Key Decision threshold for the forthcoming year in line with the constitutional requirement at Annual Council meetings.

The report stated that all Key Decisions were subject to the Council’s call-in provisions which were set out in the Scrutiny Rules. Call-in provisions may be waived only where a decision was urgent. A decision was urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council’s or the public’s 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 was reasonable in all the circumstances and to it being treated as a matter of urgency. Decisions taken as a matter of urgency were required to be reported to Council. In the past 12 months, four decisions had been taken using urgency provisions to waive call-in. These decisions had been:

- 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); and
- 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).

COUNCIL

The report recommended that the Key Decision thresholds remained the same, which were:

- Revenue Income, Savings or Expenditure - £75,000;
- Capital Income or Expenditure - £150,000.

Moved by Councillor Tom Munro and seconded by Councillor John Ritchie

RESOLVED that (1) the decisions that had been taken over the past 12 months under Special Urgency Rules, be noted; and

(2) the financial thresholds for Key Decisions be maintained at £75,000 (Revenue) and £150,000 (Capital).

CL15-25/26 CHAIRMAN'S CLOSING REMARKS

The Chair thanked everyone for their attendance and confirmed that there would be a 10 minute comfort break before the next meeting of Council commenced.

The meeting concluded at 11:10 hours.

COUNCIL

Minutes of a meeting of the Council of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Wednesday, 21st May 2025 at 10:00 hours.

PRESENT:-

Members:-

Councillor Duncan Haywood in the Chair

Councillors David Bennett, Anne Clarke, Rowan Clarke, Amanda Davis, Mary Dooley, Will Fletcher, Louise Fox, Steve Fritchley, Justin Gilbody, Donna Hales, Tom Munro, Rob Hiney-Saunders, Mark Hinman, Cathy Jeffery, Chris Kane, Tom Kirkham, Clive Moesby, Sandra Peake, Jeanne Raspin, John Ritchie, Emma Stevenson, Janet Tait, Ashley Taylor, Catherine Tite, Rita Turner, Vicky Waplington, Deborah Watson and Jen Wilson.

Officers:- Karen Hanson (Chief Executive), 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), Mark Giles (Assistant Director Streetscene, Community Safety and Enforcement), Victoria Dawson (Assistant Director Housing and Enforcement), Angelika Kaufhold (Governance and Civic Manager), Thomas Dunne-Wragg (Scrutiny Officer) and Matthew Kerry (Governance and Civic Officer).

CL16-25/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Duncan McGregor, Lisa Powell, Sally Renshaw, Phil Smith and Carol Wood.

CL17-25/26 DECLARATIONS OF INTEREST

There were no declarations made at the meeting.

CL18-25/26 CHAIR'S ANNOUNCEMENTS

The Chair confirmed he had nothing further to add.

CL19-25/26 RECOMMENDATIONS FROM EMPLOYMENT AND PERSONNEL COMMITTEE

Council considered a report of the Employment and Personnel Committee presented by the Monitoring Officer, which sought agreement for budget increases associated with the establishment of three new posts as recommended by the Employment and Personnel Committee held on 12th May 2025.

The proposals agreed at the Employment and Personnel Committee required an increase to the Council's General Fund budget as follows:

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- a new Career Graded Planning Policy Officer Post in the Planning Policy and Housing Strategy Team. The total cost of the additionality for this post based on established posts job evaluation at Grade 4, 6 and 7 were as follows;

Grade 4 - £33,329.90 - £35,014.88

Grade 6 - £40,546.76 - £43,627.35

Grade 7 - £44,768.37 - £48,393.09

- the funding of a new full time permanent Housing Performance Manager position from existing Housing Revenue Account (HRA) budget for year 1 and approve an increased cost to the HRA from year 2 onwards. The Housing Revenue Account additional expenditure to be £52,799 (bottom of Grade 8) to £59,162 (top of Grade 8) from May 2026; and
- a permanent post for Temporary Accommodation Officer with effect from 1st May 2026. The post to be funded through the General Fund at a cost of £47,147 (subject to pay awards and increments) with effect from May 2026 and until then be funded out of an existing Domestic Abuse Burdens grant.

Moved by Councillor Tom Munro and seconded by Councillor Mary Dooley

RESOLVED that the increases in salary budgets as recommended by the Employment and Personnel Committee be approved.

CL20-25/26 AUDITOR'S ANNUAL REPORT 2023/24

Council considered a report presented by Councillor Clive Moesby Portfolio Holder for Resources which summarised the Auditor's Annual Report 2023/24 prepared by Forvis Mazars attached as Appendix 1 to the report.

It had been reported to the Audit Committee on 12th March 2024 the plans to address local audit delays in the public sector. The Auditor's report was presented by Forvis Mazars to an Extraordinary meeting of the Audit Committee held on 20th February 2025.

Councillor Tom Kirkham highlighted that the Auditors had raised issues in respect of material errors on the group accounts on page 33 and that residents were concerned about the perceived rising costs and issues with big building projects such as the Crematorium and regeneration projects. In view of the Dragonfly Review being almost complete and need to review this report Councillor Tom Kirkham questioned whether it would be possible to arrange an Extraordinary meeting to review and discuss these together with the Auditors.

Councillor Jane Yates confirmed that an Extraordinary Council meeting would be called to discuss the outcome of the Dragonfly Review report and review of the Dragonfly companies but added that any decisions relating to the Dragonfly Companies arising from the report would be an executive decision and not one taken at full Council. The report would be published with the recommendations and options appraisal being done as part of the report.

Moved by Councillor Clive Moesby and seconded by Councillor John Ritchie

RESOLVED that the Forvis Mazars Auditors report be noted.

COUNCIL

CL21-25/26 UPDATING THE COUNCIL'S PAY AGREEMENT

Council considered a report presented by Councillor Clive Moesby, Portfolio Holder for Resources relating to updates on the Council's Pay Agreement which had not been updated for many years. Feedback had been received from staff and management highlighting that the document was out of date and a request received to review the enhanced overtime limits.

Consultation had taken place with Union Employee Consultation Committee with changes proposed to:

- The lifting of the grade limit on enhanced overtime from the top of grade 6 to the top of grade 7 to provide greater equity and flexibility for employees to one grade higher.
- Updates to the terminology, post titles and removal of time specific rates which would reduce the need for constant revisions.

Councillor David Bennett queried why on page 7 a paragraph stating that allowances would not continue to be paid referenced page 27 in a 21 page document. It was confirmed that this was an oversight and the document had been reduced and adjusted and that paragraph should have been removed. It was also confirmed that Council already had a pay protection policy which lasted for 12 months for affected employees.

Moved by Councillor John Ritchie and seconded by Councillor Rob Hiney-Saunders **RESOLVED** that approval be given for the revised pay agreement, including the changes to the overtime grade limit, updated terminology and post titles, and removal of time-specific clauses.

CL22-25/26 PREVENTING SEXUAL HARASSMENT POLICY

Council considered a report presented by Councillor Clive Moesby, Portfolio Holder for Resources relating to the revised Preventing Sexual Harassment Policy. A review had been undertaken in response to the new 2024 UK legislation, Worker Protection (Amendment of Equality Act 2010) Act 2023, which aimed at combatting workplace sexual harassment. The legislation obligated employers to take proactive measures to prevent sexual harassment and imposed stricter penalties for non-compliance and included increased compensation awards by up to 25%.

Formal consultation had taken place at the Council's Union Employee Consultation Committee with the key components in the revised policy including:

- A Zero-Tolerance stance.
- Preventative measures including regular awareness campaigns and training.
- Clear reporting and investigation procedures and support for victims.
- Legal compliance, accountability and managerial responsibility.

Moved by Councillor Clive Moesby and seconded by Councillor Mary Dooley **RESOLVED** that approval be given for the adoption of the policy to ensure compliance, enhance workplace culture and minimise legal and reputational risks.

COUNCIL

CL23-25/26 HOUSING MANAGEMENT SYSTEM

Council considered a report presented by Councillor John Ritchie, Portfolio Holder for Devolution which sought approval for a 5 year contract with Capita Business Services for the ongoing annual support of the Housing Management System and One System upgrade. The Open Housing IT system went live in September 2020 and provided the management and maintenance of the Council's housing stock and tenancies which comprised 5,000 properties, garage sites and leasehold properties.

The more stringent requirements of the Social Housing (Regulation) Act 2023 imposed a greater governance and data driven approach to the safety, maintenance and improvement of the Council's Housing Stock and assets. In response "Open Housing" had been upgraded and rebranded as "One Housing" and included the additional modules to ensure greater evidence of compliance with the latest legislative requirements and for the Regulator for Social Housing Consumer Standards.

The Executive on 14th April 2025 approved the new 5 year contract with Capita Business Services for the ongoing annual support of the Housing Management System and for One System upgrade. However, Council was required to approve the inclusion of the this on the capital programme.

