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To: Chair & Members of the Council

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Tuesday, 12 May 2026

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Dear Councillor

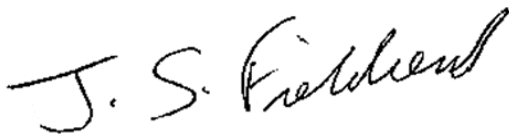
COUNCIL

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, 20th May, 2026 at **11:00 hours or at the rising of Annual Council**.

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

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

Yours faithfully



Solicitor to the Council & Monitoring Officer

Equalities Statement

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

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

Access for All statement

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

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

COUNCIL AGENDA

***Wednesday, 20th May, 2026 at 11:00 hours or at the rising of Annual Council 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.	Questions from the Public	
	No questions were received.	
4.	Questions from Members	
	No questions were received.	
5.	Motions	
	No motions were received.	
6.	Petitions or Deputations	
	In accordance with Council Procedure Rule 17, to hear a deputation provided five clear working day's written notice has been provided to the Monitoring Officer.	
7.	Colin Hampton - Derbyshire Unemployed Workers Centre - to address Council	
8.	Chair's Communications	
9.	Auditor's Annual Report 2024/25	5 - 41
10.	Medium-Term Financial Plan 2026/27 to 2029/30	42 - 46
11.	Appointment of Member Champions	47 - 51

12.	Revision to Members' Allowances Scheme - Members access to the Local Government Pension Scheme	52 - 81
13.	Council Constitution Part 4.8 - Contract Procedure Rules	82 - 130
14.	Historic Environment Supplementary Planning Document	131 - 203
15.	People Strategy and Action Plan	204 - 237
16.	Mill Lane - Bolsover	238 - 241
17.	Purchase of Section 106 Properties from Forge Homes Limited - Park Avenue, Glapwell	242 - 245
18.	Play Area Refurbishment Programme	246 - 250
19.	Creation of Corporate Asset Manager Post	251 - 263
20.	Pleasley Vale Business Park - Request for Budget Approval	264 - 270
21.	Local Government Reorganisation - Verbal Update	
22.	Exclusion of the public	
	To move:-	
	“That under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the stated Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.” [The category of exempt information is stated after each item].	
23.	Pleasley Vale Business Park - Scaffold Purchase	271 - 275
24.	Chairman's Closing Remarks	



Bolsover District Council

Council

20th May 2026

Auditor’s Annual Report – 2024/25

Report of the Portfolio Holder for Resources

Classification	This report is public.
Contact Officer	Theresa Fletcher Strategic Director of Finance & Section 151 Officer

PURPOSE / SUMMARY

For Council to consider the Auditor’s Annual Report in respect of 2024/25 at **Appendix 1**, which has been prepared by Forvis Mazars for consideration by Elected Members of the Council and other stakeholders.

REPORT DETAILS

1 Introduction

Financial year 2023/24

- 1.1 The Council’s auditors Forvis Mazars, ‘were unable to complete the audit procedures necessary to obtain sufficient appropriate audit evidence on which to base an opinion before the date the Council had to publish the financial statements for 2023/24.’
- 1.2 This resulted in a disclaimer of opinion related to the Group financial statements, largely due to the closing balances not being verified before the statutory deadline, due to the lack of time.
- 1.3 In normal circumstances, where a disclaimed opinion is issued, an auditor would perform work to assure all the opening balances and prior year comparatives within a single year. The backstop framework we are in for the next few years, means that this is unlikely to be possible within one year due to the amount of auditor time available, and therefore allows auditors to rebuild assurance over multiple cycles.

Financial year 2024/25

- 1.4 On the 26th of February 2026, Forvis Mazars presented their Auditor’s Annual Report to Audit Committee, along with a qualified opinion on the Council’s 2024/25 financial statements. ‘The opinion on the current period’s financial

statements is qualified because of the effect or possible effects arising from the prior period's financial statements being disclaimed. Specifically, we are unable to obtain sufficient appropriate evidence over the completeness of income and expenditure in the Group Comprehensive Income and Expenditure Statement for the year-ended 31 March 2025 as we do not have the necessary assurance over relevant opening balances.'

- 1.5 The table below shows the different levels of audit opinion, and that we're working our way back up to the best outcome of unmodified opinion.

Audit opinion	Description
Unmodified	This is the best possible outcome. It means the auditor obtains sufficient evidence to support a view that the financial statements are materially accurate and fairly represent the audited body's financial situation.
Qualified	This is problematic. The auditor has material concerns either because of not being able to gather sufficient evidence or finding evidence that suggests material error. However, the effect on the financial statements is contained in specific areas and is not widespread.
Disclaimer of opinion	This is more problematic than being qualified, reflecting a larger-scale lack of evidence – for example, due to time constraints imposed by the backstop dates – which means that the auditor cannot provide an opinion. The possible effects on the financial statements of undetected misstatements could be both material and widespread.
Adverse opinion	Normally considered the worst-case scenario. The auditor does have sufficient evidence, but it suggests that material misstatements exist that undermine the reliability of the financial statements as a whole.

- 1.6 That Council consider **Appendix 1** from the Council's External Auditor, Forvis Mazars.

2 **Reasons for Recommendation**

- 2.1 To ensure that Council is able to effectively consider the outcomes of the work undertaken by the Council's external auditors.

3 **Alternative Options and Reasons for Rejection**

- 3.1 A copy of the Auditor's Annual Report is available on the Council's website and was presented by Forvis Mazars, to the Audit Committee at its Extraordinary meeting on the 26th of February 2026. Together with inclusion on this Council agenda these measures should help ensure an appropriate level of consideration by Elected Members and other stakeholders.

RECOMMENDATIONS

- 1 That Council considers and notes **Appendix 1**, the report from the Council's External Auditor, Forvis Mazars.

Approved by Councillor Clive Moesby, Portfolio Holder for Resources

IMPLICATIONS.

Finance and Risk: Yes No

Details:

There are no additional financial implications arising from this report.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details:

None arising directly from this report.

There are no Data Protection issues arising directly from this report.

On behalf of the Solicitor to the Council

Staffing: Yes No

Details:

None arising directly from this report.

On behalf of the Head of Paid Service

Equality, Diversity, and Consultation: Yes No

Details:

Not applicable to this report.

Environment: Yes No

Details:

Not applicable to this report.

DECISION INFORMATION

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

<p>District Wards Significantly Affected</p>	None
<p>Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/></p>	<p>Details: Portfolio Holder for Resources</p>

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

DOCUMENT INFORMATION	
Appendix No	Title
1	Auditor's Annual Report – year ended 31 March 2025

<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>



Auditor's Annual Report
Bolsover District Council– year ended 31 March 2025

February 2026

Contents

- 01** Introduction
- 02** Audit of the financial statements
- 03** Commentary on VFM arrangements
- 04** Other reporting responsibilities
- 05** Audit fees and other services

- A 01** Appendix A: Further information on our audit of the Council's financial statements

Our reports are prepared in the context of the 'PSAA Statement of Responsibilities of Auditors and of Audited Bodies' and the 'Appointing Person Terms of Appointment' issued by Public Sector Audit Appointments Limited. This document is to be regarded as confidential to Bolsover District Council. It has been prepared for the sole use of Audit Committee as the appropriate sub-committee charged with governance. We do not accept any liability or responsibility to any other person in respect of the whole or part of its contents.

01

Introduction

11

Introduction

Purpose of the Auditor's Annual Report

Our Auditor's Annual Report (AAR) summarises the work we have undertaken as the auditor for Bolsover District Council ('the Council') for the year ended 31 March 2025. Although this report is addressed to the Council, it is designed to be read by a wider audience including members of the public and other external stakeholders.

Our responsibilities are defined by the Local Audit and Accountability Act 2014 and the Code of Audit Practice ('the Code') issued by the National Audit Office ('the NAO'). The remaining sections of the AAR outline how we have discharged these responsibilities and the findings from our work. These are summarised below.

12



Opinion on the financial statements

We issued an audit report which included a qualified opinion. The was issued on 26 February 2026.



Reporting to the group auditor

In line with group audit instructions issued by the NAO, we have undertaken work on the Council's Whole of Government Accounts (WGA) return in line with their instructions. We have been unable to conclude our work as we have not yet received confirmation from the NAO that the group audit of the WGA has been completed and that no further work is required to be completed by us. As a result we have not issued our audit certificate.



Value for Money arrangements

We did not identify any significant weaknesses in the Council's arrangements to secure economy, efficiency and effectiveness in its use of resources. Section 3 provides our commentary on the Council's arrangements including our consideration of the significant weakness raised in 23/24.

02

Audit of the financial statements

Audit of the financial statements

Our audit of the financial statements

Our audit was conducted in accordance with the requirements of the Code, and International Standards on Auditing (UK) (ISAs). The purpose of our audit is to provide reasonable assurance to users that the financial statements are free from material error. We do this by expressing an opinion on whether the statements are prepared, in all material respects, in line with the financial reporting framework applicable to the Council and whether they give a true and fair view of the Council’s financial position as at 31 March 2025 and of its financial performance for the year then ended. Our audit report, was issued before the backstop date of 27 February 2026, was a qualified opinion on the financial statements for the year ended 31 March 2025.

A summary of the significant risks we identified when undertaking our audit of the financial statements and the conclusions we reached on each of these is outlined in Appendix A.

In this appendix we also outline the uncorrected misstatements we identified and any internal control recommendations we made.

Other reporting responsibilities

Reporting responsibility	Outcome
Narrative Report	We did not identify any significant inconsistencies between the content of the annual report and our knowledge of the Council
Annual Governance Statement	We did not identify any matters where, in our opinion, the governance statement did not comply with the guidance issued by CIPFA/LASAAC Code of Practice on Local Authority Accounting

03

Our work on Value for Money
arrangements

15

VFM arrangements

Overall Summary

16



VFM arrangements – Overall summary

Approach to Value for Money arrangements work

We are required to consider whether the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The NAO issues guidance to auditors that underpins the work we are required to carry out and sets out the reporting criteria that we are required to consider. The reporting criteria are:



Financial sustainability - How the Council plans and manages its resources to ensure it can continue to deliver its services.



Governance - How the Council ensures that it makes informed decisions and properly manages its risks.



Improving economy, efficiency and effectiveness - How the Council uses information about its costs and performance to improve the way it manages and delivers its services.

Our work is carried out in three main phases.

Phase 1 - Planning and risk assessment

At the planning stage of the audit, we undertake work so we can understand the arrangements that the Council has in place under each of the reporting criteria; as part of this work we may identify risks of significant weaknesses in those arrangements.

We obtain our understanding of arrangements for each of the specified reporting criteria using a variety of information sources which may include:

- NAO guidance and supporting information
- Information from internal and external sources, including regulators
- Knowledge from previous audits and other audit work undertaken in the year
- Interviews and discussions with officers

Although we describe this work as planning work, we keep our understanding of arrangements under review and update our risk assessment throughout the audit to reflect emerging issues that may suggest there are further risks of significant weaknesses.

Phase 2 - Additional risk-based procedures and evaluation

Where we identify risks of significant weaknesses in arrangements, we design a programme of work to enable us to decide whether there are actual significant weaknesses in arrangements. We use our professional judgement and have regard to guidance issued by the NAO in determining the extent to which an identified weakness is significant.

We outline the risks that we have identified and the work we have done to address those risks on page 22.

Phase 3 - Reporting the outcomes of our work and our recommendations

We are required to provide a summary of the work we have undertaken and the judgments we have reached against each of the specified reporting criteria in this Auditor's Annual Report. We do this as part of our Commentary on VFM arrangements which we set out for each criteria later in this section.




We also make recommendations where we identify weaknesses in arrangements or other matters that require attention from the Council. We refer to two distinct types of recommendation through the remainder of this report:

- **Recommendations arising from significant weaknesses in arrangements** - we make these recommendations for improvement where we have identified a significant weakness in the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources. Where such significant weaknesses in arrangements are identified, we report these (and our associated recommendations) at any point during the course of the audit.
- **Other recommendations** - we make other recommendations when we identify areas for potential improvement or weaknesses in arrangements which we do not consider to be significant, but which still require action to be taken.

The table on the following page summarises the outcome of our work against each reporting criteria, including whether we have identified any significant weaknesses in arrangements, or made other recommendations.

VFM arrangements – Overall summary

Overall summary by reporting criteria

Reporting criteria	Commentary page reference	Identified risks of significant weakness?	Actual significant weaknesses identified?	Other recommendations made?
 Financial sustainability	11	No	No	No
 Governance	14	No	See page 21 for follow up on previous years weakness	No
 Improving economy, efficiency and effectiveness	17	No	No	Yes – see commentary on page 19

VFM arrangements

Financial Sustainability

19

How the body plans and manages its resources to ensure it can continue to deliver its services



VFM arrangements – Financial Sustainability

Overall commentary on Financial Sustainability

Position brought forward from 2023/24

There are no indications of a significant weakness in the Council's arrangements for financial sustainability brought forward from 2023/24. The Council's underlying arrangements in relation to financial sustainability are not significantly different in 2024/25.

Overall responsibilities for financial governance

We have reviewed the Council's overall governance framework, including Council and committee reports, the Annual Governance Statement, and Statement of Accounts for 2024/25. These confirm the Council undertook its responsibility to define the strategic aims and objectives, approve budgets and monitor financial performance against budgets and plan to best meet the needs of the Council's service users.

The Council's financial planning and monitoring arrangements

Through our review of Council and committee reports, meetings with management and relevant work performed on the financial statements to date, we are satisfied that the Council's arrangements for budget monitoring remain appropriate, including reporting to Members. In January 2024 the council presented the Medium Term Financial Plan (MTFP) which showed a balanced budget for 2024/25. In its MTFP the council projected deficits where this would be funded by contributions from reserves, below we have figures from the revised budget for 2024/25.

Year	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m	2028/29 £m
Total Spending requirement	19.291	19.717	13.852	14.024	15.159
Total Funding	19.291	19.717	13.852	14.024	14.206
Funding Gap (Surplus)	0	0	0	0	0.953

2024/25 Budget Setting and the Medium-Term Financial Plan

In developing the financial projections, the Council made several assumptions. The major assumptions included staffing budgets which estimated future pay awards. Investment income as a result of treasury management decisions has been increased slightly in all years of the MTFP as interest rates are expected to rise. Inflation specific budgets such as energy costs and fuel were amended to reflect anticipated price changes and continued inflationary pressures. The Council also updated the budget for agreed changes to fees and charges. Our review of the MTFP and outturn did not identify evidence to indicate a significant weakness in arrangements.

In 2022/23 the Council acquired an interest in a subsidiary Dragonfly Development Limited (DDL) which was intended to improve the Council's provision of sustainable housing in the Bolsover district. A full business case was approved by Council in February 2022. Through review of the 2022/23 MTFP we noted the budget did not include any income and expenditure related to DDL. Consequently, recommendations were made in both 2022/23 and 2023/24 to incorporate DDL's financial activity into the MTFP. In 2024/25 the Council has still not included income and expenditure of DDL in MTFP. However following the independent review of Dragonfly companies, the Council has approved bringing the Dragonfly companies back in-house. Given the decision to integrate Dragonfly into the Council's operations, no further recommendation has been raised as additional income and expenditure from Dragonfly is now expected to be limited in the MTFP.

We have confirmed that a monthly delivery update on Dragonfly is reported to Local Growth Scrutiny Committee. Additionally, the Executive Committee in year started receiving quarterly target performance report of Dragonfly starting Q2 24-25. Based on work completed for the year ended 31 March 2025 we have not identified any matters to indicate any significant weakness in arrangements.

VFM arrangements – Financial Sustainability

Overall commentary on the Financial Sustainability reporting criteria – continued

2024/25 Statement of Financial Position and Outturn Report

The Council reported its financial outturn position in the 2024/25 Statement of Accounts. The General Fund balance has decreased to £2.001m in line with the MTFP. This was mainly caused by a £0.683m underspend on salaries through vacancies.