The cost of the 5-year contract included the annual licence and maintenance support, purchase and implement of additional modules and the upgrade to "One Housing" was £464,599.65. The ongoing annual support of £274,879.65 could be contained within existing revenue budgets and the Capital expenditure of £189,720 could be funded by available capital receipts however, this needed to be approved by Council to be added to the capital programme.

Councillor Deborah Watson queried why a 5 year contract was being approved by the Executive when it was likely that Bolsover District Council was unlikely to exist and that it was a large commitment from the capital programme. Councillor John Ritchie stated that the dissolution of Bolsover District Council within that period of time was not a certainty and it was likely that the decision for a 5 year contract provided better terms than shorter periods. Councillor Steve Fritchley added that whilst he understood Councillor Deborah Watson's concerns it was likely to take longer than 5 years to make the proposed changes to the authority and that housing services would still continue even if Bolsover District Council ceased to exist.

Moved by Councillor John Ritchie and seconded by Councillor Rob Hiney-Saunders
RESOLVED that approval be given for the capital programme to be updated to include the capital costs of the One Housing system upgrade.

CL24-25/26 APPOINTMENT OF MEMBER CHAMPIONS

Council considered a report of the Director of Governance and Legal Services presented by the Monitoring Officer, which sought Council approval for the appointment of Member Champions for the 2025/26 Municipal Year.

The nominations for Member Champions were as follows:

COUNCIL

Armed Forces Champion (s)	Councillor David Bennett Councillor Tom Munro
Domestic Abuse Champion	Councillor Donna Hales
Local Nature Recovery Champion	Councillor Rob Hiney-Saunders
Member Development Champion	Councillor Catherine Jeffery
Safeguarding Champion	Councillor Jane Yates

Councillor Emma Stevenson queried why there was not a Member Champion for Neurodiversity Champion which she had proposed previously at Council and asked that this be brought back to Council for approval. It was confirmed that this would be checked.

Moved by Councillor Donna Hales moved and seconded by Councillor Jane Yates **RESOLVED** that the Member Champions be appointed for the 2025/26 Municipal Year.

CL25-25/26 CHAIRMAN'S CLOSING REMARKS

The Chair thanked people for attendance and their forbearance with the new equipment and closed the meeting.

The meeting concluded at 12:40 hours.

- (1) Question submitted to the Portfolio Holder for Growth by Mr D Webb:

“In light of the County Council’s Infrastructure Monitoring Reports and confirmation from a County Council planning officer that no SEND contributions were secured in the 2020/21 reporting year also, can the Council explain why it has not obtained any SEND contributions through planning developments in over five years and if this is a moral failure of the districts most vulnerable children?”

BOLSOVER DISTRICT COUNCIL

Meeting of the Council on 30th July 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 confirm the Council's Political Proportionality and Appointments to 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 was 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.
- 1.2 Notification of changes to the political structure of the Council was received by the Monitoring Officer approximately 24 hours prior to the meeting. Given the short timescales the Monitoring Officer sought delegated authority, in consultation with the Group Leaders, to agree the revised political balance and membership to committees in accordance with political balance rules. Council approved delegated authority for this to be undertaken as soon as practicable.

2. Details of Proposal or Information

- 2.1 Council is asked to note the Monitoring Officer's delegated decisions confirming the political balance and membership of committees agreed in consultation with the Group Leaders.

- 2.2 DD0239 was published on 30th May 2025 and confirmed the Political Balance of the Council and Appointments to Established Committees and advisory groups for the 2025/26 Municipal Year.
- 2.3 A further change to the membership of committees following a request from the Independent Group was published on DD0243 on 6 June 2025.
- 2.4 The terms of reference of all other committees remained as currently set out in the Council's Constitution.
- 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.

3. Reasons for Recommendation

- 3.1 Council approved delegated authority for the Monitoring Officer in consultation with Group Leaders to agree the Political Balance requirements and Memberships of Committees which would best meet the requirements of Section 15 of the Local Government and Housing Act as far as reasonably practicable. Whilst notification of these decisions was published via delegated decisions this report confirms those decisions to Council.

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 and as this was not possible at the time, Council is now asked to note the decisions therefore no alternatives are suggested.

RECOMMENDATION(S)

- 1. That Council notes the Political Balance and Membership of Committees for the 2025/26 Municipal Year as detailed in DD0239 and DD0243.
-

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>
---	--

<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	DD0239 – Political balance and appointments to committees
2	DD0243 – Appointment to established committees and advisory groups 2025/26 (revised)

<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>

BOLSOVER DISTRICT COUNCIL DELEGATED DECISION NOTICE

RECORD OF DECISION TAKEN BY THE DIRECTOR OF GOVERNANCE AND LEGAL SERVICES & MONITORING OFFICER

30th May 2025

Political balance of committees and advisory groups and membership of those committees and advisory groups

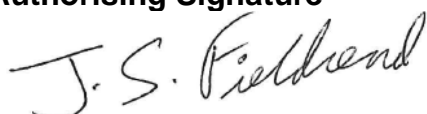
NAME OF OFFICER COMPLETING THIS FORM	
Jim Fieldsend	
POSITION	
Director for Governance and Legal Services & Monitoring Officer	
DATE	
30 TH MAY 2025	
Authority for Decision (from the Constitution)	<p>Council 21st May 2025</p> <p>Delegated authority be given to the Monitoring Officer in consultation with Group Leaders to review and agree the political balance of the Council and allocation of seats on committees in accordance with the political balance rules.</p> <p>Delegated authority be given to the Monitoring Officer in consultation with Group Leaders to finalise the appointments to committees and advisory groups as soon as practicable.</p>
Decision	<p>That the political balance of the Council should be as set out on the attached spreadsheet (Appendix 1).</p> <p>That the membership of the committees and advisory groups should be as set out on attached Appendix 2.</p>
Reason(s) for decision:	The allocation of the seats meets political balance requirements for committees and advisory groups set out in Section 15 of the Local Government and Housing Act 1989 and associated regulation.

	It was necessary to delegate this decision to the Monitoring Officer as Annual Council was unable to do so due to changes to the political make-up of the Council just before the Annual Council meeting.
Alternative options and reason(s) for rejection:	There are no alternative options. All group leaders are happy with the decisions.
Conflicts of interest and any dispensation:	None

PLEASE COMPLETE THE FOLLOWING DECISION INFORMATION:

Is this a Key Decision?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is this decision 'exempt' from publication?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, please state relevant exemption paragraph:	
Do General Exception or Special Urgency Rules apply to this decision? (<i>please specify on this form which applies (please check with Governance or the Monitoring Officer)</i>)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> General Exception <input type="checkbox"/> Special Urgency <input type="checkbox"/>
I confirm that consultation has taken place with the Head of Paid Service, the Section 151 Officer, and the Monitoring Officer	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
I confirm that the Leader, Deputy Leader or the relevant Portfolio Holder have been consulted	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Authorising Signature



Unique Reference Number:

DD0239/JF/300425

Date decision may be implemented: Immediately

(this is following the call-in deadline date, if call-in is applicable - only Key Decisions may be called in)

Deadline date for calling-in this Key Decision is: N/A

Number of Members required to call-in an item is: Three Scrutiny Members

Method by which items may be called-in:

By completion of a form available from the Governance Team.

Recording of called-in items:

The Governance and Civic Manager shall be responsible for keeping and maintaining a log of called in items. In practice this log will be kept by the Governance Officers who are themselves authorised to accept notifications from Members.

A log shall be maintained in chronological order according to when requests are received. This log will be open for inspection by any Member of the Council, upon request.

Appendix 1 - Political balance calculations - 30 May 2025 - DD0239

	Seats on Council	Proportion	Committee places	Provisional allocations	Revised Scrutiny allocations	% calculation for scrutiny	Potential number of seats	
Total seats	37	100%	85	85				
Labour Group	23	62.16%	52.838	52	17	29	62.16%	18.0264
Independent Group	10	27.03%	22.973	25	9	29	27.03%	7.8387
Conservative	2	5.41%	4.595	5	2			
Reform	1	2.70%	2.297	1	0			
Independent (RW)	1	2.70%	2.297	2	1			
			85	85	29			18 Labour 8 Independent Group

Ordinary Committees	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	
Employee Appeals Committee	3	1.86	2	0.81	1	0.16	0	0.08	0	0.08	0	3
General Licensing Committee	10	6.22	6	2.70	3	0.54	1	0.27	0	0.27	0	10
Licensing and Gambling Acts Committee	10	6.22	6	2.70	3	0.54	1	0.27	0	0.27	0	10
Planning Committee	10	6.22	6	2.70	4	0.54	0	0.27		0.27	0	10
Safety Committee	5	3.11	3	1.35	2	0.27	0	0.14	0	0.14	0	5
Standards Committee	6	3.73	4	1.62	1	0.32	1	0.16	0	0.16	0	6
Audit Committee	6	3.73	4	1.62	1	0.32	0	0.16	1	0.16		6
Union/Employee Consultation Committee	6	3.73	4	1.62	1	0.32	0	0.16	0	0.16	1	6
Total Seats on Ordinary Committees	56	34.81	35	15.14	16	3.03	3		1		1	56