Directorates 21	Budget £m	Outturn £m	Variance £m
Community services Directorate	9.159	8.259	(0.900)
Corporate Resources Directorate	1.666	1.455	(0.211)
Dragonfly Services	2.886	2.581	(0.305)

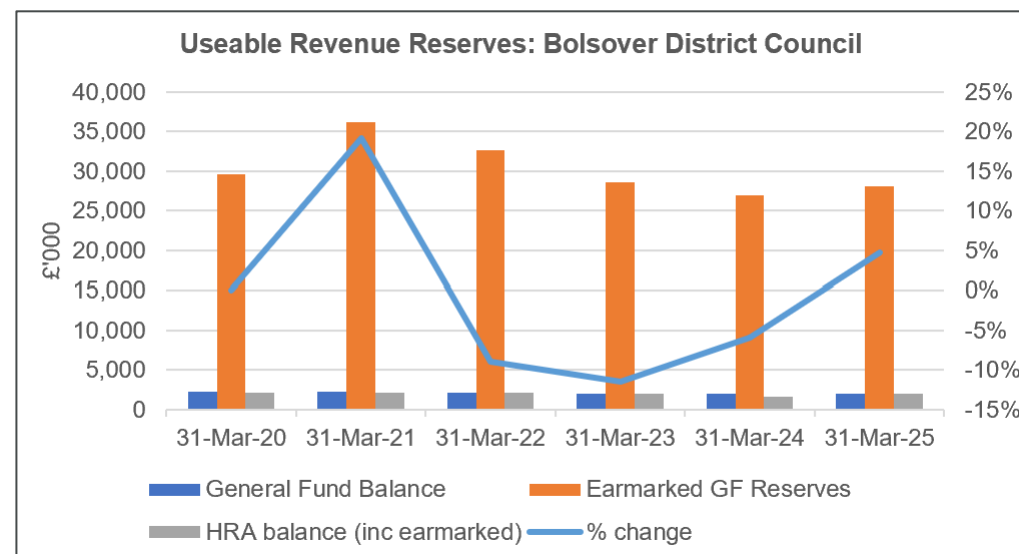
We carried out a high-level analysis of the financial statements subject to our audit, including the Movement in Reserves Statement and our work has not highlighted any risks of a significant weakness in arrangements or indicators of a risk to the Council's financial sustainability.

The Council's usable reserves increased by £3.677m from £49.692m to £53.369 in 2024/25, with:

- General Fund & Earmarked Reserves of £31.516m, up from £30.571m in the prior year
- HRA Reserve of £3.868m, up from £3.186m in 2023/24
- Capital Reserves of £17.985m, up from £15.935m in 2023/24

The purpose of the Council's general fund reserve is to meet costs arising from any unplanned or emergency events. It also acts as a financial buffer to help mitigate against the financial risks the Council faces and can be used to a limited degree to 'smooth' expenditure on a one-off basis across years. Whereas earmarked reserves, are set aside for specific purposes.

Through a review of the financial statements, we have considered the Council's revenue reserves over time as shown in the charts below. Overall, we are satisfied that the Council's overall reserves position does not indicate any evidence of a risk of significant weakness in arrangements to secure financial sustainability.



Overall, we have not identified a significant weakness in the Council's arrangements relating to Financial Sustainability criteria for the year ended 31 March 2025.

VFM arrangements

Governance

22

How the body ensures that it makes informed decisions and properly manages its risks



VFM arrangements – Governance

Overall commentary on Governance

Position brought forward from 2023/24

The Council's arrangements are not significantly changed since the prior year. In our 2023/24 Auditors Annual Report we reported a significant weakness in arrangements associated with the governance criteria. On page 22 we provide further detail.

The Authority's governance structure

We confirmed the Council has approved and adopted a Code of Corporate Governance which has been designed to be consistent with the principles of the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives and Senior Managers (SOLACE) - the 'Delivering Good Governance in Local Government Framework' 2016 edition. The Council is responsible for putting in place proper arrangements for the governance of its affairs and for facilitating the effective exercise of its functions. This governance arrangement is detailed in the Council's Constitution and the summary is included in the Annual Governance Statement. The Council's governance prioritises, as identified in the Framework and Constitution, are:

- Customers,
- Economy,
- Environment; and
- Housing

We have attended the Council's Audit Committee meetings; we have reviewed minutes from the different committees and considered against our understanding of the Council as part of our audit. Our review of Council and Committee papers confirms that a template covering report is used for all reports, ensuring the purpose, strategic context, governance issues, and recommendations are clear. We confirmed minutes are published and reviewed by Committees to evidence the matters discussed, challenge and decisions made. Based on our work, we are satisfied there is no evidence of a weakness in the Council's governance arrangements.

The Annual Governance Statement (AGS) is a critical component of the Council's governance arrangements. It is a self-assessment by the Council on its governance, assurance and internal control frameworks for the financial year. While some governance issues have been identified, measures have been implemented to mitigate or minimise the risks associated. Our review of the AGS has not highlighted any risks of significant weakness and we have confirmed that disclosures are in line with the internal audit consortium annual report 2024-25.

Risk management and internal control

The Council has an established risk management framework and systems in place which are built into the governance structure of the organisation. The Council has embedded risk management by the establishment of a Risk Management Group which is led by Members and attended by senior officers, Internal Audit and health and safety officers. The Group regularly reviews all risk registers, offering challenge to the assessment process.

The Group leads on the development and review of all risk related policies, plans and strategies across the Council. These are supported by a Risk Management Strategy which are designed to identify and mitigate the strategic and operational risks. We confirmed the Risk Management framework includes a quarterly reporting process to Audit Committee.

The Risk Management approach, both in the identification of risks and the action taken to address risks, is designed to be flexible and have the ability to respond to change. This includes responding to changing national policies, service delivery arrangements, local circumstances, together with Council priorities. The Council's risk management focus and arrangements are designed to ensure current threats and opportunities are effectively addressed and not stifled by inappropriate risk management arrangements.

We have reviewed the risk register and confirmed risks are reviewed regularly, with each strategic risk identified being assigned a 'risk owner' to ensure there is ownership and accountability. The 'risk owners' are expected to review their allocated strategic risks at quarterly intervals. Additionally, the strategic risks are also communicated to the Audit Committee for additional scrutiny and assurance.

Internal Audit is provided on a consortium basis for Bolsover District Council, North East Derbyshire District Council and Chesterfield Borough Council. The Internal Audit Charter describes the purpose, authority and principal responsibilities of the Internal Audit Consortium that have been established to provide the internal audit service to the three councils. We confirmed an Annual Internal Audit Plan was in place and approved by the Audit Committee.

The Audit Plan is based on an assessment of risks the Council faces and is designed to ensure there is assurance on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control. The planned work can be supplemented, if necessary, by ad hoc reviews in respect of suspected irregularities and other work commissioned by Officers and Members of the Council where relevant to respond to emerging risks and issues. We have reviewed the Internal Audit plans for 2024/25 and confirmed they are consistent with the risk-based approach.

VFM arrangements – Governance

Overall commentary on the Governance reporting criteria - continued

We confirmed Internal Audit progress reports are presented to each Audit Committee meeting including follow up reporting on recommendations from previous Internal Audit reviews. From our attendance at meetings, we are satisfied this allows the Committee to effectively hold management to account. At the end of each financial year the Head of Internal Audit Consortium provides an opinion based on the work completed during the year. For 2024/25 the Head of Internal Audit report concluded that a 'reasonable level of assurance' could be provided on the overall adequacy and effectiveness of the Council's framework for governance, risk management and control.

Throughout the year we have attended Audit Committee meetings. Through attendance at these meetings we have confirmed that the Committee receive regular updates on both internal audit progress and risk management in the form of risk registers. We have seen active member engagement from the Committee who challenge the papers and reports which they receive from officers, internal audit and external audit.

As detailed on page 22 we reported a weakness in the Council's arrangements during 2023/24, as the Council did not finalise the production of group accounts for the 2023/24 financial year until January 2025 which was a delay of six months beyond the expected timetable. This delay meant we were unable to complete our audit procedures before the statutory backstop date of 28 February 2025, resulting in the Council's Statement of Accounts being disclaimed. A significant weakness in arrangements was reported in 2023/24. Our work on group is now complete, and we are satisfied management have taken appropriate actions meaning the significant weakness did not remain in 2024/25.

Governance structure for Dragonfly Development Limited

Dragonfly companies Governance arrangements are set up under the Shareholder Agreement. This included the establishment of a Shareholder Board. This Board included the Deputy Leader and two other Councillors. The set up of the shareholder Board changed in 2024/25. It is made up of Executive Members and two non-Executive Members. Also, the Council had representatives on the Dragonfly Boards. The Shareholder Agreement details the Governance arrangements of the company.

The Shareholder Board reports to the Growth and Scrutiny Committee. A resolution was passed confirming that any decision taken by the company, including but not limited to strategic decisions, management of the business future direction and development of the company, officers, shareholders of the company, major capital investments, and significant changes to service delivery, requires prior approval from the Council. This decision-making process is intended to ensure alignment with the Council's overall strategic objectives,

financial plans, and public service priorities.

Both, Dragonfly Development Ltd and its subsidiary Dragonfly Management (Bolsover) Ltd, have their own risk registers and risk assessments which have been to their Boards, the Shareholder Board and the Council's Corporate Risk Management Group. Governance arrangements are in place designed to ensure oversight of the companies.

Where there are tensions between the Council and component management objectives, the governance arrangements are designed to ensure the Council have decision making power to prevent any decisions the Council did not approve of.

In the year the Council commissioned an independent review to assess to what extent the Companies were delivering benefit for the Council through the lens of governance. The review reported a number of risks associated with oversight and governance however noted that none of these risks had crystallised. The recommendations in the report identified opportunities to manage and mitigate the risks if the current arrangement was to continue. The report was taken to full Council in July 2025 and Members were presented with several future options. Following debate Members approved the option to bring the Dragonfly operations back in house. The Council accepted that in light of local government reorganisation (see page 19) the opportunities that Dragonfly had once created for the Council were no longer attractive. Following the decision working groups have been established to bring the Dragonfly services back in house. These are intended to manage the process and mitigate any risks.

We are satisfied management have taken appropriate actions meaning the significant weakness did not remain in 2024/25.

Based on the work completed to date, we have not identified or reported any additional significant weaknesses in Governance arrangements for the year ended 31 March 2025

VFM arrangements

Improving Economy, Efficiency and Effectiveness

25

How the body uses information about its costs and performance to improve the way it manages and delivers its services



VFM arrangements – Improving Economy, Efficiency and Effectiveness

Overall commentary on Improving Economy, Efficiency and Effectiveness

Position brought forward from 2023/24

There are no indications of a significant weakness in the Council's arrangements brought forward from the prior year and the Council's arrangements are not significantly changed since the prior year.

Council Plan and Performance Monitoring

The Council has in place the 2024-2028 Council Ambition which encompasses its vision to maximise influence and opportunities within the East Midlands combined County Authority to drive the continued delivery of excellence services, maximise local aspirations and drive economic prosperity for Bolsover District. To achieve this, the Council has four aims designed to deliver this vision through priorities that cover the Council Ambition 2020-2024 and these related to Customers, Economy, Environment and Housing.

The Council has identified the key performance indicators, and target levels of performance, in relation to these priorities. The performance targets are informed by national standards, local benchmarking and experience and arrangements are in place to subject indicators to challenge and confirmation. The Council has in place a performance management framework which includes identified responsibilities of managers and processes for regular performance reporting and corrective action if required. Portfolio holders meet regularly with Assistant Directors and Directors to discuss, amongst other things, the performance of services against targets. Our review of minutes confirmed there was quarterly reporting to the Finance and Corporate Overview Scrutiny Committee and the Executive. These quarterly reports take the form of a dashboard and identify whether the performance is achieved or on/off track. The quarterly reports include an appropriate commentary to explain any significant factors which are affecting performance and actions being taken to correct performance. Based on review of minutes there is evidence of appropriate scrutiny of these reports. On an annual basis, the Council's overall performance is summarised in the Narrative Report as part of the Statement of Accounts. This outlines the Council's progress against its ambitions, highlighting key successes and risk areas. The Narrative Report also includes an agreed plan for subsequent years, including any areas for improvement. This provides the public with an overall assessment of the Council activities for the financial year.

A sample of targets as reported in the Q4 report for 2024/25 have been reviewed and confirmed that this was in line with what has been reported in the narrative report which forms part of the annual financial statements.

The quarterly reports demonstrate that performance has been managed throughout the 2024/25 year and any significant variances have been justified. Based on our work we are satisfied there is evidence to demonstrate arrangements are in place for performance monitoring and management at the Council.

Based on review we are satisfied the Council continues to have arrangements for standing financial instructions, purchase order controls and our work on the financial statements has not identified any significant internal control deficiencies regarding purchasing controls.

As noted in the previous section the Council use Dragonfly Development Ltd & Dragonfly Management (Bolsover) Ltd to provide some services to the Council. We confirmed a Dragonfly monthly scrutiny report is presented to Local Growth Scrutiny committee on a monthly basis. This is intended to allow for scrutiny of Dragonfly performance.

Following a full year of operation an independent review of Dragonfly was commissioned by the Council as a proactive measure to assess the effectiveness and sustainability of its current arrangements. The review did not identify any immediate or crystallised risks; rather, it served as a preventive exercise to ensure the Council remained on a sound strategic and operational footing. The review highlighted several governance and operational concerns and presented a range of options for future delivery. In July 2025 the Council voted to bring the Dragonfly services in-house. We will review further arrangements in our work for the year ended 31 March 2026.

We are not aware of any significant matters in 2024/25 which are indicative of a significant weakness in arrangements.

VFM arrangements – Improving Economy, Efficiency and Effectiveness

Overall commentary on the Improving Economy, Efficiency and Effectiveness reporting criteria - continued

Local Government Reorganisation (LGR)

In February 2025, the Government wrote to local authorities formally inviting them to submit proposals to create new structures of unitary authorities – which is a single tier of local government responsible for all local services in an area. Derbyshire’s eight district and borough councils, and Derby City Council, have been working in partnership to draw up a joint proposal.

Local government reorganisation (LGR) is a complex undertaking that requires strategic foresight, collaborative leadership, and robust planning. It presents both opportunities and challenges for councils seeking to improve service delivery, financial sustainability, and democratic accountability. Effective planning is essential to ensure a smooth transition and long-term success. It is well recognised that councils continue to deliver their services and duties until reorganisation is complete, including ensuring it maintains standards and exhibits the appropriate standards of governance.

Crucially, the Council will need ensure it puts in place robust arrangements to oversee the agreement and implementation of an agreed plan. This includes effective governance and committed leadership, such that there are clear arrangements for decision-making and manage relationships between partners, especially in joint or competing proposals.

We have held ongoing discussions with senior Council officers throughout the year as the situation has evolved. We do not consider LGR to represent in itself a significant risk of weakness in arrangements. From our review we have not identified any indication that the Council has not complied with its obligations to the LGR process. The Council worked with districts and boroughs in Derbyshire to prepare an interim plan which was approved by full Council in March 2025. The Chief Executive in consultation with the Leader of the Council was authorised to continue to participate in discussions with Derbyshire’s seven other district and borough councils, Derby City Council and also potentially Derbyshire County Council, with a view to developing a full proposal for local government reorganisation in Derbyshire and Derby. The Full Council will be formally invited to consider the full proposal in the Autumn, prior to its submission to the Government by the required deadline of 28 November 2025.

During the transition period, each council will retain full sovereignty over its assets and liabilities. However, MHCLG expects local leaders to collaborate in establishing voluntary agreements that ensure prudent,

coordinated, and value-for-money decisions on expenditure as proposals are developed.

There are a range of other factors to incorporate into future planning, including but not limited to:

- Robust financial planning, managing transition costs, but also addressing existing deficits and future funding uncertainties.
- Supporting the workforce, including engagement, morale and more detailed determination of employee contracts, redundancies and retention. This includes Ensuring there is sufficient resources available to implement programme management on the delivery of the finally agreed case.
- Maintaining continuity in services, but identifying opportunities/threats on duplication, gaps and service delivery models. This would also include effective consultation and engagement with residents, service users and other stakeholders.
- Considering the impact of technology as a barrier and enabler, including data protection, cyber resilience and ability to integrate systems

Other Recommendation

The Council needs to maintain effective and transparent governance arrangements in the progression of plans for local government reorganisation, including effective leadership and the Standards and Audit Committee should seek specific assurance, once plans are finalised, over the key controls in place to support the transition to a new organisation.

Overall, we have not identified a significant weakness in the Council’s arrangements relating to Improving Economy, Efficiency and Effectiveness criteria for the year ended 31 March 2025.

VFM arrangements

Identified significant weaknesses in arrangements and our recommendations

28



VFM arrangements – Prior year significant weaknesses and recommendations

Progress against significant weaknesses and recommendations made in a prior year

As part of our audit work in previous years, we identified the following significant weaknesses, and made recommendations for improvement in the Council's arrangements to secure economy, efficiency and effectiveness in its use of resources. These identified weaknesses have been outlined in the table below, along with our view on the Council's progress against the recommendations made, including whether the significant weakness is still relevant in the 2024/25 year.