Scrutiny Committees	Total seats on Committee	Labour Group		Independent Group		Conservative		Reform		Independent (RW)		Total seats allocated	Balance
		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		
Customer Services Scrutiny Committee	7	4.35	4	1.89	2	0.38	1	0.19	0	0.19	0	7	Four - Two - One
Local Growth Scrutiny Committee	7	4.35	4	1.89	2	0.38	1	0.19	0	0.19	0	7	Four - Two - One
Finance and Corporate Overview Scrutiny Committee	8	4.97	5	2.16	3	0.43	0	0.22	0	0.22		8	Five - three
Climate Change and Communities Scrutiny Committee	7	4.35	4	1.89	2	0.38	0	0.19		0.19	1	7	Four - Two - One
Total Scrutiny seats	29		17		9		2		0		1	29	

Tables below not included in the overall allocation of available committee seats 85

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	
MDWG	7	4.35	4	1.89	2	0.38	1	0.19	0	7
Local Plan Implementation Action Group	10	6.22	6	2.70	4	0.54	0	0.27	0	10
Pleasley Park and Vale Conservation Area Working Group	5	3.11	3	1.35	2	0.27	0	0.14	0	5
Housing Liasion Board	5	3.11	3	1.35	2	0.27	0	0.14	0	5
Total seats	27	16.78	16	7.30	10	1.46	1	0.73	0	27

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

Joint Committees*	Total seats on Committee	Labour Group		Independent Group		Conservative		Reform		Planning Committee		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	1.86	3	0.81		0.16	0	0.08	0			3
Joint Scrutiny Panel	3	1.86	2	0.81		0.16	1	0.08	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	
		Proportion of seats	Allocated Seats	Proportion of seats	Allocated Seats
	4	2.49	3	1.08	1

APPOINTMENT TO ESTABLISHED COMMITTEES AND ADVISORY GROUPS 2025/26

COMMITTEES


Committee	Labour Group (23)	Independent Group (10)	Conservative Group (2)	Reform (1)	Independent Councillor (1)
Finance & Corporate Overview Scrutiny Committee (8)	(5) Councillors: 1. David Bennett (Chair) 2. Rowan Clarke 3. Duncan McGregor (V-C) 4. Lisa Powell 5. Sally Renshaw	(3) Councillors: 1. Janet Tait 2. Steve Fritchley 3. Chris Kane	(0)	(0)	(0)
Local Growth Scrutiny Committee (7)	(4) Councillors: 1. Duncan Haywood 2. Tom Kirkham (V-C) 3. Jeanne Raspin 4. Sally Renshaw (Chair)	(2) Councillors: 1. Justin Gilbody 2. Jen Wilson	(1) Councillor Will Fletcher	(0)	(0)
Customer Services Scrutiny Committee (7)	(4) Councillors: 1. Amanda Davis (V-C) 2. Lucy King 3. Jeanne Raspin 4. Vicky Waplington (Chair)	(2) Councillors: 1. Emma Stevenson 2. Rita Turner	(1) Councillor Louise Fox	(0)	(0)
Climate Change and Communities Scrutiny Committee (7)	(4) Councillors: 1. Mark Hinman 2. Catherine Jeffery 3. Ashley Taylor (Chair) 4. Catherine Tite	(2) Councillors: 1. Anne Clarke (V-C) 2. Sandra Peake	(0)	(0)	(1) Councillor Ross Walker

Committee	Labour Group (23)	Independent Group (10)	Conservative Group (2)	Reform (1)	Independent Councillor (1)
Employee Appeals Committee (3) Deputies (3)	(2) Councillors: 1. Jane Yates 2. Donna Hales Deputies: (2) Deputy 1 – David Bennett Deputy 2 John Ritchie	(1) Councillor Sandra Peake Deputy: Deborah Watson	(0)	(0)	(0)
General Licensing Committee (10)	(6) Councillors: 1. David Bennett 2. Amanda Davis (V-C) 3. Mary Dooley 4. Duncan McGregor (Chair) 5. Lisa Powell 6. Jeanne Raspin	(3) Councillors: 1. Emma Stevenson 2. Anne Clarke 3. Rita Turner	(1) Councillor Will Fletcher	(0)	(0)
Licensing and Gambling Acts Committee (10)	(6) Councillors: 1. David Bennett 2. Amanda Davis (V-C) 3. Mary Dooley 4. Duncan McGregor (Chair) 5. Lisa Powell 6. Jeanne Raspin	(3) Councillors: 1. Emma Stevenson 2. Anne Clarke 3. Rita Turner	(1) Councillor Will Fletcher	(0)	(0)

Committee	Labour Group (23)	Independent Group (10)	Conservative Group (2)	Reform (1)	Independent Councillor (1)
Planning Committee (10)	(6) Councillors: 1. Rob Hiney-Saunders 2. Tom Munro 3. Sally Renshaw 4. John Ritchie (Chair) 5. Catherine Tite (V-C) 6. Phil Smith	(4) Councillors: 1. Chris Kane 2. Steve Fritchley 3. Janet Tait 4. Deborah Watson	(0)	(0)	(0)
Safety Committee (5)	(3) Councillors: 1. Rowan Clarke 2. Tom Munro 3. Jane Yates	(2) Councillors: 1. Justin Gilbody 2. Sandra Peake	(0)	(0)	(0)
Audit Committee (6) Plus 2 co-opted Members	(4) Councillors: 1. Tom Kirkham 2. Catherine Jeffery 3. Catherine Tite (Chair) 4. Rob Hiney-Saunders	(1) Councillor Steve Fritchley	(0)	(1) Councillor Carol Wood	(0)
Standards (6) Plus 1 co-opted Member	(4) Councillors: 1. Duncan Haywood 2. Clive Moesby 3. Vicky Waplington (V-C) 4. Donna Hales	(1) Councillor Anne Clarke	(1) Councillor Louise Fox	(0)	(0)

Committee	Labour Group (23)	Independent Group (10)	Conservative Group (2)	Reform (1)	Independent Councillor (1)
Union / Employee Consultation Committee (6)	(4) Councillors: 1. Rowan Clarke 2. Mary Dooley 3. Tom Munro 4. Sally Renshaw	(1) Councillor Steve Fritchley	(0)	(0)	(1) Councillor Ross Walker

JOINT COMMITTEES

Committee	Labour Group (23)	Independent Group (11)	Conservative Group (2)	Reform (1)	Independent Councillor (1)
 ICT Shared Services Committee (3 from BDC plus CBC and NEDDC)	(3) Councillors: 1. David Bennett 2. Donna Hales 3. Jane Yates	(0)	(0)	(0)	(0)
Shared Services Scrutiny Committee (also known as Joint Scrutiny Panel) (3)	(2) Councillors	(0)	(1)	(0)	(0)

ADVISORY GROUPS

Committee	Labour Group (23)	Independent Group (11)	Conservative Group (2)	Reform (1)	Independent Councillor (1)
Pleasley Park and Vale Conservation Area Joint Advisory Group (5)	(3) Councillors: 1. Tom Kirkham 2. John Ritchie 3. Catherine Tite	(2) Councillors: 1. Janet Tait 2. Steve Fritchley	(0)	(0)	(0)
Local Plan Implementation Advisory Group (10) <i>*same as Planning Committee</i>	(6) Councillors: 1. Rob Hiney-Saunders 2. Tom Munro 3. Sally Renshaw 4. John Ritchie (Chair) 5. Catherine Tite (V-C) 6. Phil Smith	(4) Councillors: 1. Chris Kane 2. Steve Fritchley 3. Janet Tait 4. Deborah Watson	(0)	(0)	(0)
Member Development Working Group (7)	(4) Councillors: 1. David Bennett 2. Mary Dooley (V-C) 3. Catherine Jeffery (Chair) 4. Jeanne Raspin	(2) Councillor: 1. Deborah Watson 2. Sandra Peake	(1) Councillor Louise Fox	(0)	(0)
Housing Liaison Board (5)	(3) Councillors: 1. Phil Smith 2. Ashley Taylor 3. Vicky Wapplington	(2) Councillor: 1. Rita Turner 2. Janet Tait	(0)	(0)	(0)

**BOLSOVER DISTRICT COUNCIL
DELEGATED DECISION NOTICE**

**RECORD OF DECISION TAKEN BY THE DIRECTOR OF
GOVERNANCE AND LEGAL SERVICES & MONITORING OFFICER**

2nd June 2025

Membership of committees and advisory groups

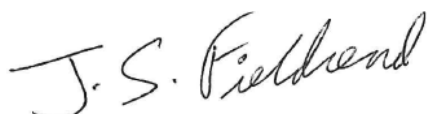
NAME OF OFFICER COMPLETING THIS FORM	
Jim Fieldsend	
POSITION: DIRECTOR FOR GOVERNANCE AND LEGAL SERVICES & MONITORING OFFICER	
DATE: 2 ND JUNE 2025	
Authority for Decision (from the Constitution)	<p>Council 21st May 2025</p> <p>Delegated authority be given to the Monitoring Officer in consultation with Group Leaders to finalise the appointments to committees and advisory groups as soon as practicable.</p>
Decision	<p>That the membership of the committees and advisory groups should be as set out on attached Appendix.</p> <p>This amends the membership of the Standards Committees.</p>
Reason(s) for decision:	<p>It was necessary to delegate this decision to the Monitoring Officer as Annual Council was unable to do so due to changes to the political make-up of the Council just before the Annual Council meeting.</p> <p>This amendment follows a request from the Leader of the Independent Group to change their nomination to the Standards Committee.</p>
Alternative options and reason(s) for rejection:	There are no alternative options.

Conflicts of interest and any dispensation:	None
--	------

PLEASE COMPLETE THE FOLLOWING DECISION INFORMATION:

Is this a Key Decision?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is this decision 'exempt' from publication?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, please state relevant exemption paragraph:	
Do General Exception or Special Urgency Rules apply to this decision? <i>(please specify on this form which applies (please check with Governance or the Monitoring Officer))</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> General Exception <input type="checkbox"/> Special Urgency <input type="checkbox"/>
I confirm that consultation has taken place with the Head of Paid Service, the Section 151 Officer, and the Monitoring Officer	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
I confirm that the Leader, Deputy Leader or the relevant Portfolio Holder have been consulted	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Authorising Signature



Unique Reference Number: 0243/JF/040625
(this will be provided by Governance)

Date decision may be implemented: Immediately

(this is following the call-in deadline date, if call-in is applicable - only Key Decisions may be called in)

Deadline date for calling-in this Key Decision is: N/A

Number of Members required to call-in an item is: Three Scrutiny Members

Method by which items may be called-in:

By completion of a form available from the Governance Team.

Recording of called-in items:

The Governance and Civic Manager shall be responsible for keeping and maintaining a log of called in items. In practice this log will be kept by the Governance Officers who are themselves authorised to accept notifications from Members.

A log shall be maintained in chronological order according to when requests are received. This log will be open for inspection by any Member of the Council, upon request.

APPOINTMENT TO ESTABLISHED COMMITTEES AND ADVISORY GROUPS 2025/26

COMMITTEES

Committee	Labour Group (23)	Independent Group (10)	Conservative Group (2)	Reform (1)	Independent Councillor (1)
Finance & Corporate Overview Scrutiny Committee (8)	(5) Councillors: 1. David Bennett (Chair) 2. Rowan Clarke 3. Duncan McGregor (V-C) 4. Lisa Powell 5. Sally Renshaw	(3) Councillors: 1. Janet Tait 2. Steve Fritchley 3. Chris Kane	(0)	(0)	(0)
Local Growth Scrutiny Committee (7)	(4) Councillors: 1. Duncan Haywood 2. Tom Kirkham (V-C) 3. Jeanne Raspin 4. Sally Renshaw (Chair)	(2) Councillors: 1. Justin Gilbody 2. Jen Wilson	(1) Councillor Will Fletcher	(0)	(0)
Customer Services Scrutiny Committee (7)	(4) Councillors: 1. Amanda Davis (V-C) 2. Lucy King 3. Jeanne Raspin 4. Vicky Waplington (Chair)	(2) Councillors: 1. Rita Turner 2. Emma Stevenson	(1) Councillor Louise Fox	(0)	(0)
Climate Change and Communities Scrutiny Committee (7)	(4) Councillors: 1. Mark Hinman 2. Catherine Jeffery 3. Ashley Taylor (Chair) 4. Catherine Tite	(2) Councillors: 1. Anne Clarke (V-C) 2. Sandra Peake	(0)	(0)	(1) Councillor Ross Walker

Committee	Labour Group (23)	Independent Group (10)	Conservative Group (2)	Reform (1)	Independent Councillor (1)
Employee Appeals Committee (3) Deputies (3)	(2) Councillors: 1. Jane Yates 2. Donna Hales Deputies: (2) Deputy 1 – David Bennett Deputy 2 John Ritchie	(1) Councillors: 1. Sandra Peake Deputy: Deborah Watson	(0)	(0)	(0)
General Licensing Committee (10)	(6) Councillors: 1. David Bennett 2. Amanda Davis (V-C) 3. Mary Dooley 4. Duncan McGregor (Chair) 5. Lisa Powell 6. Jeanne Raspin	(3) Councillors: 1. Emma Stevenson 2. Anne Clarke 3. Rita Turner	(1) Councillor Will Fletcher	(0)	(0)
Licensing and Gambling Acts Committee (10)	(6) Councillors: 1. David Bennett 2. Amanda Davis (V-C) 3. Mary Dooley 4. Duncan McGregor (Chair) 5. Lisa Powell 6. Jeanne Raspin	(3) Councillors: 1. Emma Stevenson 2. Anne Clarke 3. Rita Turner	(1) Councillor Will Fletcher	(0)	(0)

Committee	Labour Group (23)	Independent Group (10)	Conservative Group (2)	Reform (1)	Independent Councillor (1)
Planning Committee (10)	(6) Councillors: 1. Rob Hiney-Saunders 2. Tom Munro 3. Sally Renshaw 4. John Ritchie (Chair) 5. Catherine Tite (V-C) 6. Phil Smith	(4) Councillors: 1. Chris Kane 2. Steve Fritchley 3. Janet Tait 4. Deborah Watson	(0)	(0)	(0)
Safety Committee (5)	(3) Councillors: 1. Rowan Clarke 2. Tom Munro 3. Jane Yates	(2) Councillors: 1. Justin Gilbody 2. Sandra Peak	(0)	(0)	(0)
Audit Committee (6) Plus 2 co-opted Members	(4) Councillors: 1. Tom Kirkham 2. Catherine Jeffery 3. Catherine Tite (Chair) 4. Rob Hiney-Saunders	(1) Councillor Steve Fritchley	(0)	(1) Councillor Carol Wood	(0)
Standards (6) Plus 1 co-opted Member	(4) Councillors: 1. Duncan Haywood 2. Clive Moesby 3. Vicky Waplington (V-C) 4. Donna Hales	(1) Councillor Justin Gilbody	(1) Councillor Louise Fox	(0)	(0)
Union / Employee	(4)	(1)	(0)	(0)	(1)

Committee	Labour Group (23)	Independent Group (10)	Conservative Group (2)	Reform (1)	Independent Councillor (1)
Consultation Committee (6)	Councillors: 1. Rowan Clarke 2. Mary Dooley 3. Tom Munro 4. Sally Renshaw	Councillor Steve Fritchley			Councillor Ross Walker

JOINT COMMITTEES

Committee	Labour Group (23)	Independent Group (11)	Conservative Group (2)	Reform (1)	Independent Councillor (1)
ICT Shared Services Committee (3 from BDC plus CBC and NEDDC)	Councillors: 1. David Bennett 2. Donna Hales 3. Jane Yates (3)	(0)	(0)	(0)	(0)
Shared Services Scrutiny Committee (also known as Joint Scrutiny Panel) (3)	Councillors (2)	(0)	(1)	(0)	(0)

ADVISORY GROUPS

Committee	Labour Group (23)	Independent Group (11)	Conservative Group (2)	Reform (1)	Independent Councillor (1)
Pleasley Park and Vale Conservation Area Joint Advisory Group (5)	(3) Councillors: 1. Tom Kirkham 2. John Ritchie 3. Catherine Tite	(2) Councillors: 1. Janet Tait 2. Steve Fritchley	(0)	(0)	(0)
Local Plan Implementation Advisory Group (10) <i>*same as Planning Committee</i>	(6) Councillors: 1. Rob Hiney-Saunders 2. Tom Munro 3. Sally Renshaw 4. John Ritchie (Chair) 5. Catherine Tite (V-C) 6. Phil Smith	(4) Councillors: 1. Chris Kane 2. Steve Fritchley 3. Janet Tait 4. Deborah Watson	(0)	(0)	(0)
Member Development Working Group (7)	(4) Councillors: 1. David Bennett 2. Mary Dooley (V-C) 3. Catherine Jeffery (Chair) 4. Jeanne Raspin	(2) Councillor: 1. Deborah Watson 2. Sandra Peake	(1) Councillor Louise Fox	(0)	(0)
Housing Liaison Board (5)	(3) Councillors: 1. Phil Smith 2. Ashley Taylor 3. Vicky Wapplington	(2) Councillor: 1. Rita Turner 2. Janet Tait	(0)	(0)	(0)

Bolsover District Council

Meeting of Council on 30th July 2025

Member Development Annual Report 2024/25

Report of the Member Development Working Group

Classification	This report is Public
Contact Officer	Angelika Kaufhold Governance and Civic Manager

PURPOSE/SUMMARY OF REPORT

To enable Council to consider the Member Development work that was undertaken during 2024/25.

REPORT DETAILS

1. Background

- 1.1 An annual report of Member Development is considered by Council annually.
- 1.2 The annual report sets out the member development activities that took place during 2024/25, opportunities that were made available to Members and information on the evaluation of member development activities that took place.