Previously identified significant weakness in arrangements	Reporting criteria	Recommendation for improvement	Our views on the actions taken to date	Overall conclusions
<p>Accounting and Governance Arrangements of Dragonfly companies The Council published its draft statement of accounts for the 2023/24 financial year in July 2024, including group accounts. This is the first year that the Council has been required to prepare group accounts, incorporating the financial results of both the Council and its wholly-owned subsidiary companies (collectively referred to as "Dragonfly companies"). However, the draft group accounts contained material errors due to inconsistencies in the reporting periods for the year ended 31 March 2024 year and prior year balances (year ended 31 March 2023). Further, there were delays in obtaining the financial statements of Dragonfly Companies (Dragonfly Development Ltd and Dragonfly Management (Bolsover) Ltd) from their consultants and external auditors to enable the production of final group accounts. These delays meant the Council was not able to finalise the production of updated group accounts for the 2023/24 financial year until January 2025, a delay of 6 months over the expected timetable. As a result of the delay we were unable to complete our audit procedures before the backstop date of 28th February 2025, leading to the Council's statement of accounts being disclaimed.</p> <p>Without proper arrangements to support the production of its draft statement of accounts (which incorporate full range of activities of the Council's group) and the audit of those accounts, the Council risks a continuation of failure to meet the requirement to publish an audited statement of accounts. These matters, in our view, are evidence of a significant weakness in the Council's governance arrangements, in particular how the body ensures supports its statutory financial reporting requirements for the financial year ended 31 March 2024.</p>	<p>Governance</p>	<p>The Council should ensure that proper arrangements are established to ensure the timely production of the group statement of accounts, aligning with statutory reporting deadlines. This timetable should be clearly articulated to all stakeholders within the Group.</p>	<p>We have noted that:</p> <ul style="list-style-type: none"> • Council produced and published group accounts for the year ended 31 March 2025 by June 2025. • The Council have worked with the new component auditors to ensure audits of the Dragonfly companies were completed in the summer of 2025. • We have considered the work of the component auditor and not identified any significant matters indicative of continued weakness. No significant matters reported by the component auditor in their reporting. • Our discussions with the component auditor confirmed that some continued challenge but clear that significant improvements have been made as evidenced by the limited findings. • Council commissioned an independent review into the governance of the companies and following this review have concluded it appropriate to bring the services back in house as benefits set out in the business case are not being met. As such the Council will cease to produce group accounts from 26/27. 	<p>While we were required to issue a modified audit opinion in 2024/25 we are satisfied management have taken appropriate actions meaning the significant weakness did not remain in 2024/25.</p> <p>It is important that management continue to monitor arrangements for Group financial reporting so Group statement of accounts continue to meet reporting deadlines.</p>

Other reporting responsibilities

Other reporting responsibilities

Wider reporting responsibilities

Matters we report by exception

The Local Audit and Accountability Act 2014 provides auditors with specific powers where matters come to our attention that, in their judgement, require specific reporting action to be taken. Auditors have the power to:

- issue a report in the public interest;
- make statutory recommendations that must be considered and responded to publicly;
- apply to the court for a declaration that an item of account is contrary to the law; and
- ~~issue~~ issue an advisory notice.

We have not exercised any of these statutory reporting powers.

The 2014 Act also gives rights to local electors and other parties, such as the right to ask questions of the auditor and the right to make an objection to an item of account. We did not receive any such objections or questions.

Reporting to the group auditor

Whole of Government Accounts (WGA)

The National Audit Office (NAO), as group auditor, requires us to complete the WGA Assurance Statement in respect of its consolidation data. We have been unable to conclude our work as we have not yet received confirmation from the NAO that the group audit of the WGA has been completed and that no further work is required to be completed by us.

05

Audit fees and other services

32

Audit fees and other services

Fees for our work as the Council's auditor

We reported our proposed fees for the delivery of our work under the Code of Audit Practice in our Audit Strategy Memorandum presented to the Audit Committee in September 2025.

Having completed our work for the 2024/25 financial year, we can confirm that our fees are as follows:

Area of work	2024/25 fees	2023/24 fees
Planned fee in respect of our work under the Code of Audit Practice	£160,368	£145,685
Additional fee in respect of: <ul style="list-style-type: none"> • ISA315 • preparing group accounts • disclaimer accounts • additional VFM significant weakness 	N/A	£21,436
Fees for Group Accounts (not built into the 24/25 scale fee)*	£10,000	N/A
Additional fee in respect of rebuilding assurance*	26,200	N/A
Work completed to assess Prior Period Adjustment*	6,300	N/A
Additional work for introduction of ISA 600 Revised Group Audits *	5,000	N/A
Additional fees in respect of introduction of IFRS 16 Leases *	4,000	N/A
Work completed to assess the Council's value for money arrangements and issue our value for money commentary *	8,000	N/A
Qualified opinion *	7,500	N/A
Total fees	£227,368	£167,121

* The additional fees relate to work that was not known to PSAA at the time they set the scale fee for 2024/25. The proposed additional fees are subject to agreement with the Director of Finance and review and approval by PSAA.

Fees for other work

We confirm we have been engaged to undertake the following any non-audit services for the Council in the year.

Area of work	2024/25 fees	2023/24 fees
Other services – Agreed upon procedures on housing pooling return	£7,000	£6,000

Appendices

34

Appendix A: Further information on our audit of the Council's financial statements

Appendix A: Further information on our audit of the Council’s financial statements

Significant risks and audit findings

As part of our audit of the Council, we identified significant risks to our opinion on the financial statements during our risk assessment. The table below summarises these risks, how we responded and our findings.

Risk	Our audit response and findings
<p>Management override of controls (Council and Group)</p> <p>Management at various levels within an organisation are in a unique position to perpetrate fraud because of their ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Due to the unpredictable way in which such override could occur there is a risk of material misstatement due to fraud on all audits</p>	<p>We addressed this risk through performing audit work over:</p> <ul style="list-style-type: none"> Accounting estimates impacting amounts included in the financial statements; Consideration of identified significant transactions outside the normal course of business; and Testing journal entries recorded in the general ledger and other adjustments made in preparation of the financial statements. <p>Audit findings – We reported a control recommendation. Our work provided the required assurance, and we have no matters to report.</p>
<p>Valuation of land, buildings and investment properties (Council)</p> <p>The financial statements contain material entries on the Balance Sheet as well as material disclosure notes in relation to the Council’s holding of land, buildings and investment properties.</p> <p>Although the Council uses a valuation expert to provide information on valuations, there remains a high degree of estimation uncertainty associated with the revaluation of land, buildings and investment property due to the significant judgements and number of variables involved in providing revaluations.</p> <p>We have therefore identified the valuation of land, buildings and investment properties to be an area of significant risk.</p>	<p>We addressed this risk by:</p> <ul style="list-style-type: none"> Critically assessing the Council’s valuer’s scope of work, qualifications, objectivity and independence to carry out the required programme of revaluations; Considering whether the overall revaluation methodologies used by the Council’s valuers are in line with industry practice, the CIPFA Code of Practice and the Council’s accounting policies; substantively testing a sample of revaluations; and Critically assessing the approach that the Council adopts to ensure that assets not subject to revaluations in 2024/25 are materially correct, including considering the robustness of the approach in light of the valuation information reported by the Council’s valuers. <p>Audit findings - Our work provided the required assurance, and we have no matters to report.</p>

Appendix A: Further information on our audit of the Council's financial statements

Significant risks and audit findings *continued*

Risk	Our audit response and findings
<p>Net defined benefit valuation (Council and Group)</p> <p>The Council is an employer in the Local Government Pension Scheme, administered on a local level by the Derbyshire Pension Fund.</p> <p>The defined benefit assets and liabilities are significant items in the Council's balance sheet and the Council engages an actuary to perform an annual valuation in accordance with the requirements of IAS 19 Employee Benefits. Due to the high degree of estimation uncertainty associated with this valuation, we have identified a significant risk in this area.</p> <p>As part of our testing, procedures will be performed on the net defined liability held by Dragonfly Development Limited</p>	<p>We addressed this risk by:</p> <ul style="list-style-type: none"> • Critically assessing the competency, objectivity and independence of the Derbyshire Pension Fund's Actuary, Hymans Robertson; • Liaising with the auditors of the Derbyshire Pension Fund to gain assurance over the design and implementation of the controls in place at the Pension Fund. This included the processes and controls in place to ensure data provided to the Actuary for the purposes of the IAS 19 valuation is complete and accurate; • Reviewing the appropriateness of the pension asset and liability valuation methodologies applied by the Pension Fund Actuary, and the key assumptions included within the valuation. This included comparing them to expected ranges, utilising information provided by PwC and consulting actuary engaged by the National Audit Office (NAO); and • Agreeing the data in the IAS 19 valuation report provided by the Fund Actuary for accounting purposes to the pension accounting entries disclosures in the Council's financial statements <p>Audit findings - We reported one unadjusted non - material misstatement as reported below. Our work provided the required assurance, and we have no other matters to report.</p>
<p>Application of IFRS 16 for the 2024-25 financial year (Council)</p> <p>IFRS 16 is applicable from 1 April 2024, designed to report information that better shows lease transactions and provides a better basis for users of financial statements to assess the amount, timing and uncertainty of cash flows arising from leases.</p> <p>The Council is required to account for its lease arrangements in line with this new standard for the first time in the 2024/25 accounts. This requires the Council to re-classify their leases and account for a right of use asset. Given this is a new standard which could result in significant movements and the need to identify previously unrecognised leases we have identified this as an area of significant risk for our 2024/25 audit.</p>	<p>We addressed this risk through performing audit work over:</p> <ul style="list-style-type: none"> • Critically reviewing the accuracy and completeness of the Council's assessment of leases under IFRS 16; and • Reviewed the accounting treatment for a sample of leases to test the valuation of the liability and right of use asset. <p>Audit findings - Our work provided the required assurance, and we have no other matters to report.</p>

Appendix A: Further information on our audit of the Council’s financial statements

Significant risks and audit findings *continued*

Risk	Our audit response and findings
<p>Group Consolidation</p> <p>The Council is consolidates Dragonfly Group (Dragonfly Development Limited and Dragonfly Management) and produced group accounts for the first time in the 2023/24 financial statements. We reported in our disclaimer of opinion for the year ended 31 March 2024 that the Group financial statements included material errors and the Council was unable to provide sufficient, appropriate evidence to support the figures in the group financial statements were free from material misstatement.</p>	<p>We reported one adjusted misstatement as reported in Audit Completion Report. We also identified an unadjusted non - material misstatement as reported below.</p> <p>We were unable to obtain sufficient appropriate audit evidence over the 2023/24 Group balances and comparatives. Consequently, we issued a modified audit opinion.</p>

Appendix A: Further information on our audit of the Council's financial statements

Summary of uncorrected misstatements for the Council

Description	Entity	Nature	Comprehensive Income and Expenditure Statement		Balance Sheet	
			Dr (£ '000)	Cr (£ '000)	Dr (£ '000)	Cr (£ '000)
Dr: Income and Expenditure Reserve Cr: Council Dwellings	Council	Factual	60			60
Council Dwellings disposed of in prior year which have not yet been excluded from Fixed asset register.						
Dr: Pension Liability Cr: Pension Reserve	Council	Factual			49	49
The Pension Fund auditor identified an unadjusted difference in asset values during their audit of the Pension Fund. The above is our estimation of the impact on the Council's asset valuations based on the Council's share of Pension Fund assets. Dragonfly Management Limited and Dragonfly Development Limited share is trivial at £0.056m and £0.002m.						
Dr: Income Cr: Expenditure Dr: Inventories	Dragonfly Companies	Factual	247	404	157	
Audit adjustments made in Dragonfly accounts.						
Aggregate effect of unadjusted misstatements			307	404	206	109

Appendix A: Further information on our audit of the Council’s financial statements

Internal control observations for the Council

User Access Review of Civica

Description of deficiency

Our testing identified that periodic user access reviews for Civica are not consistently performed or documented, resulting in no assurance that accounts are still valid or that access rights match current job roles.

Potential effects

Inactive or excessive user access may remain, increasing risks of unauthorized access, data breaches, fraud, and non-compliance with security requirements.

Recommendation

The council should Implement and document regular access reviews of Civica.

Management response

For the security of its IT systems, the Council uses network authentication. This means once leavers no longer have access to the network, they cannot gain access to any of our systems, including Civica. The IT department are notified of leavers as part of the HR processing of an employee leaving the authority. In addition, users outside of the finance team are limited to enquiry only, meaning they cannot undertake any transactions.

However, the finance team will look to re-establish the notification of leavers which used to be received, as part of the housekeeping of the Civica system, carried out on a periodic basis.

Journals Testing

Description of deficiency

During our testing of Journals, we identified some posted by the Section 151 Officer. The Council confirmed this was due to lack of capacity in the finance team.

Potential effects

If the Section 151 Officer is involved in the accounts preparation, there is a risk the internal control checks are not effective as the S151 Officer could be reviewing their own work. This increases the risk material errors are missed in the accounts process.

Recommendation

The Council should ensure the finance team has the necessary capacity to meet its responsibilities.

Management response

This deficiency was initially reported in the Auditor’s Annual Report for the year ended 31 March 2024, which the Council received in February 2025. Since February 2025, no journals have been posted by the Section 151 Officer, and a new principal accountant post has been established and appointed to in the Council’s finance team.

Appendix A: Further information on our audit of the Council’s financial statements

Follow up on previous year recommendations for the Council

PPE Revaluations

Description of deficiency

40 Our testing of the underlying data used to calculate the value of assets, there was a delay in the Council being able to find and provide data to validate the floor areas used to support the valuations.

Potential effects

Without this information being saved in the Council working papers there is a risk that internal review of the valuations is not effective and may miss material errors.

Recommendation

The Council should maintain in its working papers, underlying data. This will ensure the review process is effective.

Management response

Some of the Council’s assets were originally valued by the District Valuer (now the Valuation Office), a number of years ago. Unfortunately, floor area was not recorded on the valuation documents.

As part of the exercise undertaken by the Valuer for the Statement of Accounts each year, floor area is being added, but it will take some time to update all of the plans

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Bolsover District Council

Council

20th May 2026

MEDIUM-TERM FINANCIAL PLAN 2026/27 to 2029/30

Report of the Portfolio Holder for Resources

Classification	This report is public.
Contact Officer	Theresa Fletcher Strategic Director of Finance and Section 151 Officer

PURPOSE / SUMMARY

To seek approval of the necessary updates to the General Fund element of the Council’s Medium-Term Financial Plan covering the years 2026/27 to 2029/30, after changes from the publication of the final local government finance settlement for 2026/27.

REPORT DETAILS

1 Introduction

- 1.1 The Council’s Medium-Term Financial Plan 2025/26 – 2029/30, was approved at Council on the 28th of January 2026. As usual, the Medium-Term Financial Plan (MTFP) was based on the provisional local government finance settlement which was issued on the 17th of December 2025.
- 1.2 As discussed within paragraphs 1.31 and 1.32 of the original MTFP Council report, business rates pooling gains were incorrectly included in District Council income figures in the provisional settlement, which incorrectly inflated the level of income due, and therefore funding we would receive from government.
- 1.3 The report stated that although it would be rare for the final settlement to reduce funding allocations given in the provisional settlement, that rectifying this mistake might make it necessary because of the limited amount of funding available, and the impact on those who had lost significant funding because of the error.
- 1.4 This change was corrected in the final settlement which was published on the 9th of February 2026, and it has meant significant reductions in income for us, for all future years of the MTFP. There has been no change to the figures for 2025/26.

1.5 Table 1 below shows the amount of loss for each category of income receivable, affected by this correction.

Table 1

	2026/27 Forecast £	2027/28 Forecast £	2028/29 Forecast £	2029/30 Forecast £
Business Rates	725,556	971,848	1,230,801	1,502,769
Revenue Support Grant	851,820	430,466	0	54,995
Income Protection 95%	338,446	759,800	1,190,267	0
Total reduction	1,915,822	2,162,114	2,421,068	1,557,764

1.6 A new grant called the Adjustment Support Grant, has been provided by the government for 2026/27. The grant fully compensates us for the reductions made in Revenue Support Grant and Income Protection 95%. The total of the grant to be received is £1.190m. It is not yet known if the compensatory grant will be extended to 2027/28 in the 2027/28 local government finance settlement, but the assumption for now is that it is a one-off.

1.7 The proposal to fund the remaining loss in 2026/27 of £0.726m, and the future year losses of £2.162m 2027/28; £2.421m 2028/29 and £1.558m in 2029/30, is to use the NNDR Growth Protection Reserve, with a transfer to the General Fund.