2. Details of Proposal or Information

- 2.1 The Annual Report of the Member Development Working Group is attached at **Appendix 1**.

3. Reasons for Recommendation

- 3.1 To enable the Council to consider the Annual Report on Member Development during 2024/25.

4. Alternative Options and Reasons for Rejection

- 4.1 Council could determine to no longer receive a Member Development Annual Report however this option is not recommended as the Annual Report publicises to all Members the activities that have been undertaken and provides an opportunity for them to consider any future issues that may arise that they would like to see included in future programmes.

RECOMMENDATION(S)

1. That the Member Development Annual Report 2024/25 be noted.

Approved by the Member Development Working Group (2024/25)– Cllr Sandra Peake

<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 issues 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:	
<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 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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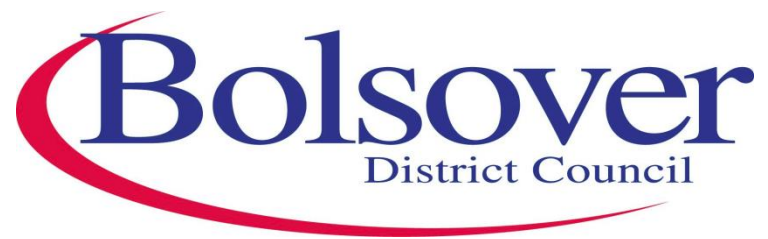
<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p> <p>If Yes, is the call-in period to be waived in respect of the decision(s) proposed within this report? <i>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</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 checked="" type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input checked="" type="checkbox"/> Member Development Working Group </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 checked="" type="checkbox"/> No <input type="checkbox"/></p>
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<p>Links to Council Ambition: Customers, Economy, Environment, Housing</p>
<p>Member development activities are designed to support the learning and development of Members so that they have the appropriate knowledge, skills and confidence to carry out their various roles and represent the public they were elected to serve.</p>

DOCUMENT INFORMATION

Appendix No	Title
1	Member Development Annual Report 2024/25

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



**Member Development
Annual Report 2024/25**

Member Development Annual Report 2024/25

Foreword from the Chair of the Member Development Working Group

I am pleased to present this annual report on Member Development for 2024/25. The Council is dedicated to fostering a culture of continuous learning and professional growth among our Councillors, recognising that their development is crucial to the effective governance and representation of the community.

The report highlights the various training sessions that have been conducted throughout the year, including refresher training where required for Statutory Committees such as Planning and Licensing.

The Member Development Working Group regularly considers feedback from training sessions and reviews the training opportunities available.

I would like to thank all those involved in delivering the Councillor training programme for 2024/25.

Councillor Sandra Peake

Chair of Member Development Working Group (2024/25)

1. Introduction

The purpose of this annual report is to provide a summary of member development work undertaken in the municipal year 2024/25.

Member development activities are designed to support the learning and development of Members so that they have the appropriate knowledge, skills and confidence to carry out their various roles and represent the public they were elected to serve.

The Annual Report covers the following subjects:

- Member Development Working Group
- Member Development Sessions
- Committee Specific Training and Other Training and Development Events
- Other Member Development Opportunities
- Member Induction Programme Development

Part of the Members' Roles and Responsibilities includes that Members 'be responsible for continuous personal development, engaging in available opportunities for training and development to build on understanding and knowledge, and to develop relevant skills.'

2. Member Development Working Group

The Council has a cross-party working group to oversee, monitor and make recommendations on member development. The Group is committed to supporting the development of Councillors and to enable them to engage effectively in the modernisation of local government and to deliver the Council's statutory functions and corporate objectives, and to represent the people of Bolsover District.

The Working Group was chaired by Cllr Sandra Peake and its membership in 2024/25 was as follows:

Councillor Rowan Clarke
Councillor Mary Dooley
Councillor Louise Fox
Councillor Justin Gilbody
Councillor Cathy Jeffery
Councillor Sandra Peake
Councillor Jen Wilson

3. Member Learning, Development and Information Sessions

The purpose of the Member Learning, Development and Information Sessions is to provide a framework to support the achievement of members' objectives.

The sessions offer an opportunity for Members and officers to discuss the latest developments in local government in terms of policy, legislation and initiatives from Government and to undertake development work in an informal environment which supports learning.

The sessions held during 2024/25 are listed in the table below. The sessions comprised of refresher training courses and topics requested by members.

Date of Session	Topics	Attendance
29th May 2024	Chairing Skills (Association of Democratic Services Officers)	6
14th June 2024	Planning	3
20th June 2024	Risk Management (Zurich)	16
26th June 2024	Scrutiny Essentials (Centre for Governance and Public Scrutiny)	13
18th June 2024	Licensing	6
26th July 2024	Licensing	2
16th September 2024	Planning	1
22nd January 2025	Planning – NPPF briefing	
17th March 2025	FOI and Data Protection	16
17th March 2025	Equalities and Diversity	17
17th March 2025	Security Briefing	20
17th March 2025	Safeguarding	13

Date of Session	Topics	Attendance
24th March 2025	Cyber Training for Councillors (webinar Derbyshire Police Online Safety Team)	
14 May 2025	Cyber Crime (Derbyshire Police)	
20th May 2025	Role of the Civic Head (EMC) *for Chair of Council	1

External courses by the Local Government Association (LGA), Centre for Governance and Scrutiny (CfGS) and East Midlands Councils (EMC) were also advertised to Councillors and places were booked as requested by individual Councillors.

External courses and webinars were also shared with members by the Governance Team and included:

- 13th February 2024 – “Safer Internet Day” – Derbyshire Police
- 11 July 2024 - “What about the numbers? Understand them and use Storytelling to get your messages across” – LGA
- 12 July 2024 – “One Year On” Councillor Development Workshop – EMC
- Neurodiversity – webinar
- “Run, Hide and Tell” – online training

The attendance at many of the training sessions was low and participation and take up of training events remains an issue. Training is particularly important for certain subjects and there are a number of sessions that are set out as mandatory training sessions in the Members’ Code of Conduct. Training for members of committees such as Planning and Licensing are vital due to the nature of the decisions the committees take and it is essential that Members are trained prior to sitting on such committees. This is set out in Appendix A to the Members’ Code of Conduct.

It was decided to offer a number of training sessions on one day to see if this improved attendance and be a suitable option to enable members to attend a number of events on the same day. A good notice period was provided to enable members to plan to attend (especially for those needing to make caring or work arrangements).

The Member Development Working Group regularly considers the attendance of Councillors at training sessions.

4. Member Development Evaluation

The Working Group receives reports on a regular basis detailing evaluation, together with Members' comments, on training and development events. All training events in 2024/25 received positive feedback.

5. Member Development Programme Development

An email asking for Councillors to feedback any training needs was sent out in February and March 2024. The responses were considered by the Member Development Working Group which used them to develop a programme for 2024/25 which followed on from the Induction Programme in 2023.

BOLSOVER DISTRICT COUNCIL

Meeting of Council on 30th July 2025

Procurement Team

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

Classification	Open
Contact Officer	Jim Fieldsend, Director of Governance and Legal Services & Monitoring Officer

PURPOSE/SUMMARY OF REPORT

To seek approval to the creation of a Procurement Officer post.

REPORT DETAILS

1. Background

- 1.1 The new Procurement Team has been operating since February 2025. During that period, they have received 34 instructions from Dragonfly Management and 39 from Bolsover District Council clients. In the previous two-year period procurement dealt with 9 Dragonfly projects and 39 Bolsover projects. There has therefore been a significant rise in Dragonfly and Council clients seeking Procurement's services.
- 1.2 This additional demand together with new statutory duties imposed on local authorities undertaking procurement is having a significant strain on the Procurement Team. In order to maintain a quality service and (a) provide the necessary assurance that all our procurements are compliant with the statutory requirements and not subject to challenge, (b) ensures value for money and, (c) ensures social value is achieved, an additional member of staff is needed.
- 1.3 Currently there is one full time Procurement Manager and 0.5 FTE Procurement Officer. This level of staff is unable to sustain the current and anticipated workload, and it is proposed that a full time Procurement Officer post is established. The Procurement Officer role was disestablished when the new team was created and had previously been evaluated at grade 6, however, the Procurement Manager proposes to review this role, and it is anticipated that it will be a grade 7 role on re-evaluation.

2. Details of Proposal or Information

- 2.1 Members are requested to approve the addition of the Procurement Officer to the establishment.

3. Reasons for Recommendation

- 3.1 Due to the significant increase in work coming into the department and to enable the Procurement team to provide a quality service.

4 Alternative Options and Reasons for Rejection

- 4.1 Not to agree to the addition of the Procurement Officer. This will place an unsustainable burden on the Procurement Team

RECOMMENDATION(S)

That Council agrees to the addition of the Procurement Officer role to the establishment.

Approved by Councillor Clive Moesby, Portfolio Holder for Resources.

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Details:		
Cost of Procurement Officer at current Grade 6 - £40,546 - 43,628 Cost of Procurement Officer at proposed Grade 7 - £44,769 - £48,393		
The above costs are subject to the 2025/26 local government pay award, which has not yet been agreed. The cost of the post is an addition to the Council's General Fund.		
On behalf of the Section 151 Officer		
<u>Legal (including Data Protection)</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Details:		
A properly staffed Procurement Team will ensure that the Council is able to comply with the obligations in the Procurement Act 2023.		
On behalf of the Solicitor to the Council		

<u>Staffing</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Details: <div style="text-align: right; margin-top: 20px;">On behalf of the Head of Paid Service</div>	
<u>Equality and Diversity, and Consultation</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Details:	
<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:	

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: 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: <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:	<div style="margin-bottom: 20px;"> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> </div> <div style="margin-bottom: 20px;"> (a) <input type="checkbox"/> (b) <input checked="" type="checkbox"/> </div> <div style="margin-bottom: 20px;"> (a) <input type="checkbox"/> (b) <input checked="" type="checkbox"/> </div> <div> All <input type="checkbox"/> </div>

<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 checked="" type="checkbox"/> No <input type="checkbox"/></p>
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Links to Council Ambition: Customers, Economy, Environment, Housing

DOCUMENT INFORMATION:

Appendix No	Title

Background Papers
<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>

BOLSOVER DISTRICT COUNCIL

MEETING OF THE COUNCIL ON 30TH JULY 2025

INTRODUCTION OF A CHARGING SCHEDULE FOR PRE-APPLICATION (PLANNING) ADVICE

REPORT OF THE PORTFOLIO HOLDER FOR GROWTH

Classification	This report is Public
Contact Officer	Sarah Kay Interim Director Planning, Devolution & Corporate Policy

PURPOSE/SUMMARY OF REPORT

For Council to consider the recommendation from the meeting of Planning Committee on 11th June 2025 for the adoption and introduction of a charging schedule for pre-application (planning) advice.

Council's role is to adopt the introduction of the charging schedule, following scrutiny of the reports and recommendations presented to Planning Committee.

REPORT DETAILS

1. Context

- 1.1 Under the Council's Constitution the Planning Committee is responsible for exercising a number of powers and duties of the Council. Under the usual terms of that delegation and as a Local Planning Authority function the approval of operational service matters would ordinarily be captured under Planning Committee delegation (9) *The operation of any function of the Council as a Local Planning Authority not otherwise covered, including commenting on development plan documents prepared by adjoining authorities, and government consultations on the planning legislation.*
- 1.2 However, given that this proposal includes the introduction of a fee for the proposed service the subsequent approval of the Council is necessary to add this fee / charge category to the Budget and Policy Framework.

2. Background

- 2.1 The development industry widely accepts that a charge to access to pre-application (planning) advice is necessary, and many rely on access to professional officer advice to inform and support their planning application submissions. Currently all users of this service at Bolsover access it for free.

- 2.2 The provision of pre-application (planning) advice contributes to officer workload across the Planning Service, which is under pressure from rising costs associated with the administration of the whole Planning Service (inc. planning application publication, consultation, officer time, and access to professional expertise such as ecology, urban design, and conservation).
- 2.3 Section 93 of the Local Government Act 2003 gives authorities the power to charge for discretionary services, including the provision of pre-application (planning) advice, subject to the income from the charge levied not exceeding the cost of the service provision.

3. Recommendation

- 3.1 On the [16th April 2025](#) and the [11th June 2025](#) the Planning Committee considered subsequent reports from the Assistant Director of Planning & Planning Policy concerning the proposed introduction of a charging schedule for pre-application (planning) advice. Those reports outlined (based on market research and service data analysis) the necessity arising to formalise the discretionary service of offering pre-application (planning) advice and introduce a cost recovery fee for the provision of that service.
- 3.2 Based upon the initial charging schedule / service drafting, the period of public consultation, and the subsequent revised charging schedule / service being prepared it is proposed that the Council endorse the recommendation of the Planning Committee to introduce a cost recovery fee connected with the ongoing delivery of a pre-application (planning) advice service by the Planning Services department. The final charging schedule is set out in the Pre-Application (Planning) Note attached as Appendix 1 to this report.

4. Alternative Options and Reasons for Rejection

- 4.1 The Council could decide not to progress the introduction of charges for access to pre-application (planning) advice and continue to offer the service free of charge at a continued cost to the Council. This could disadvantage the Council as it continues to subsidise the service, without recovering the service cost provision.

RECOMMENDATION(S)

The Council approve the introduction of a pre-application (planning) advice charging schedule / service, commencing on the 1st of October 2025.

Approved by Councillor Tom Munro, Portfolio Holder for Growth

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<p>Details: The provision of a structured discretionary service will ensure that the demands placed upon the Planning Service by service users can be adequately resourced, and the costs of providing the service are recovered through individual service users rather than by the Council as a whole.</p> <p style="text-align: right;">On behalf of the Section 151 Officer</p>		
<u>Legal (including Data Protection)</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<p>Details: There are no specific legal implications arising from this report; however the Planning Service will need to have regard to service standards / customer expectations when receiving payment for a discretionary service. The draft Pre-Application (Planning) Charging Schedule / Service will set out targeted response times for specific enquiries. Service users will also be made aware that any planning advice accessed through this service will be offered on a without prejudice basis.</p> <p style="text-align: right;">On behalf of the Solicitor to the Council</p>		
<u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<p>Details: There are no specific staffing matters arising from this report. The current provision of the discretionary service free of charge is absorbed by existing staff within the Planning Service and there are no staffing changes proposed as a result of these recommendations. Additional income generated from the proposed charging Schedule may allow for additional resource to be appointed in the future to meet arising demands.</p> <p style="text-align: right;">On behalf of the Head of Paid Service</p>		
<u>Equality and Diversity Impact and Consultation</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<p>Details: The public consultation and draft Schedule will be subject to an associated Equality Impact Assessment.</p> <p style="text-align: right;">On behalf of the Information, Engagement and Performance Manager</p>		
<u>Environment</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<p>Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.</p> <p>Details: There are no environmental implications.</p>		

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 checked="" 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 checked="" 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>	All <input checked="" 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 checked="" type="checkbox"/> Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input checked="" type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	

Links to Council Ambition: Customers, Economy, Environment, Housing

Customers, Economy, Environment, and Housing:
 The provision of a structured and resourced discretionary service which is reactionary to arising demands of the service user whilst supporting our economy, environment, and housing.

DOCUMENT INFORMATION:

Appendix No	Title
1	Pre-Application (Planning) Advice Note inc. draft Charging Schedule 2025/26 – REVISED DRAFT

Background Papers
N/A



Planning Services, The Arc, High Street, Clowne, S43 3JY

Pre-Application (Planning) Advice

Householder / domestic enquiries

Bolsover District Council offer a free pre-application advice service to all residential householders, falling into the following categories:

Table 1:

1.	Do I need Planning Permission?
2.	Householder / Domestic Extension.
3.	Works to a Listed Building (Householder)

Such enquiries may include proposed extensions / alterations to your property, or new buildings, or alterations within your garden / driveway.

To submit an enquiry you should complete the self service form available [here](#), or send details of your enquiry directly to dev.control@bolsover.gov.uk

All other enquiries

For enquiries falling in to the categories set out in table 2 below Bolsover District Council offers a paid for pre-application advice service and encourages those that wish to carry out development to engage in this service to receive guidance on the acceptability of development proposals and improve the quality of planning applications and their likelihood of success.

The charging schedule adopted by the District Council has been purposefully designed to cover all non-householder / domestic development types that require planning permission. The charges imposed do not exceed the cost to the Council of providing the service.

The Council's decision to charge for pre-application (planning) advice, which is a discretionary service, ensures that customers utilising the service are given certainty of the process and service that is available from officers.

The table below sets out our relative fees for pre-application (planning) advice for various development types.

The fees reflect the amount of time that an officer would typically spend assessing, and providing a written response to the different enquiry types. Enquiry types in the shaded boxes of the table below will include an officer site visit / meeting.

Table 2:

		Fee (£) Exec. VAT	Fee (£) Inc. VAT	Target Response Time
4.	Works to a Listed Building (Not Householder)	£69	£82.80	20 working days
5.	Advertisement	£31	£37.20	10 working days
6.	Change of Use (not residential)	£98	£117.60	20 working days
7.	Dwellings 1-4	£108	£129.60	20 working days
8.	Dwellings 5-9	£123	£147.60	20 working days
9.	Dwellings 10-19	£256	£307.20	20 working days
10.	Dwellings 20-49	£489	£586.80	20 working days
11.	Dwellings 50-149	£776	£931.20	20 working days
12.	Dwellings 150+	£1018	£1,221.60	20 working days
13.	Buildings / Other 0-499sqm	£108	£129.60	20 working days
14.	Buildings / Other 500-999sqm	£137	£164.40	20 working days
15.	Buildings / Other 1000sqm+	£293	£351.60	20 working days
16.	Enquiries re: S96a (a) minor	£34	£40.80	10 working days
16.a	Enquiries re: S96a (b) major	£41	£49.20	20 working days
17.	Enquiries re: S73 / S106A (a) minor	£82	£98.40	10 working days
17.a.	Enquiries re: S73 / S106A (a) major	£104	£124.80	20 working days

More complicated enquiries may require additional meetings, which will be charged at £150 (plus VAT) per additional meeting.