1.8 Table 2 below shows the changes to the MTFP, necessary to cover the losses in income by using the reserve.

Table 2

	2026/27 Forecast £	2027/28 Forecast £	2028/29 Forecast £	2029/30 Forecast £
Total reductions in income	1,915,822	2,162,114	2,421,068	1,557,764
Adjustment Support Grant	(1,190,266)	0	0	0
Net reduction in income	725,556	2,162,114	2,421,068	1,557,764
Net t/f from NNDR Growth Protection Reserve to General Fund	(725,556)	(2,162,114)	(2,421,068)	(1,557,764)
Shortfall	0	0	0	0

1.9 The balance we are expecting to have accumulated in the NNDR Growth Protection Reserve at 31st of March 2026 is £16.9m. This is after including the transfer into the reserve as part of the revised budget process. In the original MTFP Council report we were projecting the balance to be maintained at this level to the end of the MTFP, due to the amount of extra funding being received. The use of the reserve shown in Table 2, now means by the 31st of March 2030, the balance is expected to reduce to £9.108m.

2 Reasons for Recommendation

2.1 To obtain approval to update the MTFP. This will mean in 2026/27 budget monitoring reports, we can include the latest figures for government funding and transfers to/from reserves.

3 Alternative Options and Reasons for Rejection

3.1 To not update the MTFP with these changes would mean we would be reporting out of date information.

RECOMMENDATIONS

1 That Members approve the changes to the Medium-Term Financial Plan at 1.8, for 2026/27 to 2029/30.

Approved by Councillor Clive Moesby, Portfolio Holder for Resources

IMPLICATIONS:

Finance and Risk: Yes No

Details:

The financial implications are covered throughout the report. Only changes contained within this report will be made to the MTFP.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details:

The Council is legally obliged to set and deliver a balanced budget prior to the commencement of the new financial year in April 2026, which shows how income will equal spend over the short and medium term. This can take into account deliverable cost savings and/or local income growth strategies as well as useable reserves. However, a budget will not be balanced where it reduces reserves to unacceptably low levels. This report together with the associated budget timetable has been prepared in order to comply with our legal obligations.

There are no Data Protection issues arising directly from this report.

On behalf of the Solicitor to the Council

Staffing: Yes No

Details:

These are covered in the main report and supporting Appendices where appropriate.

On behalf of the Head of Paid Service

Equality, Diversity, and Consultation: Yes No

Details:

Not applicable to this report.

Environment: Yes No

Details:

Not applicable to this report.

DECISION INFORMATION

Please indicate which threshold applies:

Is the decision a Key Decision?

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

Yes No

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) (b)

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) (b)

District Wards Significantly Affected:

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

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

All

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 checked="" type="checkbox"/>
Consultation carried out: <i>(this is any consultation carried out prior to the report being presented for approval)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Leader <input type="checkbox"/> Deputy Leader <input 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"/>	Portfolio Holder for Resources

Links to Council Ambition: Customers, Economy, and Environment.

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>
None



BOLSOVER DISTRICT COUNCIL

Meeting of Council on 20th May 2026

Member Champions 2026/27

Report of the Strategic Director of Legal, Governance and Monitoring Officer

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

PURPOSE/SUMMARY OF REPORT

To appoint Member Champions for the 2026/27 Municipal Year.

REPORT DETAILS

1. Background

- 1.1 Member Champions are Councillors who act as an advocate or spokesperson for a specific area of the Council’s business and activities. The main responsibility of each Member Champion is to encourage communications and positive action over the issue they represent.
- 1.2 All Member Champions must act reasonable in their role and recognise and work within the political management and working arrangements adopted by the Council. As such the Member Champion must work, and communicate regularly, with the relevant Portfolio Holders.
- 1.3 A Member Champion cannot make decisions and must not commit the Council in any way or in a manner that could be interpreted as being contrary to established policy and practice. They may however confirm a position as stated in a published policy.
- 1.4 The role of a Member Champion is to:
 - represent their area of interest both within and outside the Council in line with Council policy.
 - contribute to the review and development of policies pertaining to their area of interest.
 - challenge and question the Council, the Leader and the Portfolio Holders on issues relevant to their area of responsibility.

- act as a catalyst for change and improvement in service delivery.
- monitor the forward plan and seek information from the Leader, Committee Chairs and officers about forthcoming business and exert influence on behalf of the interest.
- keep Councillors of all parties up to date with activities in relevant areas of interest.
- network with Member Champions from other local authorities with the same interest to keep up to date with current developments.
- provide positive support and on occasions constructive challenge to officers in driving forward the Council agenda on relevant issues.
- act as the Council's representative on relevant external bodies where appointed to by the Council.

1.5 The Leader and Portfolio Holders will:

- acknowledge the right of Member Champions to be consulted on matters relating to their area of interest;
- take full account of any views offered by the Member Champions prior to making decisions relating to their area of interest;
- co-operate with Member Champions in the formulation of action plans they have developed with lead officers;
- consider nominating Champions to represent the Council at relevant conferences/seminars on the subject matter of the Member's interest.

2. Details of Proposal or Information

2.1 The proposed Member Champions for 2026/27 Municipal Year are set out in **Appendix 1.**

3. Reasons for Recommendation

3.1 To appoint Member Champions to advocate for their areas of interest.

4 Alternative Options and Reasons for Rejection

4.1 None.

RECOMMENDATION(S)

1. That the appointments of Member Champions for the 2026/27 Municipal Year as set out in Appendix 1 be agreed.

IMPLICATIONS:

<p><u>Finance and Risk</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Details: There are no financial or risk implications arising from this report.</p> <p style="text-align: right;">On behalf of the Section 151 Officer</p>	
<p><u>Legal (including Data Protection)</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Details: There are no legal or data protection issues arising from this report.</p> <p style="text-align: right;">On behalf of the Solicitor to the Council</p>	
<p><u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Details: There are no human resource issues implications arising from this report.</p> <p style="text-align: right;">On behalf of the Head of Paid Service</p>	
<p><u>Equality and Diversity, and Consultation</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Details:</p>	
<p><u>Environment</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <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 arising from this report.</p>	

DECISION INFORMATION:

<p><input checked="" type="checkbox"/> Please indicate which threshold applies:</p>	
<p>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:</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>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.</p>	<p>(a) <input type="checkbox"/> (b) <input type="checkbox"/></p>
<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>(a) <input type="checkbox"/> (b) <input type="checkbox"/></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></p>	

Please state below which wards are affected or tick All if all wards are affected:	All <input type="checkbox"/>
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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 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></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 checked="" type="checkbox"/> Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/> </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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Links to Council Ambition:
Customers.

DOCUMENT INFORMATION:

Appendix No	Title
1	Appointment of Member Champions 2026/27

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

MEMBER CHAMPIONS
NOMINATIONS RECEIVED
2026/27

MEMBER CHAMPION	NAME
Armed Forces Champion(s) x 2	Councillor David Bennett Councillor Tom Munro
Domestic Abuse Champion x 1	Councillor Mary Dooley
Local Nature Recovery Champion x 1	Councillor Jeanne Raspin
Member Development Champion x 1	Councillor Donna Hales Councillor Cathy Jeffery
Neurodiversity Champion x 1	Councillor Donna Hales
Safeguarding Champion x 1	Councillor Jane Yates

BOLSOVER DISTRICT COUNCIL

Meeting of Council on 20th May 2026

Revision to the Members’ Allowances Scheme

Report of the Strategic Director of Legal, Governance and Monitoring Officer

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

PURPOSE/SUMMARY OF REPORT`

To inform Council of the Government’s commitment to facilitate access to the Local Government Pension Scheme (LGPS) for members and revision to the Members’ Allowances Scheme.

REPORT DETAILS

1. Background

- 1.1 The ‘Local Government Pension Scheme in England and Wales: Scheme improvements (access and protections)’ consultation was carried out by Central Government between 13 October 2025 and closed on 22 December 2025.
- 1.2 This has resulted in the Government’s commitment to facilitate access to the LGPS to all elected members from 11 May 2026.

2. Details of Proposal or Information

- 2.1 From May 2026, Members will be able to join the LGPS on an opt-in basis with the basic allowance or special responsibility allowance (or both as the case may be) being treated as an amount in respect of which a pension is payable.
- 2.2 Membership of the LGPS will be on the same basis as given to other, non-elected, members of the LGPS, with a small number of exceptions to reflect the different employment status of Members. Safeguards, such as not allowing employers to contribute to additional pension contributions or additional voluntary contributions. These will be captured in a new Regulations that is yet to be published.
- 2.3 If Members opt-in to the LGPS, they will be required to contribute a percentage of their allowance as set out in the contribution rates which can be found on the

Derbyshire Fund website. Contribution band ranges are increased each April in line with the rise in the Retail Price Index.

2.4 Following the last review of the Members' Allowances Scheme completed in 2023/2024 and the recommendations of the Independent Remuneration Panel, Council resolved that there would be no changes to the level of the Basic Allowance; the Special Responsibility Allowances or other parts of the scheme. There would be no increases in the scheme until the completion of the next review of the Members' Allowances Scheme scheduled to be carried out in 2027.

2.5 The revised Members' Allowance Scheme is attached as **Appendix 1** to the report and includes the following additions:

(3) With effect from 11th May 2026, all Members (excluding Co-opted Members) shall be entitled to opt-in to a pension in accordance with a scheme made under section 1 of the Public Service Pension Act 2013.

In this Scheme:-

(i) The Local Government Pension scheme in which qualifying Members may participate is the Derbyshire Pension Fund, provided by Derbyshire County Council.

(ii) Members' Basic Allowance or Special Responsibility Allowance (or both, as the case may be) shall be treated as an amount in respect of which such a pension is payable.

(iii) As a member of the Scheme, Members will be required to contribute a percentage of their allowance as set out in the contribution rate table which can be found on the Derbyshire Pension Fund website. Contribution band ranges will be increased each April in line with the rise in the Retail Price Index.

2.6 The potential cost of these changes is summarised in the table below based on the assumption of a 100% opt-in rate:

Basic and Special Responsibility Allowances	Annual Allowance £	Multiples	Totals £	Employer LGPS contribution £
Basic Allowance	9,902.44	37	366,390.28	71,079.71
Leader of the Authority	14, 672.16	1	14, 672.16	2,848.40
Deputy Leader of the Authority	9,781.44	1	9,781.44	1,897.60
Members of the Executive	4,890.72	6	29,344.32	5,692.80

Chair of Scrutiny Committee	3,260.48	4	13,041.92	2,530.13
Vice Chair of Scrutiny Committee	1,630.24	4	6,520.96	1,265.07
Largest Opposition Political Group Leader	4,890.72	1	4,890.72	948.80
Chair of Planning Committee	4,890.72	1	4,890.72	948.80
Vice Chair of Planning Committee	2,445.36	1	2,445.36	474.40
Chair of Licensing Committee	3,260.48	1	3,260.48	632.53
Vice Chair of Licensing Committee	1,630.24	1	1,630.24	316.27
Chair of Standards Committee (co-optee)	1,222.00		N/A	
Chair of Audit Committee	1,467.00	1	1,467.00	284.60
Junior Executive Member	2,445.36	6	14,672.16	2,846.42
TOTAL			473,007.76	91,763.53

2.7 This is an increase of £91,763.53. Members are reminded that this figure is based on a 100% opt-in by Members.

2.8 Information will be shared with Members relating to the pension scheme with relevant details on becoming a member, contributions and options.

3. Reasons for Recommendations

3.1 The report recommends changes to the Members' Allowances Scheme following the commitment by Central Government to enable Members to opt-in to the LGPS with effect from 11th May 2026.

4 Alternative Options and Reasons for Rejection

4.1 None – the Council is required to update its Members' Allowances Scheme following changes being implemented by Central Government.

RECOMMENDATION(S)

- (1) That Council notes that with effect from 11th May 2026 Members are able to opt-in to the LGPS provided by Derbyshire Pension Fund.
- (2) That Council notes the additional costs to the Scheme as set out in paragraphs 2.6 and 2.7 (based on a 100% opt-in).
-

<u>Finance and Risk</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Details: The Employer LGPS contributions of £91,763.53, will be a cost to the Council's general fund. <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"/>		
Details: The Council is complying with the provisions of the anticipated regulation to facilitate access to the LGPS to all Elected Members from 11 May 2026. <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"/>		
Details: There are no staffing implications arising from this report. <p style="text-align: right;">On behalf of the Head of Paid Service</p>		
<u>Equality and Diversity, and Consultation</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details: There are no Equality and Diversity, and Consultation implications arising from this report.		
<u>Environment</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment. Details: There are no Environmental implications arising from this report.		

DECISION INFORMATION

<p><input checked="" type="checkbox"/> Please indicate which threshold applies:</p> <p>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:</p> <p>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.</p> <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: None</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>(a) <input type="checkbox"/> (b) <input type="checkbox"/></p> <p>(a) <input type="checkbox"/> (b) <input type="checkbox"/></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 checked="" type="checkbox"/> Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/></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>Customers</p>

DOCUMENT INFORMATION	
Appendix No	Title
1	Members' Allowances Scheme

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>	
1. Local Government Pension Scheme in England and Wales: Access for Elected Members - government response - GOV.UK	
2. Home - Derbyshire Pension Fund	

6 MEMBERS' ALLOWANCES SCHEME

6.1 Scheme

- (1) The Bolsover District Authority, in exercise of the duty conferred on it by the Local Authorities (Members' Allowances) (England) Regulations 2003, as amended, hereby make the following Scheme:
- (2) This Scheme may be cited as the Bolsover District Authority Members' Allowances Scheme, and shall have effect from 22nd May 2024.

In this Scheme:-

- (i) "Member" means a "Member" of the Bolsover District Authority.
 - (ii) "scheme year" means the 12 months ending with 31 March.
 - (iii) "Regulation" refers to a regulation contained in the Local Authorities (Members' Allowances) (England) Regulations 2003 as amended.
- (3) With effect from 11th May 2026, all Members (excluding Co-opted Members) shall be entitled to opt-in to a pension in accordance with a scheme made under section 1 of the Public Service Pension Act 2013.**

In this Scheme:-

- (i) The Local Government Pension scheme in which qualifying Members may participate is the Derbyshire Pension Fund, provided by Derbyshire County Council.**
- (ii) Members' Basic Allowance or Special Responsibility Allowance (or both, as the case may be) shall be treated as an amount in respect of which such a pension is payable.**
- (iii) As a member of the Scheme, Members will be required to contribute a percentage of their allowance as set out in the contribution rate table which can be found on the Derbyshire Pension Fund website. Contribution band ranges will be increased each April in line with the rise in the Retail Price Index.**

6.2 Basic Allowance

Subject to paragraph 9 of this Scheme, a Basic Allowance of **£9902.44** will be paid to each Member.

6.3 Special Responsibility Allowance

- (1) For each year a Special Responsibility Allowance shall be paid to those Members who hold special responsibilities in relation to the Authority.
- (2) Subject to paragraph 9 of this Scheme, the amount of each such allowance shall be the amount specified against that special responsibility.
- (3) No Member shall be entitled to receive more than one Special Responsibility Allowance.
- (4) The following are specified as having special responsibilities in respect of which Special Responsibility Allowances are payable and the amounts of those allowances are specified in the second column:-

Member with Special Responsibility	Annual Allowance £	Effective Date
Leader of the Authority	14, 672.16	22/05/2024
Deputy Leader of the Authority	9,781.44	22/05/2024
Members of the Executive	4,890.72	22/05/2024
Chair of Scrutiny Committee	3,260.48	22/05/2024
Vice Chair of Scrutiny Committee	1,630.24	22/05/2024
Largest Opposition Political Group Leader	4,890.72	22/05/2024
Chair of Planning Committee	4,890.72	22/05/2024
Vice Chair of Planning Committee	2,445.36	22/05/2024
Chair of Licensing Committee	3,260.48	22/05/2024
Vice Chair of Licensing Committee	1,630.24	22/05/2024
Chair of Standards Committee (co-optee)	1,222.00	22/05/2024
Chair of Audit Committee	1,467.00	22/05/2024
Junior Executive Member	2,445.36	22/05/2024

- (5) The following rules apply to payments of Special Responsibility Allowances in relation to the Leader/Deputy Leader or person acting as the spokesperson of an opposition political group:-
- (i) Either where there are two or more opposition political groups and one of these opposition groups is larger than any of the others the Leader of that group only will be paid a Special Responsibility Allowance of £4,890.72
 - (ii) Or where there are two or more opposition political groups and there is no one larger group because 2 or more of those political groups are equal in size, the Leaders of the largest political groups will receive £4,890.72 divided equally amongst them, and
 - (iii) In (i) or (ii) above no payment of a Special Responsibility Allowance will be made to any other opposition group.
 - (iv) Where there is one opposition political group the Leader of that group will be paid a Special Responsibility Allowance of £4,890.72 in total.

6.4. Travelling Allowance and Subsistence Reimbursement

- (1) Travelling allowance and subsistence reimbursements shall be paid to Members for carrying out approved duties under the categories set out in Appendix A to this scheme.
- (2) Co-optees shall be entitled to the same rates of travelling allowance and subsistence arrangements as Members.
- (3) Members shall claim for travelling allowance and subsistence reimbursements and in doing so shall be expected to satisfy themselves that they are entitled to receive the allowances claimed.
- (4) The rates of travelling allowance and subsistence reimbursements applicable to Members shall be the same as the rates applicable to the officers of the Authority.
- (5) Travelling allowance and subsistence reimbursements shall be paid in accordance with Appendix C & D.

6.5 Co-optees' Allowance

- (1) An annual allowance of £500 shall be paid to Co-optees for their duties on Standards and £250 for their duties on Audit Committee.
- (2) The above allowances are subject to the Co-optee not receiving payment from any other source for the same duties.

- (3) If someone is a Co-optee of both the Standards and Audit Committee, he/she shall be entitled to both the £500 and £250 allowance in respect of both Committees.
- (4) If a co-opted member, other than the Chair, is called on to chair a meeting of the Audit Committee, then a session relief payment of £366.75 is payable. If a co-opted member, other than the Chair, is called on to chair a meeting of the Standards Committee, then a session relief payment of £203.67 is payable.

6.6 Carer's Dependents Allowances

- (1) An hourly rate equivalent to the national minimum wage (21+ rate (See Minute No. 878 – Authority – July 2011) for a maximum of 4 hours per day is payable in respect of approved duties, this includes up to 30 minutes travelling time each way.
- (2) Prior approval to claim this allowance must be obtained from the Monitoring Officer

6.7 Adjustment of Allowances

- (1) Where changes are retrospectively made to allowances or pay on which allowances under this scheme are based the following shall apply:-

Allowances under this scheme shall have the same effective date where the change is within the scheme year provided that Members are not worse off as a result of the retrospective amendment.

6.8 Election to For-go allowance

A Member may, by notice in writing given to the Monitoring Officer elect to forego any part of his entitlement to an allowance under this scheme, and a copy will be forwarded to the Payroll Section.

6.9 Part Year Entitlements

- (1) The provisions of this paragraph shall have effect to regulate the entitlements to Basic, Special Responsibility and Co-optees Allowances where, in the course of a year, this scheme is amended or that individual to whom the allowances applies, becomes, or ceases to be, a Member or Co-optee, or accepts or relinquishes a special responsibility in respect of which a Special Responsibility Allowance is payable.

- (2) If an amendment to this Scheme changes, the amount to which a Member is entitled by way of a Basic Allowance or a Special Responsibility Allowance, or the amount to which a Co-optee is entitled to a Co-optees Allowance, then in relation to each of the periods:-
- (i) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, and
 - (ii) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year,

the entitlement to such an allowance shall be determined by the following formula:-

$$\text{entitlement} = \frac{A}{B} \times C$$

Where A = number of days for which claim for allowance is being made

B = 365 days

C = appropriate yearly rate for Special Responsibility Allowance, Basic Allowance or Co-optees Allowance.

- (3) If an amendment to this Scheme changes the duties specified in the Schedule as approved duties, or the amount payable by way of Travelling allowance and subsistence reimbursements, the entitlement to such allowances shall be to the payment of the amount of the allowance under the Scheme as it has effect when the duty is carried out.
- (4) Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year, the entitlement of that Member to a Basic Allowance shall be determined as set out in paragraph 6.9(2).
- (5) Where the term of office of a Co-optee begins or ends otherwise than at the beginning or end of a year, the entitlement of that Co-optee to a Co-optees Allowance shall be determined as set out in paragraph 6.9(2).
- (6) Where a Member has during part of but not throughout a year, such special responsibilities as entitle him or her to a Special Responsibility Allowance that Members entitlement shall be determined as set out in paragraph 6.9(2).

6.10 Claims and Payments

- (1) Subject to paragraph 6.9 of this Scheme, Basic, Special Responsibility and Co-optees Allowances shall be paid by monthly instalments of one twelfth of the amount specified in this scheme on the 26th day of each month.

- (2) Where a payment of one-twelfth of the amount specified in this Scheme in respect of these Allowances would result in the individual receiving more than the amount to which, by virtue of paragraph 6.9 and its sub-paragraphs, the Member is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.
- (3) Claims for Travelling allowance, subsistence reimbursements, and dependent carers covering a calendar month are required to be submitted by the 6th of the following month.
 - (i) Payment of these claims received by the due date shall be made on the 26th day of the month in which they are received.
 - (ii) Payment of claims received after the due date shall be made on the 26th day of the following month.
 - (iii) Members expense claims submitted more than three months after the expenses were incurred will be paid only with the express approval of the Director of Governance and Legal Services & Monitoring Officer.

6.11 Level of Allowances

The level of allowances payable under the Scheme were set following the recommendations of an independent panel which was appointed to review the remuneration paid to Members of this Authority.

6.12 Repayment of Allowances

Where payment of any allowance has already been made in respect of any period during which the Member or Co-optee concerned:-

- (i) ceases to be a Member or Co-optee of the Authority,
- (ii) is in any other way not entitled to receive the allowance in respect of that period.

The Authority may require that such part of the allowance as relates to the period be repaid.

6.13 Duplication of Allowances

Where a Member of this Authority is also a Member of another authority or body, that Member may not receive allowances from more than one authority or body in respect of the same duties.

Members' Allowances – Guidance

6.14 Introduction

- (1) The aim of this section is to provide Members with a guide to the expenses and allowances that are payable to them under the Members' Allowance Scheme.
- (2) Any queries not addressed by this section should be directed to the Monitoring Officer or Governance Manager.
- (3) The official duties carried out by the Chair and Vice-Chair of the Authority are civic duties of the civic leader of the Authority and are not covered by the Members' Allowance Regulations. Expenses for these duties are met from the Chair's Allowance.
- (4) The work of the Independent Persons are governed by the Localism Act 2012 and not covered by the Members' Allowance Regulations.
- (5) In accordance with the recommendations of the Independent Remuneration Panel on Members' Allowances the monitoring is carried out in respect of Members.

6.15 Allowances/Reimbursements

The Authority's Members' Allowance Scheme ("the Scheme") made under the provisions of the Regulations for the payment of the following allowances:-

- Special Responsibility Allowances
- Basic Allowance
- Travelling Allowance and Subsistence Reimbursements
- Co-optees Allowance
- Dependent/Carers Allowance

6.16 Publishing

- (1) The Regulations require that the Authority publish within the Authority's area:-
 - (i) The Scheme
 - Following any amendment or making of a Scheme
 - Every twelve months
 - (ii) In respect of each year, details of the amounts of allowances paid under the Scheme to each member.

- (2) The Freedom of Information Act 2000 requires the Authority to produce its publication scheme which has been approved by the Information Commissioners' Office, an independent body that reports directly to Parliament and monitors the Data Protection Act 1998 and the Freedom of Information Act 2000.

6.17 Payment Restrictions

- (1) Certain bodies pay their own expenses and allowances. Members should therefore claim their expenses from these bodies direct and not from this Authority.
- (2) Certain duties necessarily carried out by Members of the District Authority are not duties for the purposes of claiming Members' Allowances (see Appendix B).
- (3) Where a Member is a Member of more than one local authority or public body, payment of Members' Allowances will, in general, be made by the local authority or public body, for which the approved duty is undertaken. For example:-

if a Member serves as a co-opted Member on a County Authority Committee the allowances will be payable by the County Authority.

6.18 Special Responsibility Allowances

These allowances are paid to such Members of the Authority who hold positions with a special responsibility under the provisions of the Regulations; the positions in this Authority are listed in the Scheme.

6.19 Basic Allowances

- (1) This allowance is intended to recognise the time devoted by Members to their work as elected representatives, including inevitable calls on their time such as meetings with constituents, Member's surgeries and political group meetings. It is also intended to cover incidental costs incurred in the course of a Members work.
- (2) This allowance is payable to all Members, each Member receiving the same amount of allowance.

6.20 Travel Allowances/Expenses – See Appendix C

- (1) See Appendix C for information on Car Parking and Travel Fees.
- (2) Criteria for the use of taxis are detailed below:-

- (i) The rate for taxi fares must not exceed the amount of the actual fare and any reasonable gratuity paid. Reimbursement will only be made on the production of receipts.
- (3) Where a Member travels in his own car any fixed penalty parking fines or other traffic violation fines are the personal responsibility of that Member.
- (4) Where a Member travels with an officer or other Member who is entitled to claim allowances, the Member may not claim travelling allowances for that journey.
- (5) When mileage allowances are claimed the miles claimed must be based on the most reasonable route. However, in respect of home to The Arc mileage, the miles claimed will always be in accordance with the approved schedule. Prior to making their claim for home to The Arc mileage, the Member must seek from Audit Services the acceptable number of miles.
- (6) Private mileage must not be included in the claim.
- (7) Where Members have to travel between their place of work and the Authority Offices to carry out approved duties the mileage allowance or travel expenses claimable shall be the lesser of:-
- Home to approved duty
 - Work to approved duty
- (8) Members, in their own interests, must ensure that their car insurance policy covers them for use on official business for the Authority. The Governance Manager will carry out spot checks of insurance certificates to ensure full compliance.

6.21 Members Car Insurance / Business Mileage

- (1) Members are required to have car insurance that covers them for **business use** and they must sign the declaration on the claim form to confirm this.
- (2) The extract below explains the different types of insurance cover and the importance of having the correct cover.

What are the different use types?

REMEMBER - it is important that you have the right use for your car, if you have the wrong use you may find that your insurance company will not pay out on a claim.

- Social, Domestic & Pleasure - this covers you for normal day to day driving, such as driving to visit family or friends, or shopping.
- Commuting - this covers you to drive back and forth to a permanent place of work. Please note that travelling to a railway station, where you park your car, is classed as commuting.
- Business Use - this covers you to use the car in connection with your job, driving to different sites, travelling to training courses or prearranged meetings away from your normal place of work.

Commercial Travelling - This covers the car to be used for such things as door-to-door sales.

Insurance cover for commuting does **not** cover business use. Members work from home; this means that journeys between their home and the Authority offices are **not** classed as commuting if the journeys are made during the course of their duties.

(3) Travel expenses may be subject to income tax and national insurance contributions.

(i) Members are deemed to have two places of work and as such the HMRC guidance states that Members can receive tax (and NI free) home to work payments where:-

The Member routinely uses their homes to see constituents (and not merely used for reading Council papers, correspondence etc)

and;

(ii) The mileage allowance paid does not include any element of profit and is dealt with under the HMRC's approved mileage allowance payments.

(iii) If the criteria in (i) and (ii) above are not met the home to work travel expenses will be subject to tax and national insurance.

(iii) The Council must hold relevant documentation to demonstrate that any Members paid home to work mileage free from tax have confirmed that they meet the relevant criteria. Where this is the case, Members will need to complete a declaration to confirm this.

(iv) Additionally the declaration on the Members' Allowance Claim form requires Members to indicate where the travel claim is classed as non-taxable.

6.22 Subsistence Reimbursements

- (1) In order to claim a Subsistence Reimbursement a Member must have personally incurred expenditure on subsistence. (See Appendix C for further information).
- (2) Third parties (including spouse/partner) accompanying a Member on business trips:-

Where a Member is accompanied by a spouse, partner or a third party and there is an additional cost, the extra cost should be reclaimed from the Member. This would not be the case if the spouse, partner or third party is also representing the Authority. It is the Members responsibility to indicate on their claim form where reclaims from Members Allowances are due for this reason.

6.23 Royal Garden Party

- (1) The HMRC do not consider that attendance at a Royal Garden Party is part of the duties of any Authority Member and as such expenses incurred would not be classed as business expenses for PAYE purposes.
- (2) This does not affect the Authority's decision to include this as an approved duty.
- (3) Any travel and subsistence costs (reimbursement or payment made directly by the Authority) have to be subject to income tax and national insurance when paid.

6.24 Approved Duties outside the UK – See Appendices A, B & C

- (1) There are no specific provisions covering payments of Members' Allowances in connection with overseas visits.
- (2) Reasonable travelling expenses are paid by the Authority direct or reimbursed to the member on submission of a claim.
- (3) Officers are required to keep a record of expenditure that they make on behalf of Members.
- (4) Where possible details of amounts paid on the Members behalf including name of any officer of the Authority who has made any payments during the foreign visit.

6.25 Cash Advances

Cash advances can be arranged on request. In such cases the person receiving the advance must keep records of all expenditure made and whenever possible must obtain receipts. As soon as possible after the visit, the balance of the advance (if any) and/or the full record of the expenditure made together with the receipts must be returned to the creditors section of Financial Services.

6.26 Members' Surgeries

Members' Allowances are not payable in respect of the time spent on Member' surgeries. It has been agreed that an allowance is made, however, under section 111 of the Local Government Act 1972, to cover the cost of advertising and operating Members surgeries. Members should make their own arrangements for advertising and accommodation and, upon presentation of properly certified invoices, the Governance Team will reimburse up to the limit of approved allowances in any one year.

6.27 Making Claims

(1) Expenses and Allowances:

There are rules enabling you to claim expenses and allowances in connection with some of your duties as a Member. These rules must be scrupulously observed.

(2) Frequency of Claiming:

Members are requested to claim monthly as this helps in reducing administration costs. This is particularly important at the month ending 31st March, when prompt submission is required in order to assist with the closing down of the accounts, and also for income tax purposes.

(3) Method of Payment:

Payments are made direct to a Members bank account.

(4) Making a Claim;

(see 6.22 (2) re. persons accompanying Members)

- (i) Where, a Member performs approved duties for more than one local authority or public body the amount that is claimed from the different bodies must not exceed the amount that would be claimed had the duty been carried out as a member of only one of these bodies.
- (ii) A Member is not entitled to receive Members' Allowances under the Local Authorities (Members' Allowances) (England) Regulations 2003 in addition to any comparable allowances under any other enactment, in the same period of twenty-four hours for the same duties.
- (iii) A claim for Members' Allowance is made by completing a Members' allowance claim form. The claim form is based on a statutory format and contains all the declarations required by law. The form is available via the Intranet.
- (iv) The following details should be entered on the form in the appropriate columns:-

Name and address

Vehicle registration mark and cubic capacity of the motor vehicle (on the back of the form) if a mileage claim is made.

Date of approved duty.

Time approved duty started. This will be the time the Member left home or work to undertake the approved duty.

Place of Departure

Details of the approved duty (e.g. committee, etc.)

Place of return

Time the approved duty ended – including reasonable travelling time.

To claim a mileage allowance, enter the date, number of miles travelling on the approved duty, whether the expenses is taxable or non-taxable, the mileage rate claimed and the amount claimed.

The amount of other approved expenses (e.g. bus/train fare) indicating whether the expense is taxable or non taxable

If the journey had involved travel by more than one method of transport it is necessary to use a separate line for each such method.

The totals for each allowance claim should be entered at the bottom of each column.

The Declaration at the foot of the claim form must be signed. The certification is required by law and Members should read it carefully and ensure that the statements they are signing are correct. If in any doubt, Members should consult the Head of Paid Service or the Head of Human Resources and Payroll.

VAT receipts must be attached for all reimbursements.

Pre dated VAT receipts for fuel must be attached where mileage is claimed.

(v) The completed form should be forwarded to the Governance Manager.

(5) Cases of Doubt:

Where doubt arises, which cannot be settled between the Member and the Head of Paid Service, the matter can be referred to the appropriate body.

(6) Checks Applied to a Members' Claim:

- (i) In Members own interest, the Governance Manager checks as far as possible the attendance at official meetings, insofar as attendance records are available. It is therefore important for Members to ensure they sign the attendance sheet.
- (ii) This check does not in any way relieve the Member from personal responsibility for the correctness of the claim for allowances.
- (iii) An attendance register will be circulated at each meeting of the Authority, Executive and Scrutiny Committees, and every Member present at such meeting shall record their attendance thereat by signature. The attendance sheet together with the minutes will be the official record of attendance at meetings and will be used for the purpose of authorising payments of Members attendance allowances.

Members may consider it prudent to maintain a personal diary recording more details of approved duties than is shown on their claim form. This would assist them personally should any query be made by objectors, or the External Auditor, possibly at a much later date.

- (iv) All claims are subject to scrutiny by the External Auditor and the statutory record of Members allowances is open for public inspection.