A proposal to undertake householder development to provide a means of access for a disabled person or to facilitate that person's greater safety, health or comfort is exempt from a fee. Enquiries relating to providing a means of access for disabled persons to a building or premises to which members of the public are admitted are also exempt from a fee.

If an enquiry is being made on behalf of a Parish, Town or Community Council for development connected to any public service administered by them, the fee is subject to a 50% concession.

Please note that while you are strongly encouraged to seek pre-application advice, this is not mandatory. There is a wealth of information online including the interactive house, shop and flats on the Planning Portal for householder and limited commercial development, which can be viewed here [Interactive House – Planning Portal](#). The permitted development rights for householders: technical guidance on the .GOV.UK website also provides a useful tool.

The Local Planning Authority will look to engage with other Council departments where appropriate, however, will not carry out consultation with external consultees when providing advice, including with the Environment Agency and Derbyshire County Council in their capacity as Local Highway Authority. Both organisations levy separate fees for providing pre-application planning advice. You are directed to their websites for further information.

What we need from you?

The Council will require sufficient information to enable us to process and respond to your enquiry. This should include:

A location plan showing the site marked.

A proposed site layout plan.

Details and photographs of the existing site.

Details and plans of the proposed development inc. elevations, floorplans, access, and parking.

All plans should be provided to a recognised scale, or at the very least have dimensions specified on them.

Supporting reports and statements where appropriate.

The level of information required will vary depending on the scale and nature of the proposed development. Prospective enquirers are encouraged to submit as much information as possible to allow the local planning authority to take an informed view on the development proposal.

What will you receive from us?

You will receive a detailed written pre-application (planning) response to your enquiry.

The table above sets out our targeted response time to each different type of enquiry. Should you enquiry generate a longer response time, the officer assigned to the enquiry will notify you of this and provide you with an updated estimated response date.

Advisory Notes

Any advice given at the pre-application (planning) stage does not constitute a formal response or planning decision of the district council. The advice will be offered without prejudice to the formal consideration of any follow up planning application, which will be subject to all statutory consultation requirements and the determination by the district council as the local planning authority.

A request for pre-application (planning) advice should be made by completing our online request form [available here](#).

The request should include all the relevant information set out in this guidance note.

You can also submit your enquiry using an electronic version of the pre-application advice form, [available here](#), and send this to us via:

Email:

dev.control@bolsover.gov.uk

Post:

Planning Services, The Arc, High Street, Clowne, S43 4JY

The pre-application (planning) advice fee will need to be paid at the time of submission. No request will be processed until the correct fee has been received.

Pre-application (planning) advice fees are non-refundable, and they do not contribute towards the cost of any subsequent planning application submission.

Payments can be made using debit or credit card, by cheque, or bank transfer. You can pay the fee by telephoning our Contact Centres on 01246 242424.

BOLSOVER DISTRICT COUNCIL

Meeting of the Council on 30 July 2025

Roseland Park and Crematorium

Report of the Portfolio Holder for Growth

Classification	This report is Public
Contact Officer	Natalie Etches, Head of Business Growth Dragonfly Management (Bolsover) Limited

PURPOSE/SUMMARY OF REPORT

- To update Council on the capital works undertaken to date on Roseland Park and Crematorium.
- To update Council on the next steps for mobilisation and operational opening.
- To seek approval for borrowing additional funds to fund the continuation of the scheme through to practical completion.
- To seek approval to advance an amount for working capital to cover operational running costs prior to and during, initial operation.

REPORT DETAILS

1. Background

- 1.1. In August 2022, the Council approved the investment in the development of the crematorium at Shirebrook, which was to be funded through borrowing at an estimated cost of £9.2m with a further delegated authority for the Assistant Director Treasurer and Section 151 Officer to approve the use of a project contingency of 5% (£460,000) of the total project cost, should the need arise through project delivery.
- 1.2. CDS were appointed to carry out the early phases of the project and following the approval in August 2022, were appointed to continue post planning permission to produce the detailed Stage 4 and 5 architectural drawings. The Council (the "Client") entered a RIBA Professional Services Contract with CDS dated 07 March 2023 ("the Contract"). Dragonfly Development Limited (DDL) were appointed as the "Principal Contractor" (the "Contractor") under an 'open book' contract agreement. The Contractor started on site on 18 September 2023.
- 1.3. In April 2024, an instruction was passed by the Client to the Contractor for works on site to stop. This was due to several significant issues which were identified, and which had the potential to compromise the build quality by the contractor's delivery teams. External architects were brought in to review and

identify the corrective works needed, and this informed the decision to suspend the works.

- 1.4. The architect's RIBA Stage 5 pack and their performance on the project fell below the standard expected by the Council and a decision was taken to terminate the Contract.
- 1.5. Following termination of the contract, works on site undertaken by the Contractor and their sub-contractors slowed significantly whilst the client sought a new architect, employer's agent, and cost manager to see the project through to completion. Benchmark Architects and Whiteley Eaves were appointed to the contract. Works on site remobilised late 2024, following a lengthy period of delay whilst Benchmark worked with the design team to produce and issue revised drawing packs to the Contractor.

2. Details of Proposal or Information

Build Contract

- 2.1. The contract arrangements for working 'open book' with the contractor ensures there is transparency across the project for each of the packages of work procured. The contractor undertakes a "Plan and Specification, Non-Remeasurable" procurement exercise to ensure best value through the supply chain for the Client.
- 2.2. However, the errors and omissions from the outgoing architect's RIBA drawing pack resulted in the sub-contractors not able to provide a cost for all the required works. Some construction information was not detailed, and others omitted completely. This was further compounded by sub-contractors incurring delays due to issues the Council faced with the outgoing architects.
- 2.3. Significant time and resource were needed to allow the new incoming architects to undertake a comprehensive review of the stage 5 drawing pack, aligning the works done on site prior to their appointment to the drawings, as well as producing new co-ordinated construction drawings for the outstanding packages of work yet to be delivered.
- 2.4. Outstanding packages of work that were not procured by the Contractor as part of the original contract value still needed to be procured. They were either not costed at all or were identified as a provisional sum with little cost certainty. This was due to the Contractor not being able to provide sufficient levels of detail to sub-contractors to enable them to price a comprehensive package.
- 2.5. Following the appointment of the new architects to the project, and the co-ordinated drawings pack being issued to the Contractor, the quantity surveyor has worked with sub-contractors to obtain a detailed contract sum for the project seeing it through to completion. This is then used to inform the overall project budget needed from the Client to bring the project to practical completion and open for business.
- 2.6. In summary, the increase in build costs to the project is due to:

- 2.6.1. Increased labour and material costs as a result of delays to the programme, or because of changes in specification / scope of works to produce a compliant building, resulting in a change of scope for sub-contractor packages, as well as two price increases in the market during the period of delay.
- 2.6.2. An increase in contractor's preliminary costs as the site set up is needed for an extended duration through to the end of the works programme.
- 2.6.3. The need to purchase additional land from an adjacent landowner to facilitate the development.
- 2.6.4. Additional legal fees which have been incurred for the land conveyance advising on contract disputes relating to the outgoing architect.
- 2.6.5. Additional fees incurred to bring in third parties to review construction drawings and provide independent professional advice for compliance with building regulations.
- 2.6.6. Additional fees for the appointment of a new design team including a full design review, producing revised co-ordinated construction drawing pack for the contractor to work from, and being retained to oversee the construction programme.
- 2.6.7. Increases in inflation on the cost of materials over the course of the last 18 months.
- 2.6.8. Additional costs to ensure compliance with building regulations, which have been identified through producing revised comprehensive and co-ordinated drawings.
- 2.7. The newly appointed architects have been working to ensure the revised scheme maintains the high standard and quality of finish expected within a Crematorium setting but have also value engineered solutions and products wherever possible to prevent costs from escalating unnecessarily.

Operational Requirements

- 2.8. Alongside the construction of the buildings, the client team are working to establish a positive relationship with local funeral directors, learning from other crematoria to better understand the arrangements for the operating model for the wake building, working with colleagues in Environmental Health to obtain the necessary permits, and drafting job descriptions for the employees.
- 2.9. As part of the consultation and engagement with the funeral directors, a consultation event was held on site, showing the progress of the build. It was attended by the Leader of the Council, the client team, and contractor. It was an informative event, which considered the operation of the site and sought feedback from experienced funeral directors.