6.28 Statutory Sick Pay – Effect on Members

- (1) The provisions of the above came into force for 'Employees' on 6th April 1984. It has now been stated in a circular issued by the Department of the Environment that Members who are in receipt of Members' Allowances are considered to be 'employed' by their authority and will also be included where they meet the conditions of the scheme. The reasoning behind this is that these payments are subject to National Insurance contributions where they are greater than the lower earnings limit and consequently there may be an entitlement to State Incapacity Benefit from the Department of Social Security. As Statutory Sick Pay replaces State Sickness Benefit, Members whose allowances attract National Insurance contributions may qualify for this payment. The regulations are complex and wide-ranging, and although it is unlikely that the provisions of Statutory Sick Pay (SSP) will have any widespread relevance to Members of this Authority, it is felt, nevertheless, that all Members should be aware of the entitlement.
- (2) Where Members wish to make a claim for payment of SSP it is essential that they notify the HR & Payroll Team, telephone 01246 242474 on the first day of absence due to sickness.
- (3) Further advice and documentation will then be issued. Also further details of SSP can be obtained from the Payroll Section.

6.29 Income Tax and National Insurance Contributions

- (1) Income Tax and National Insurance contributions are deducted from Members' Allowances in accordance with the Authority's statutory obligations.
- (2) The PAYE system operates for Members' Allowances. New Members who cannot supply a tax form P45 will be required to complete a form P46. This form can be obtained from the Payroll Office.
- (3) Her Majesty's Revenue and Customs (HMRC) is sent an annual schedule giving details of allowances and expenses paid to each member.
- (4) HMRC has allowed Members to receive an additional tax free pay allowance per annum to be used against Members' allowances; this is included in the Members tax coding.
- (5) Reduced or no National Insurance contributions are payable by the Member if the Member is aged over state pensionable age, or is a married woman with a right to opt for reduced rate contributions (this option has now ceased but protected rights exist), or where the Member will pay the maximum amount of National Insurance contributions due to earnings from another job.

- (6) Members must provide the payroll office with a certificate, which is obtained from the Members local contributions agency before no or reduced rate National Insurance contributions are deducted from a Members' Allowance.

6.30 Social Security Benefits

(including Housing Benefit and Authority Tax Benefit)

- (1) The benefit system is very complicated and it is difficult to know exactly how the payments a Member is entitled to receive or does receive will affect any benefits payable to that Member.
- (2) Members claiming any benefit are advised to keep their benefit provider informed about any Members' Allowances they are **ENTITLED** to receive or do receive.

6.31 Insurance Cover for Members, provided by the Authority.

The following types of insurance cover are provided for Members:-

(1) Officials Indemnity:

To indemnify the Assured against legal liability for damages as a result of a claim or claims made arising out of any negligent act, error or omission committed or alleged to have been committed by or on behalf of the Assured in or about the conduct of the Assured's business.

Including indemnity to all employees and elected Members of the Authority or any co-opted Members of any committee or sub-committee.

(2) Public Liability:

Indemnity against legal liability for accidental bodily injury to any person or loss of or damage to material property.

Only applicable when representing the Authority.

(3) Libel and Slander:

To indemnify the assured in respect of any amount the assured shall become legally liable to pay as damages resulting from any libel and slander committed in any form whilst undergoing the conduct of the Assured's business.

Members should be aware that statements made in official meetings are only covered by qualified privilege and that accordingly a Member may be sued on a defamatory statement made in such a meeting.

Draft for approval

APPENDIX A

CATEGORIES OF APPROVED DUTIES

Travelling Allowance and *Subsistence Reimbursements (Exceptional circumstances only – see Appendix D)

Travelling and Subsistence may be paid to Members for certain types of meeting the categories of which are defined in the Local Authorities (Members' Allowances) (England) Regulations 2003. The following is a list of those categories as defined.

Some of the categories allow for discretion to be exercised. In particular category 5 allows the Authority to approve a class of duty for the payment of Travelling allowance and subsistence reimbursements. The classes of duty approved by this Authority are listed below number 5. Any meeting which falls within that class of duty as defined under category 5 automatically qualifies for payment of Travelling allowance and subsistence reimbursements and does not need to be approved by Authority or Committee.

- 1) Authority and committee meetings where expenditure necessarily incurred in connection with the performance of an approved duty.
- (2) Meetings of outside bodies to which the Authority makes appointments and nominations and where the member has been nominated by the Authority and where expenditure is necessarily incurred in connection with the performance of an approved duty.
- (3) Meetings the holding of which is authorised in advance and where Members of both political groups have been invited and where expenditure is necessarily incurred in connection with the performance of an approved duty.
- (4) Meetings of associations where the Authority is a Member of the association and where expenditure is necessarily incurred in connection with the performance of an approved duty.
- (5) A duty or class of duty approved for the purpose of or in connection with the discharge of functions:
 - (a) Any partnership of which the Authority is a partner and to which the member is appointed by the Authority.
 - (b) Formal liaison meetings with other local authorities, representatives of other bodies and individuals.
 - (c) With the prior approval of the committees concerned visits, official visits, site visits and inspections within the Authority's area.
 - (d) Visits by Members of Executive to the Authority's offices to discuss Authority business.
 - (e) Any duty of a Chair of a Committee within the Authority's area.

- (f) Any duty of a Vice-Chair of a Committee within the Authority's area.
 - (g) Visits by Leaders and Deputy Leaders of each party (and who are nominated as such to the Head of Paid Service) to the Authority's offices to discuss Authority business. Such visits by a Leader and Deputy Leader to be additional to the visits permitted as Chair or Vice Chair of a Committee of the Authority.
 - (h) Visits by Members (other than Leaders, Deputy Leaders and Chair of Committees) to the Authority's Offices to discuss Authority business or to attend, by prior agreement of the appropriate Chair, a meeting of a Authority Committee of which the Member is not a member.
 - (i) Attendances at commercially provided conferences and seminars as approved by the Head of Paid Service including externally provided training held at the Authority offices.
 - (j) Attendances at internally provided training held at the Authority offices.
 - (k) Attendance at public meetings and public inquiries with the prior approval of the appropriate Committee.
 - (l) Attendance with **the prior written approval** of the Head of Paid Service at any meeting or visit not otherwise provided for in the scheme where the Head of Paid Service considers it appropriate and necessary on the grounds of urgency or in the interests of the Authority's improvement and learning agenda, grant such approval in the interests of efficient conduct of the Authority's affairs **provided** such approval is reported to the next available meeting of Authority together with reasons. Such attendance is additional to any entitlements contained in other headings in this scheme.
 - (m) Working Parties of this Authority with prior approval.
- (6) Conferences inside or outside the UK to discuss matters relating to the interest of the area or the inhabitants or any part, provided conference is not organised by a commercial operator or political party provided the attendance is in connection with discharging the duties of the Authority or its Committees or Sub Committees.
- (7) Meetings inside or outside the UK to discuss matters relating to the interests of the area or the inhabitants or any part provided meeting is not organised by a commercial operator or political party provided the attendance is in connection with discharging the duties of the Authority or its Committees or Sub-Committees.

EXAMPLES OF MEETINGS WHERE TRAVELLING ALLOWANCE AND SUBSISTENCE REIMBURSEMENTS ARE PAYABLE

N.B. Subsistence Reimbursements are not payable for duties carried out at The Arc, Clowne

- (1) Authority and Committee Meetings where expenditure is necessarily incurred in connection with the performance of an approved duty – includes for example:

Joint ICT Committee
Bolsover Conservation Area Joint Advisory Committee

- (2) Meetings of outside bodies to which the **Authority** makes appointments and nominations and where the Member has been nominated by the Authority and where expenditure is necessarily incurred in connection with the performance of an approved duty – includes for example:

Isabella Smithson's Charity

- (3) Meetings, the holding of which is authorised in advance and where Members of both political groups have been invited and where expenditure is necessarily incurred in connection with the performance of an approved duty.

Duties under this category are to be approved at Committee prior to the duty being performed.

- (4) Meetings of associations where the Authority is a member of the association and where expenditure is necessarily incurred in connection with the performance of an approved duty- including for example:

Association of District Authorities

- (5) A duty or class of duty approved for the purpose of or in connection with the discharge of functions.
- (a) Any partnership of which the Authority is a partner and to which the Member is appointed by the Authority.
 - (b) Any formal liaison meetings with other local authorities, representatives of other bodies and individuals.
 - (c) With the prior approval of the Committees, official visits, site visits and inspections within the Authority's area.

- (6) Meetings of outside bodies to which the **Executive** makes appointments and nominations and where the Member has been nominated by the Authority and where expenditure is necessarily incurred in connection with the performance of an approved duty – including for example:

Chesterfield and District Crematorium Joint Committee
Groundwork Creswell, Ashfield & Mansfield

- (7) Members should seek advice from Legal Services if they are unsure of any of the above.

Draft for approval

APPENDIX B

DUTIES WHICH ARE NOT “APPROVED DUTIES” FOR MEMBERS’ ALLOWANCE PURPOSES

Governing Bodies of Nursery, Primary and Secondary Schools

Local/Town/Parish Authority Meetings

Members Surgeries

Party Political Meetings

Visits to Authority offices to collect correspondence, etc.

External Management Committees

Draft for approval

APPENDIX C

REIMBURSEMENT OF EXPENDITURE

(1) Meal Allowances

- (i) Reimbursement of expenditure for meals (subsistence) will no longer be paid.
- (ii) Exceptionally, where attendance at a seminar or similar does not include the provision of meals, reimbursement of reasonable expenses, subject to submission of receipts, may be subject to the prior approval of the Leader or Deputy Leader.
- (iii) No reimbursement of expenditure is payable for Members attending qualification training courses.

(2) Overnight Accommodation

- (i) For Members, overnight accommodation is currently booked through the Governance Team as part of the training and seminar booking procedure. There is no current limit on overnight accommodation, but the Leader or Deputy Leader who signs the booking form must ensure that the expenditure is reasonable.
- (ii) In exceptional circumstances, where the Authority is not being invoiced directly by the hotel, payment of expenditure will be in arrears, subject to the prior approval of the Leader or Deputy Leader and subject to submission of receipts. The expenses should be deemed to be reasonable in the circumstances.

(3) Car Parking

- (i) Fees will be paid at actual costs but they must be supported by receipts.

(4) Travel Fees

- (i) In determining the mode of transport to be used for business journeys, employees must take into account economic and environmental issues.
- (ii) The rate for public transport should not exceed the ordinary fare. Or in the case of rail travel, the second class rate. In exceptional circumstances, first class rail fare may be permitted with the prior approval of the Leader or Deputy Leader. Receipts and/or tickets must support all retrospective claims for travel fares.
- (iii) Reimbursement of expenditure will not be paid in relation to mileage incurred in relation to qualification training courses.
- (iv) The HMRC mileage rate will be paid unless an alternative rate has been approved by the Council.

(5) Medical Expenses

- (i) Medical expenses incurred with their approved duties will be made in accordance with the relevant Authority Policy, for example, eye tests.

APPENDIX D

Mileage Rates

Allowance for the performance of approved duties;

(1) Travelling Allowances

The HMRC mileage rate will be paid unless an alternative rate has been approved by the Council.

(2) Overnight Absence From Home – Overnight Garaging Allowances

Not more than the amount of any expenditure incurred in tolls, ferries, or parking fees.

Draft for approval



BOLSOVER DISTRICT COUNCIL

Meeting of Council on 20th May 2026

Contract Procedure Rules.

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 consider the adoption of revised Contract Procurement Rules

REPORT DETAILS

1. Background

- 1.1 The Council’s Contract Procurement Rules as contained in Part 4.8 of the Constitution provides a framework for the procurement of all goods services and works for the Council. All purchases are required to go through a set process depending on the value of the purchase.
- 1.2 The Council’s Contracts Manager has been in post since February 2025. During that time she has assessed the Council’s existing Contract Procurement Rules and has produced the revised rules which are attached at Appendix 1.

2. Details of Proposal or Information

- 2.1 The attached rules have been drafted to reflect the requirement of the Local Government Act , Public Contract Regulations 2015 and the Procurement Act 2023.
- 2.2 Key parts of the code include the following:
 - A clear message that relevant officers must comply with the code when entering into contracts for supply of works, good or services;
 - Avoidance of conflict of interest;
 - Prevention of corruption measures;

- Need for KPIs;
- Guidance on cyber security issues;
- Requirement to consider artificial intelligence implications;
- Purchasing through frameworks;
- The requirement to maintain an Annual Contract Forward Plan;
- Contract Procedure thresholds and procedures for each threshold;
- Requirement to add all contracts with a value above £5,000 on the contracts register and on the Central Digital Platform if over £30,000;
- Exceptions and Direct Awards. This includes contracts for legal services and services relating to arbitration, mediation and conciliation services and employee grievance or disciplinary matters

2.3 The rules have been reported to Senior Leadership Team and consultation has taken place with officers who regularly undertake procurement work. Where appropriate changes have been made to reflect comments received.

2.4 The rules have also been reported to Standards Committee who support their submission to Council for approval

2.5 The rules are designed to protect the Council and ensure that it obtains value for money without it being too prescriptive and placing too many burdens on the procuring officers . The thresholds provided greater freedom to secure appropriate contractors but at the same time ensures that the market is adequately tested. Also, the rules ensure that social value is recognised as a desired output.

3. Reasons for Recommendation

3.1 It is necessary to have Contract Procurement Rules to provide a clear framework of rules for the procurement of works goods and services.

4 Alternative Options and Reasons for Rejection

4.1 To retain the current rules. These are not in line with current legislation.

RECOMMENDATION(S)

1. That the Council agree to adopt the Contract Procurement Rules as set out to in this report.

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: On behalf of the Section 151 Officer	
<u>Legal (including Data Protection)</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Details: The Local Government Act 1972 requires the Council to have standing orders for how it procures contracts. 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 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"/> <i>Please indicate which threshold applies:</i>	
Is the decision a Key Decision? A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Revenue (a) Results in the Council making Revenue Savings of £75,000 or more or (b) Results in the Council incurring Revenue Expenditure of £75,000 or more.	(a) <input type="checkbox"/> (b) <input 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> Please state below which wards are affected or tick All if all wards are affected:	All <input type="checkbox"/>
---	-------------------------------------

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

DOCUMENT INFORMATION:

Appendix No	Title
1	Revised Contract Procurement Rules

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>

DECEMBER 2024

4.8 CONTRACT PROCUREMENT RULES

4.8.1 Introduction

The Local Government Act 1972 requires the Council to have standing orders for how it enters into Contracts. These Contract Procedure Rules are the standing orders required by the 1972 Act. They form part of the Council's Constitution and are, in effect, the instructions of the Council to officers and members for entering into Contracts on behalf of the Council.

The purpose of these Contract Procedure Rules is to set a framework of clear rule for the procurement and purchase of works, goods and services for the Council and to ensure a system of openness, integrity and accountability, within which the probity and transparency of the Council's procurement process will be beyond reproach or challenge.

Accordingly, these Contract Procedure Rules must be followed for **all** Contracts for:

- the supply of goods to the Council;
- the supply of services to the Council;
- the carrying out of works for the Council;
- to contract under light touch for the Council and
Concession Contracts.

The Council is also subject to the Public Procurement Legislation. These Contract Procedure Rules provide a basis for true and fair competition for Contracts by providing clear and auditable procedures, which, if followed, will give confidence that the Council has a procurement regime that is fully accountable and compliant with procurement law.

Following the Contract Procedure Rules will also help to ensure that the Council obtains value for money when it buys works, goods or services.

These Contract Procedure Rules are to protect the interests of the Council, its officers and members and the communities of Bolsover District Council.

These Contract Procedure Rules reflect the requirements of the Local Government Act 1972 and the Public Contract Regulations 2015 (as amended), the Procurement Act 2023, and other procurement legislation as amended. In any apparent conflict of meaning or intent, the legislation shall take precedence.

Where procurements commenced before 24 February 2025, the Previous Regulations will apply. These CPRs assume the Procurement Act 2023 applies. However, in relation to Contracts let under the Previous Regulations, officers will need to apply the Previous Regulations– please contact Procurement Services who will be able to advise. References to Public Procurement Legislation should be interpreted as referring to the Previous Regulations where Procurement Services advise that is appropriate.

When undertaking procurements regulated by the Procurement Act 2023, regard should be had to:

- the National Procurement Policy Statement,
- the principles and objectives set out in the Procurement Act 2023.
- the duty to consider how to remove barriers for small and medium sized businesses.
- the requirements to publish notices at each stage of the procurement and during the life of the contract (not all required notices are referred to in these CPRs).
- Cabinet Office Guidance.

Definitions of Terms Used in These Rules;

Annual Contracts Forward Plan

means setting out all proposed Council contracting activity for a financial year. This plan prepared by each of the Service Areas which is shared with Procurement Service to amalgamate;

Artificial Intelligence

means (AI) computer science dedicated to creating systems capable of performing complex tasks that typically require human intelligence, such as reasoning, learning, problem-solving, perception, and decision-making;

Authority

means the appropriate level of authority based on the value of the contract, extension or variation as set out in Appendix 1;

Award Letter

means a formal document that is drafted up to the value of £75,000 when the Councils standard term and conditions are used for the award of contract that is actioned by Procurement Services that notifies a contractor that they have won a contract

providing specific information such as but not limited to start and end dates of the contract, project details and contract value:

Below Threshold Tender Notice

means a notice setting out that a contracting authority intends to award a (below threshold) contract;

Central Digital Platform

means the Find a Tender platform where all UK contracting authorities publish information relating to Contracts;

Concession Contract

means a Contract as defined in the Public Procurement Legislation;

Contract

means the agreement between the Council and a supplier for the supply of works, goods or services including Purchase Orders. Although at law a verbal agreement may be a Contract, Contracts for Bolsover District Council must always be supported by appropriate written Contract documents;

Contract Award Notice

means a notice as described in section 50 of the Procurement Act 2023 setting out that the Council intends to enter into a Contract;

Contract Details Notice

means a notice as described in section 53 of the Procurement Act 2023 setting out that the Council has entered into a Contract;

Contract Number

means the number allocated to the contract by the Procurement Service;

Contracting Officer

means any officer who proposes to procure goods services or works;

Contract Performance Notice

means the report on supplier performance against KPIs where total contract value is over £5 million which shall report poor supplier performance and any breach of contract in accordance with section 71 of the Procurement Act 2023;

Corporate Contract	means a Contract for the supply of works, goods or services to the Council as a whole rather than for an individual service area. For example, stationery, work wear. Corporate Contracts are generally procured and managed by the Procurement Service;
Council's Financial Regulations	means the Council's Financial Regulations which contain all financial accountabilities in relation to the running of the Council, including the Council budget and Council policy framework;
Cyber Security	mean the practice of protecting systems, networks, programs, and data from digital attacks, unauthorized access, or damage;
Dynamic Purchasing System	means the system referred to and defined in regulation 34 of the Public Contracts Regulations 2015 (as amended);
Dynamic Market	means arrangements defined by the Procurement Act 2023;
E-Procurement System	means In-Tend or successor system or other system used by the Council;
Exception	means an exception to these CPRs as further described in 4.8.44 of these CPRs;
Framework	means a framework agreement under the Previous Regulations or the Procurement Act 2023 as the context requires;
FTS	means the Find a Tender Service which allows supplier to find public sector contracts;
Key Decision	A significant decision which is the responsibility of the Executive or an officer under delegated powers
Light Touch	means the rules and procedures for the light touch contracts set out in section 9 of the Procurement Act 2023;
Local Supplier	means a Supplier based in the Borough of Bolsover.

Members of Staff	means individuals who carry out the day-to-day work of the Council, either on a permanent or a temporary basis, and includes officers, interim post-holders and agency staff but not consultants or suppliers (also referred to as officers);
Monitoring Officer	means the officer designated under section 5 of the Local Government and Housing Act 1989 to monitor the Council's compliance with the law and rules of administration. The Director of Governance and Legal Services is the Monitoring Officer;
Notifiable Below-Threshold Contract	means a Below Threshold Contract which has total value of £30,000 or above;
Open Framework	means an open framework as defined by the Procurement Act 2023;
PAS 91	means the PAS 91: 2013 Construction prequalification questionnaires
PED	means the Procurement Engagement Document: a strategy document laying out the business case for and proposed approach towards a procurement exercise. It also secures the project number, commissions the Procurement Service and Legal Services to support the exercise;
Pipeline Notice	means a notice as described in section 93 of the Procurement Act 2023 setting out specified information about any public contract with an estimated value of more than £2 million in respect of which the Council intends to publish a Tender Notice or Transparency Notice during the reporting period;
Planned Procurement Notice	means a notice informing the market that the Council intends to publish a Tender Notice, as more particularly described in section 15 of the Procurement Act 2023;
Preliminary Market Engagement Notice	means a notice setting out that the Council intends to, or has conducted, preliminary market engagement as more particularly

described in section 17 of the Procurement Act 2023;

Previous Regulations

means the Public Contracts Regulations 2006, the Public Contracts Regulations 2015 (as amended) or the Concession Contracts Regulations 2016 (as applicable) as amended from time to time;

Project Lead

means the Officer of the Council from the Service Area who will lead on the project;

Public Procurement Legislation

means the Public Contracts Regulations 2015 (as amended), Concession Contracts Regulations 2016, the Procurement Act 2023, or other UK legislation affecting public sector Contracts and any amendment, re-enactment or replacement of any of them;

Purchase Order

means the Council's official order form for the purchase of works, goods or services;

Quotation

means an offer by a Supplier to undertake a Contract of £30,000 or more but less than £75,000 in value;

Service

means any service provided to the Council including supplies, works or services as defined in the Public Procurement Legislation;

Service Manager

means Officer of the Council who has responsible and overseas activity in the Service Area:

Social Value

means activities, approaches and services that help to deliver corporate objectives, in particular measurable benefits to local communities' safety, health, prosperity and quality of life, including:

- Climatic and environmental improvements
- Local economic benefits
- Beneficial impacts on local communities – including furthering equalities and community cohesion;

Subsidy Control	means the legal framework that regulates how public authorities give money to businesses
Supply Chain	means the entire network of organisations, contractors, people, activities, information, and resources involved in the supply of a product, service or works contract to the Council;
SQ	means the selection questionnaire under the Public Contracts Act 2015 (as amended), and the conditions of participation under the Procurement Act 2023 being a standard selection questionnaire, which suppliers have to complete to provide evidence of or self-declare their legal, financial and technical capacity (including their health and safety and equal opportunities policies) to undertake a contract for the Council, in a format approved by the Procurement Service;
Supplier	means a supplier of works, goods or services to the Council;
T&Cs	means the Councils standard terms and conditions of Contract;
Tender	means an offer by a supplier to undertake a Contract
Tender Notice	means a notice informing the market that the Council is commencing a procurement process, as more particularly described in section 21 of the Procurement Act 2023;
Tender Report	means a report which describes the procurement process, any material decisions, the tenderers and their scores and identifies the successful tenderer;

Threshold Amount

means the threshold amount as defined in the Public Procurement Legislation and updated every two years (latest 1st January 2026) above which the requirements of the legislation are engaged;

Transparency Notice

means a notice as described in section 44 of the Procurement Act 2023 setting out that a contracting authority intends to award a Contract directly without undertaking a procurement;

General Contract Procedure Rule Requirements

4.8.2 Application and Scope

- (1) These CPRs apply to:

All Contracts for the supply of works, goods or services to the Council, regardless of value, including Concession Contracts and Requests for Quotation (RFQ).

Contracts for the engagement of consultants to provide Services to the Council that are part of a discrete piece of work for example, carrying out research, giving advice or managing a project

The nomination of a sub-contractor to a main contractor.

- (2) These CPRs do **not** apply to:

Contracts for the purchase or sale of any interest in land (including leasehold interests).

Contracts for the appointment of individual Members of Staff, including Members of Staff sourced through employment agencies under a Corporate Contract.

Grant agreements, where the Council is giving, subject to a full complaint Subsidy Control assessment (where the Council carries out a procurement using grant monies received, the CPRs will apply).

Supply of works, goods and services **by** the Council.

Individual Placements.

- (3) If a Contract is being procured in collaboration with other local authorities, the Contract Procedure Rules of the lead authority shall apply. Assurance should be sought that the lead authority is compliant with its own contract procedure rules / standing orders. Where the Procurement Act 2023 applies, the Council is jointly responsible with the other local authorities for compliance with legislation.
- (4) E-procurement procedures shall be used wherever possible. Requests for quotations, pre-qualification questionnaires and invitations to tender

should wherever practical be issued to tenderers by electronic means. Where e-tendering is utilised then this must be undertaken by way of the corporate e-tendering system which is managed on the Council's behalf by the Procurement Service.

- (5) Before any tendering exercise is considered, reference must be made to the Council's procurement and equalities guidelines. The Council is committed to dealing fairly with all relevant discrimination groups as defined in the Equalities Act 2010. A failure to take into account special requirements for these groups in a tender would be a significant corporate failure, affecting the reputation and standing of the Council.
- (6) All procurement arrangements must ensure compliance with the Council's responsibility in respect of the Freedom of Information Act, Environmental Information Regulations 2004 and the GDPR, Data Protection Act 2018 and the Data Act 2025.

4.8.3 Compliance with Contract Procedure Rules

- (1) Every Contract entered into on behalf of the Council must comply with:
 - these Contract Procedure Rules (unless an Exception is granted)
 - the Council's Financial Regulations and
 - all relevant UK legislation.
- (2) Each Service Manager is responsible for ensuring that their department complies with these Contract Procedure Rules.
- (3) All Members of Staff and consultants engaged in any capacity to manage or supervise the procurement of any works, goods or services for the Council must comply with these Contract Procedure Rules. Failure to comply with these Contract Procedure Rules may result in disciplinary action and legal proceedings against the Members of Staff and consultants concerned.
- (4) Officers should also pay attention to the Council's Employee Code of Conduct. Non-compliance with these Contract Procedure Rules constitutes grounds for disciplinary action and may be considered gross misconduct.
- (5) No procurement process of any value may be undertaken without an initial assessment of:
 - Need
 - Assured funding
 - A check for conflict with existing Contracts
 - An assessment of savings.

- (6) All Contracts for Goods and Services with a value of £75,000 or more must be initiated with a Procurement Engagement Document (PED) and be supported by the Procurement Service.
- (7) All Contracts for Works with a value of £100,000 or more must be initiated with a Procurement Engagement Document (PED) and be supported by the Procurement Service.
- (8) All Contract extension for Contracts for Good, Service or Works, an extension notification report must be completed and forward to the Procurement Service when the extension has been agreed with the Supplier.
- (9) All contract variations for Contracts for Good, Service or Works, Procurement Service must be advised, and the variation must be completed by Legal Services
- (10) Any Contract decisions having a total value of £75,000 for revenue and £150,000 for capital or more (including any extension period) are Key Decisions to which the Forward Plan and Access to Information Procedure Rules will apply and for which appropriate level of Authority must be sought in accordance with Appendix 1

4.8.4 Partnership Working

- (1) These CPR's apply, in addition to other procurements, to any proposal for the Council to become involved in a joint venture or partnership, including the monitoring of any such arrangement, if the Council is leading on the procurement process.

Where Partnership arrangements, or working with other public bodies, are used in order to procure goods or provide services then consultation must take place with both the Monitoring Officer, the Head of Finance and Resources and Procurement Manager prior to entering into such arrangements. Such arrangements should only be pursued on the basis that appropriate approval from the Council's statutory officers and from appropriate Council bodies have been secured prior to any formal commitments being given.

4.8.5 Conflict of Interest

- (1) All Members of Staff must avoid any conflict between their own interests and the interests of the Council. This is a requirement of the Council's Employees Code of Conduct.

This includes:

- 1) Not accepting gifts or hospitality from organisations or suppliers that the Council has any dealings with.
 - 2) Not working for organisations or suppliers that the Council has any dealings with.
 - 3) Notifying a relevant Project Lead and Procurement Services of any links with an organisation or supplier who is tendering or quoting for a Contract with the Council or already has a Contract with the Council.
- (2) The relevant Project Lead and the Procurement Services must ensure that any consultants engaged to act on behalf of the Council enter into a Contract with the Council and sign a declaration. The declaration shall confirm that:
- They have no conflict
 - They will avoid any conflict between their own interests or those of any of their other clients and the interests of the Council; and
 - They will notify the relevant Project Lead and Procurement Service if they have any links with an organisation or supplier who is tendering or quoting for a Contract with the Council or already has a Contract with the Council.
- (3) If an elected member of the Council or a member of staff involved in the procurement or management of a Contract has an interest, financial or otherwise, in a Contract or proposed Contract, they must declare it in writing to the relevant Project Lead and the Procurement Services as soon as they become aware of the interest. An elected member or member of staff who has an interest in a Contract must not take part in the procurement or management of that Contract.
- (4) Before commencing a tendering exercise, the relevant Project Lead and the Procurement Services must identify conflicts of interests or potential conflicts of interest, and the Procurement Service will prepare a conflicts assessment in accordance with the requirements of the Procurement Act 2023.
- (5) Where conflict(s) are identified, the relevant Project Lead must take all reasonable steps to ensure that the conflict(s) does not put the supplier at an unfair advantage or disadvantage in the procurement.
- (6) At each point of publishing one of the following notices, (as defined in the Procurement Act 2023), the relevant Project Lead must advise Procurement Service who must prepare a conflict of interest assessment or review and amend the existing conflicts of interest assessments as necessary:

- Planned Procurement Notice
- Tender Notice
- Transparency Notice
- Dynamic Market notice in relation to the establishment of a Dynamic Market
- Contract Details Notice
- Contract Change Notice.
- Duties of Strategic Directors / Service Managers

4.8.6 Prevention of Corrupt Activity

- (1) A Contract must be capable of being terminated immediately, and any losses to the Council arising from the termination recovered from the Supplier, if the Supplier, or anyone acting on their behalf (with or without the Supplier's knowledge):
- offers, promises or gives a financial or other advantage to any elected member of the Council, any member of staff or any consultant in connection with the Contract.
 - or requests, agrees to receive or accepts a financial or other advantage so that some action in relation to the Contract is performed improperly.

A statement to this effect must be included in all invitations to Tender or quotes.

- (2) Any elected member of the Council, member of staff or consultant who becomes aware or has reason to believe that a Supplier or potential Supplier has committed one of the corrupt acts referred to in CPR 4.8.6 (1) must report it to the Monitoring Officer and/or the Head of Internal Audit Consortium and the Procurement Manager immediately.
- (3) The attention of officers is drawn to the Council's Employee Code of Conduct. Non-compliance with these Contract Procedure Rules constitutes grounds for disciplinary action and may be considered gross misconduct.

4.8.7 Duties of the Service Manager

A Service Manger must:

- (1) Ensure that all Contracts within their department comply with Contract Procedure Rules, Financial Regulations and all applicable Public Procurement Legislation.

- (2) Plan the procurement of and manage Contracts within their department to ensure that Contracts:
 - Deliver value for money; and
 - Operate effectively, efficiently and economically.
- (3) Make sure that the Council operates within the terms of any Contract for which they are responsible, to ensure that the Council does not breach the Contract.
- (4) Maintain an accurate register of Contracts entered into by their department and ensure these are added to the Council's overall Contracts Register via completing a transparency report and emailing to the procurement service. One off contract for less than £5,000 need not be recorded in the register.
- (5) Keep adequate records and maintain audit trails to evidence compliance with Contract Procedure Rules, Financial Regulations and all relevant legislation in their department.
- (6) Ensure there is adequate budget available to finance all purchasing decisions irrespective of the value and where required, that a Purchase Order is raised on the Council's finance system following a relevant spend approval decision.
- (7) Ensure that contract budgets are monitored and managed, ensuring any additional costs and overspend are approved in accordance with the Financial Regulations and the advertised contract spend.

4.8.8 Preliminary Market Engagement

- (1) Consider the benefits of engaging with the market prior to the commencement of a procurement and publish a Preliminary Market Engagement Notice when appropriate in accordance with the requirements of the Procurement Act 2023.

4.8.9 Cyber Security and Supply Chain Assurance

All Project Leads must:

- (1) Treat cyber security as a core procurement risk, proportionate to the contract's risk profile and the potential impact on services, data and residents.
- (2) Apply a risk-based approach at the start of each procurement to identify where specialist ICT / information security input is required, and to determine what assurance is proportionate.

- (3) Build cyber requirements into specifications and evaluation for relevant contracts (for example where suppliers process personal or sensitive information, host systems, connect to our network, or deliver critical services).
- (4) Require suppliers (and relevant subcontractors) to evidence appropriate governance and controls, such as: secure access management, patching and vulnerability management, secure configuration, staff training, and incident management arrangements.
- (5) Include proportionate contract provisions for incident notification, cooperation during incidents, and continuous improvement; for higher-risk contracts, we will consider audit/assurance rights and measurable security service levels.
- (6) Manage cyber risks through ongoing contract management for key suppliers, including periodic review of security performance and material changes in the supplier's delivery model (for example use of new systems, hosting locations, or subcontractors).