- 2.10. One point of feedback from those in attendance at the event was in relation to a connection through to the cemetery. There is an obvious relationship between the crematorium and cemetery via the Wake Building and pathway, but the consultees suggested strongly that the service hall could accommodate families who wanted a non-religious burial service. Options have been explored and a connecting informal roadway through to the cemetery would allow the hearse a clear and unobstructed route through to the cemetery without the need to travel along Common Lane and would allow mourners to follow the hearse through to the cemetery.
- 2.11. The architects have considered the design of the scheme, and through a mix of hard and soft landscaping have been able to achieve a revised layout which would accommodate the roadway. This revised layout will incur an additional cost to the scheme, but this can be reflected longer term in the revenue generation model for the site, as it will be able to serve to families who want a non-religious burial.

Financial Implications – on behalf of the Section 151 Officer
Implications – on behalf of the Section 151 Officer

- 2.12. Work has also been undertaken to refresh and review the business financial model to ensure the pricing structure is reflective of the current market, including revising 2023's income projections to the charges and fees more aligned to 2025/26 and updating liabilities, including staffing to salary bandings equivalent to the industry in 2025/26.
- 2.13. The business model considers the liabilities and overheads of the business, including a sinking fund for the ongoing maintenance liabilities, as well as the main income streams of cremations and memorialisation services. It also includes the borrowing costs of the initial £9.208million, and an additional £3.5million of capital funding.
- 2.14. The value of the works in the **contract forecast is £10.22million** (as at 26 June 2025), which is an increase of £2.75million from the original contract value of £7,470,419.23 (from Valuation 1, dated October 2023).
- 2.15. Although the build contract forecast has increased by £2.75million, the total cost of the project, including works outside of the build contract, has increased by £3.5million, from £9.2million to £12.7million to get the building fully operational, since the original August 2022 Council Report. This reflects the points in 2.6 and 2.10 – 2.11 above.
- 2.16. Estimates for the borrowing costs of £3.5million have been produced by finance as follows:

Loan amount	Interest rate at 8/7/25	Annual repayment
£3.5million	6.27%	£306,950

An external loan would be obtained from the Public Works Loans Board (PWLb).

2.17. The following tables give the figures for updated income, expenditure, borrowing costs, and resulting surplus for the crematorium based on current estimates for years 1, 10 and 25. **Table 1** gives the information based on carrying out 900 cremations (attended services) per year. This is considered the lowest number of services that would be carried out once fully operational. **Table 2** gives the information based on carrying out 1500 attended cremations. It is expected that the actual number of attended services will fall between the 2 scenarios. It does factor in a small number of 'direct cremations' (non-attended services).

Table 1: 900 services per year

	Income	Expenditure and borrowing costs	Outturn deficit/(surplus)
Year 1 (2026/27)	£(1,625,250)	£409,200 + £867,731 = £1,276,931	£(348,319)
Year 10	£(2,311,121)	£574,254 + £867,731 = £1,441,985	£(869,136)
Year 25	£(4,158,194)	£999,468 + £867,731 = £1,867,199	£(2,290,995)

Table 2: 1500 services per year

	Income	Expenditure and borrowing costs	Outturn deficit/(surplus)
Year 1 (2026/27)	£(2,454,750)	£604,700 + £867,731 = £1,472,431	£(982,319)
Year 10	£(3,491,758)	£841,577 + £867,731 = £1,709,308	£(1,782,450)
Year 25	£(6,284,454)	£1,475,432 + £867,731 = £2,343,163	£(3,941,291)

2.18. The programme for the building works is forecasting a practical completion by March 2026. Following this, a period of testing and commissioning will be required prior to conducting services to the public.

2.19. The report presented to Members in August 2022, explained that in order to ensure BDC remained compliant with the Localism Act 2011 (Local Authorities who carry out commercial activities are required to set up a free-standing body to do so), legal advice had been sought to consider the best options available to the Council.

2.20. The legal specialist from Freeth's Solicitors proposed that a joint venture entity be registered as a legal organisation at Companies House and this take the form of a Limited Liability Partnership (LLP). This was formed between BDC and Shirebrook Town Council (STC) (as they were the owners of the development site) on 2 May 2023. It is called the Shirebrook Crematorium LLP (LLP). Both parties are members of the LLP, and the joint venture is to be governed by an agreed Members Agreement. The Members Agreement sets out such issues as:

- The objects and powers of the LLP.
- how it is financed.
- business planning.

- arrangements for decision-making.
 - convening of meetings.
 - audit and production of accounts.
 - sharing of surpluses.
 - dispute and termination.
- 2.21. The LLP is to be governed by a Board composed of Members/Officers from each authority and Board Meetings would take place on a scheduled basis following circulation of an agreed agenda. Decisions would be made by a majority of Board Members, subject to certain 'Reserved Matters', being items which could not be agreed without a unanimous decision of BDC and STC, such as:
- Selling off any major assets.
 - Investing in any new venture.
 - Commencing major litigation.
- 2.22. To undertake the testing and commissioning mentioned at 2.18, staff will need to be employed before the facility is operating and able to earn income, additionally there would be costs such as utilities, business rates and supplies of some services necessary to ensure the commissioning and operational requirements are established prior to opening. Once open, income will not be earned straight away, and as for any business, it will be necessary to provide the LLP with an amount of working capital to cover the costs of running and operating the crematorium on a daily basis until sufficient cash flows from income are established. This will include staffing overheads, running costs (utilities, business rates etc), and equipment, tools and materials.
- 2.23. Within the Members Agreement between the LLP, Bolsover District Council and Shirebrook Town Council, funding can be advanced to the LLP by the District Council and this would then fall due as a debt to the LLP, which would be repaid to the District Council once a surplus is generated, which is forecast to be at the end of the first year. This debt would fall due prior to any profit share between the two councils.
- 2.24. The working capital budget of revenue funding will enable the recruitment of the crematorium manager, administrative support, and cremator technician, which will ensure there is a clear transition from construction to operation of the site, allowing the handover of the building and facilities to the appointed team who will be responsible for the day-to-day operation of the site. It will also ensure the marketing materials for the services can be produced, and systems for the finance, bookings, and operational systems can be purchased and configured prior to opening. Furthermore, it will allow the LLP to set up the delivery structures for the wake facility.
- 2.25. Working capital of 3 – 6 months' worth of operating expenses is often recommended for new businesses/operations. Based on the updated expenditure figures in Table 1 for 900 services per year as it is the first year, an amount of £204,600 is proposed to be advanced. As discussed in 2.23, this would be fully recoverable as soon as a surplus is made before any profit share is distributed.

3. Reasons for Recommendation

- 3.1. With the Contractor's forecasted final account, and the additional costs on the client side of the project, there is a shortfall to the project of £3.5 million. Bringing in an architect practice who are very experienced in crematoria design, to undertake a full review and produce co-ordinated design pack has presented an opportunity to further value engineer costs and packages of work. Every effort has been made by both the client team and the contractor to reduce costs and where possible, they have been implemented.
- 3.2. Significant costs have been incurred throughout the project as a direct result of the failings with the original architect to the scheme, which have led to the increases as identified within section 2 above. Legal advice has been sought to be able to recover some of the costs, but there is a requirement to meet the shortfall to the project budget to ensure the project can move through to Practical Completion.

4 Alternative Options and Reasons for Rejection

- 4.1 Contracts are in place between the District Council as Client and Dragonfly Development Limited (DDL) as the contractor, detailing works which are to be undertaken, so to withdraw from the scheme at this late stage of construction will incur significant abortive costs to the Council in excess of £7million spent to date, with no opportunity to recover these abortive costs.
- 4.2 The District Council has contracts in place outside of the main contract with DDL, for the provision of furniture, cremator, and employer's agent, so to withdraw from the scheme at this late stage of construction will incur significant abortive costs to the Council in excess of £7million spent to date, with no opportunity to recover these abortive costs.

RECOMMENDATION(S)

1. Members approve the additional borrowing of £3.5m to fund the building works through to completion, funded through additional borrowing.
2. Members approve the advance of £204,600 from the Council's Transformation Reserve to Shirebrook Crematorium LLP, as a loan of sufficient working capital necessary to cover the expenditure liabilities prior to and during the first 6 months of operation.

Approved by Councillor Tom Munro, Portfolio Holder for Growth

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Details: Covered throughout the main report. On behalf of the Section 151 Officer	
<u>Legal (including Data Protection)</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Details: Abortive costs will be payable to Dragonfly Development and its subcontractors should the Council withdraw from the scheme On behalf of the Solicitor to the Council	
<u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Details: 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:	
<u>Environment</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment. Details: The scheme is working to minimise its environmental impact through design and build features which minimises the use of non-renewable resources and enhance the environment through improvements to the biodiversity of the site with increased flora and fauna.	

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: Shirebrook	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 x Deputy Leader x Executive x 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 x Yes <input type="checkbox"/> No <input type="checkbox"/> Yes x No <input type="checkbox"/>
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Links to Council Ambition: Customers, Economy, Environment, Housing
The project directly aligns to the economy, customers, and environment priorities of the council's ambition.

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>