4.8.10 Artificial Intelligence Transparency

All Project Leads must:

- (1) Require suppliers to be transparent about any use of Artificial Intelligence (including generative AI) that is material to: (a) their tender submission, (b) the solution proposed, or (c) delivery of the contract.
- (2) For relevant procurements, include an "AI disclosure" schedule in the tender requiring bidders to set out: where AI is used; which tools/models are used (including subcontractors); what data is used (including any Council data); how outputs are checked and governed; and how risks such as bias, error, security and privacy are managed.
- (3) Where AI is part of the contract delivery, evaluate bidders on their AI governance and assurance arrangements, including human oversight, explainability, testing/monitoring and incident/issue escalation.
- (4) Include proportionate contract requirements so that suppliers notify us of any material changes to their AI use during the contract (for example changes to models, tools, hosting, training data sources, or subcontractors) and cooperate with any required reviews.
- (5) Set clear expectations on data protection and confidentiality when AI is used, including controls to prevent unauthorised disclosure or retention of Council information.

- (6) Use contract management to monitor AI use and performance where relevant, including audit/assurance where proportionate and agreed.

4.8.11 KPI's

- (1) Include a minimum of 3 Key Performance Indicators (KPIs) in Contracts where required by the Procurement Act 2023 to do so, unless the Service Manager and Project Lead reasonably considers that the Supplier's performance under the Contract could not appropriately be assessed by reference to KPIs.
- (2) For Contracts with a total value over £5 million, at least once annually and on termination of a Contract, assess and publish details of the Supplier's performance under the KPIs on the Central Digital Platform using a Contract Performance Notice.

4.8.12 Contract Performance Notice

- (1) Issue a Contract Performance Notice when a Supplier has breached a Contract and the breach results in:
 - (i) termination or partial termination of the Contract;
 - (ii) the award of damages, or
 - (iii) a settlement agreement between the Supplier and the Council.

if required by the Procurement Act 2023 to do so. Advice should be sought from Procurement Service in the event of a breach of contract and will action the notice.

4.8.13 Record Keeping

- (1) Project Lead shall maintain records to explain a decision to award a Contract as required by the Procurement Act 2023.
- (2) Project Lead and / or Procurement Services shall maintain records of any communication between the Council and a supplier prior to the award of a public contract.

4.8.14 Publication of Contracts

- (1) Publish a copy of the Contract entered into if its total value is more than £5 million (appropriately redacted) as follows:
 - if the contract is a Light Touch Contract, before the end of the period of 180 days beginning with the day on which the Contract is entered into;

- otherwise, before the end of the period of 90 days beginning with the day on which the Contract is entered into.
- This requirement does not apply to Contracts which have been directly awarded on the ground of user choice in accordance with paragraph 15 of Schedule 5 of the Procurement Act 2023.

4.8.15 Notices

- (1) Issue notices in accordance with the Procurement Act 2023.
- (2) A Service Manger can award Contracts with a total value of up to £75,000 for revenue spend and £150,000 for capital spend and above those amounts where Authority has been delegated to them to do so. Any decision with a value of £75,000/£150,000 and above in total (including options to extend) will be a Key Decision and must be placed on the Forward Plan.

4.8.16 Valuation of Contracts

- (1) The Project Lead is responsible for each Contract must record an estimated value for the Contract before any offers are sought.
- (2) The value of a Contract is the total amount that the Council expects to pay for the whole Contract term, including any possible Contract extension period, and is:
 - a. Exclusive of VAT for the purposes of Council budget and approval purposes but
 - b. Inclusive of any applicable VAT for the purposes of considering the Threshold Amounts and compliance with Procurement Act 2023.
- (3) The value of a Concession Contract shall be calculated in accordance with Schedule 3 section 3 of the Procurement Act 2023.
- (4) Procurement Services must be consulted to confirm the calculation of the value of a Concession Contract.
- (5) The Service Area must not try to avoid compliance with these Contract Procedure Rules or the Procurement Act 2023 by splitting a procurement for the same or similar works, goods or services into smaller, separate Contracts, except where permitted by the Procurement Act 2023.
- (6) If it will achieve better value for money, Contracts for the same or similar works, goods or services must, where reasonably practicable, be aggregated into a single procurement with Lots where necessary.

4.8.17 SME Participation

- (1) To facilitate SME participation in awards of contracts consideration should be given to dividing contracts into smaller lots where appropriate. Procurement Services will advise on whether a contract could be divided. Where a contract may be divided the project officer shall consult with a Service Manager. If a decision is taken not to divide a contract into lots, then the relevant Project Manager must maintain a written summary of the reasoning underlying that decision.

4.8.18 Purchasing Through Corporate Contracts Or Frameworks and Collaborative Procurement

- (1) If there is an existing internal corporate Bolsover District Council, Framework, Open Framework or Dynamic Market for the supply of any works, goods or services, the Service Area must buy through that Contract, Framework, Open Framework or Dynamic Market unless agreed otherwise with the Procurement Services at the time of drafting the PED.
- (2) Where appropriate external Framework Agreements or Dynamic Markets are available, these may be used but must be assessed by Procurement Service before deciding to conduct a tender exercise through them.
- (3) Procurement Services must be consulted on the acceptability of T&Cs before joining or buying from an external Framework, Open Framework or a Dynamic Market.
- (4) The cost of using any external Frameworks, Open Frameworks or Dynamic Markets should always be included in the strategic assessment of this route to market and form part of the business case for using or not using them.
- (5) Any procurement exercise conducted through a Framework, Open Framework or Dynamic Market must follow the procedures set out by Framework, Open Framework or Dynamic Market.
- (6) A decision at the appropriate level will be required to award a Contract procured through consortia, buying groups, Dynamic Markets, Open Frameworks or Frameworks, whether set up by the Council or set up by another public authority.
- (7) Procurement Service must set up an internal Framework, Open Framework or a Dynamic Market.
- (8) Wherever possible and practicable, collaboration with other public authorities or other service areas within the Council should be considered.
- (9) For Contracts, Frameworks, Open Frameworks or Dynamic Markets where the Council is the lead authority, the Contract award will be subject to the

Council's CPRs and governance process, and the use of the Council's e-tendering system.

- (10) For Contracts, Frameworks, Open Frameworks or Dynamic Markets where the Council is *not* the lead authority, but the Council is participating in the procurement, the procurement process and Contract award will be subject to the lead Authority's contract procedure rules / standing orders and governance procedures.
- (11) Contracts, Frameworks, Open Frameworks or Dynamic Markets procured by the Council on behalf of Council owned companies will be subject to the Council's CPRs and governance procedures.

4.8.19 Contract Award

- (1) Written Contracts executed as a deed are required for all contracts having a contract value of £100,000. All commissions, below £100,000 must be concluded by a purchase order award letter or simple contract.
- (2) Contract T&Cs must be approved by Procurement Services.
- (3) Non-standard form Contracts must be drafted by or approved by Legal Services.
- (4) A Purchase Order must be issued for every Contract and the Contract Number where applicable must be referenced.
- (5) The provision of contracted services works or supplies must not begin under a Contract until the Contract has been signed and/or sealed by both parties.
- (6) Contracts which are not required to be sealed must be signed for and on behalf of the Council by an authorised signatory of the Council.
- (7) The minimum levels of cover required under Contract must be:
 - £5 million for employer's liability insurance.
 - £5 million for public liability and products liability insurance.
 - £2 million for professional indemnity insurance.
- (8) Any lower level of insurance cover agreed must be adequate to cover the value and risks involved, following a risk assessment and approval from the Service Manager.

4.8.20 Performance Bonds and Guarantees

- (1) In the case of contracts valued above £100,000 the Procurement Manager shall determine, the degree of security (if any) required to protect the Council from a contractor default. This may be a performance bond or some other form of financial or performance guarantee.
- (2) Where an order is placed with an in-house service and work forming part of that order is sub-contracted to an external company, then the provisions of Rule 4.8.19 (1) will apply.
- (3) All Contracts, bonds, guarantees, agreements or transactions
 - (i) in respect of which there is no consideration; or
 - (ii) which equal or exceed £100,000 in value over the life of the Contract must be executed as a deed under seal in accordance with these Contract Procedure Rules unless otherwise agreed with Legal Services.
- (4) 4.8.17 will *not* apply to Contracts for insurance where the Contract is brought into effect by the issue of a schedule of insurance and policy documents to the Council by the insurer.
- (5) Legal Services may direct that other Contracts must be executed as deeds.
- (6) All Contracts executed as deeds must have the Council's Common Seal (electronically or otherwise) affixed to them and witnessed by an officer of the Council authorised by the Monitoring Officer.
- (7) For every Contract of £5 million or more in total value, the Service Manager and Project Lead with guidance from Legal and Procurement Services must decide, whether the circumstances justify the Council requiring the Supplier to provide a parent company guarantee and/or a bond.
- (8) All parent company guarantees and bonds must be in a form approved by Legal Services.
- (9) Where a performance bond and/or parent company guarantee is required, then the tender documents must provide for this.

4.8.21 Liquidated Damages

- (1) Any contract which is estimated to exceed £100,000 in value or amount, and is for the execution of works, or for the supply of goods or materials by a particular date or series of dates, shall provide for liquidated damages. The amount to be specified in each such contract shall be determined by a Project Lead in consultation with Legal Services.

4.8.22 Further Information

Total Value	Method of Contract Formation
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<p>Up to £100,000</p>	<p>The Project Lead concerned must issue a purchase order, award letter or enter into a simple contract made on such terms that have the prior approval of the Director of Governance & Monitoring Officer and be signed by at least one authorised officer</p> <p>the Monitoring Officer (taking into consideration the risks involved) may deem an purchase order or simple contract inappropriate in any particular case, even where the value of the scheme is less than £100,000.00. In this case, the Service Director shall ensure that a formal contract under seal relating to the scheme is made in such terms that have the prior approval of the Monitoring Officer.</p> <p>Procurement Manager can issue an award letter on behalf of the Project Lead for a purchase order to be issued by the service area.</p> <p>Project Lead shall ensure that:</p> <ol style="list-style-type: none">(1) no purchase order or award letter be issued or formal contract made for a scheme which will commit Council to expenditure unless provision exists to finance that expenditure,(2) each purchase order or award letter must set out<ol style="list-style-type: none">(i) the nature and quantity of the work, goods, materials or services,(ii) the agreed value or price and provisions for payment, any trade or cash discount or allowance, the time, or times, within which such order or contract is to be performed,(iii) the quotation or tender including the reference number under which the goods works or services were sought <p>(Reference to these documents on a purchase order ensures those specific terms apply to the purchase, rather than the Council's standard purchase order terms of agreement)</p> <ol style="list-style-type: none">(3) (if Procurement Service has not been involved in the process) as soon as possible after any purchase order or award letter has been made the matter must be notified to the Procurement Service for noting on the Contracts Register.(4) a scanned copy of every executed formal contract must be provided to the Procurement Manager for storing on the Council's internal system.
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£100,001.00 and above	a formal contract under seal executed by both parties must be completed under the direction of the Monitoring Officer. Provided that these provisions shall not apply when the selected procurement route is by use of a framework agreement AND the framework terms and conditions provide that documents are to be executed as a simple contract and not as a deed
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4.8.23 Before Entering into Contract

(1) Before issuing the RFQ / ITT, the Contracting Officer must:

- Be satisfied that a specification (where appropriate) that will form the basis of the contract has been prepared (the specification should be retained on the appropriate contract file held within the service), and
- Have prepared and documented an estimate of the cost of the contract including, where appropriate, any maintenance and on-going costs (the estimate should be retained on the appropriate contract file held within the service), and
- Ensure that all evaluation criteria have been determined in advance, put into order of relative importance with weightings for each element and published in the tender pack; and
- For contracts where there are clear risks, and for all contracts over £75,000, produce and maintain a documented risk register for the procurement process and for the eventual contractual relationship. As a minimum documentation should be maintained analysing all risks, identifying how they will be managed, and naming responsible officer(s).

(2) Before entering into contract, the Contracting Officer must:

- Be satisfied about the technical capability of such proposed contractor and be satisfied that s/he has the power and authority to enter into the contract; and
- Ensure that these Rules have been complied with, and that the proposed contract represents value for money; and
- For all contracts that exceed £75,000, the Contracting Officer shall undertake appropriate checks to ensure that the proposed contractor has the financial and resource capacity (taking

account of contract value and risk) to perform the contract (unless the contractor has already been subjected to a recent satisfactory financial check). Financial vetting shall be undertaken by a designated financial officer, who shall advise on what, if any, security should be provided by the contractor.

4.8.24 Signatures

- (1) The Contracting Officer responsible for securing signature of the contract must ensure
- (i) that the person signing for the other contracting party has authority to bind it and
 - (ii) ensure that the signatory is a director or secretary as listed on Company House and
 - (iii) they hold authorisation from the Council i.e. an Executive minute or a formal Delegated Decision or if below the DD limit (£50,000) a written authorisation from the Senior Officer to commit the Council to the contract and such authorisation must be provided prior to the document being submitted for signature by an approved signatory

4.8.25 Sealing

Where contracts are completed by each side adding their formal seal, the affixing of the Council's seal will be attested by the Monitoring Officer or anyone authorised by the Monitoring Officer together with a Councillor.

An entry of every sealing shall be made and consecutively numbered in an electronic register kept for the purpose. The seal must not be affixed without the authority of the Council, Executive, a committee or under delegated powers. A contract must be sealed where:

- the Council may wish to enforce the contract more than six years after its end; or
- the price paid or received under the contract is a nominal price and does not reflect the value of the goods or services;

or

- where there is any doubt about the authority of the person signing for the other contracting party; or
- the Total Value exceeds £75,000

4.8.26 Archiving and Lodgement of Records

The original signed/sealed contract must be recorded on the Contracts Register and stored securely within Legal Services and Procurement Services.

4.8.26 Annual Contracts Forward Plan

- (1) The predicted procurement activity for the coming year should be recorded in a planning document (the Annual Contracts Forward Plan) by Service Area in readiness for the start of each financial year and agreed through the Procurement Service.

This supports:

- (i) Procurement Services and Legal Services resource planning.
 - (ii) Compliance with the Pipeline Notice publication process set out with section 93 of the Procurement Act 2023).
- (2) The Annual Contracts Forward Plan will set out all contracting activity for that financial year with agreed resource allocation. Projects submitted after the approval of the Annual Contracts Forward Plan will be considered subject to resource availability and priority given to the approved Annual Contracts Forward Plan.

4.8.27 Below Threshold Contracts

- (1) Procurements for Below Threshold Contracts may not restrict submission of Tenders on the basis of a supplier's legal and financial capacity or technical ability. This applies to Below Threshold Contracts for Good and Service with a total value of £207,720 and Light Touch with a total value £663,540 (inclusive of Value Added Tax)
- (2) Paragraph 1 does not apply to Below Threshold Contracts for works and light touch.
- (3) Before inviting the submission of Tenders in relation to the award of a Regulated Below-Threshold Contract, a contracting authority must have regard to the fact that small and medium-sized enterprises may face particular barriers in competing for a contract and consider whether such barriers can be removed or reduced.
- (4) Notifiable Below Threshold Contracts may not be advertised for the purpose of inviting Tenders without first publishing Below Threshold Tender Notice

unless the advert is only for the purpose of inviting Tenders from particular or pre-selected suppliers.

- (5) As soon as reasonably practicable after entering into a Notifiable Below Threshold Contract, if the Procurement Service has not been involved in the Procurement a Contract Details Notice template must be completed and returned to the Procurement Services for publishing.

4.8.28 Contract Procedure Thresholds

- (1) For Goods and Services and Light Touch Contracts - These Rules relate to four categories of procurement based on the estimated value of the contract: -

- (a) Up to £5,000
- (b) Above £5,000 to £30,000
- (c) Above £30,001 to £75,000
- (d) Above £75,001 to Threshold
- (e) Over the FTS Threshold

- (2) For Works Contracts - These Rules relate to five categories of procurement based on the estimated value of the contract: -

- (a) Up to £10,000
- (b) Above £10,000 to 30,000
- (c) Above £30,000 to £75,000
- (d) Above £75,001 to £1,000,000
- (e) Above £1,000,001 to Threshold
- (f) Over the FTS Threshold

Whether the contract is for Goods, Services Light Touch or Works contract the specific rules for each of the above categories is contained in Parts 4.8.28 to 4.8.35 of these rules.

4.8.29 Procurements below £5,000 for Goods and Services and Light Touch Contracts

COMPETITION

- (1) Competitive quotations require from at least three quotations sought for Contracts of less than £5,000 total value but the Service Area must be able to demonstrate that the Council is receiving value for money and maintain an audit trail of the procurement. Whilst quality and price submissions may be sought, quotations can be sought on a price-only basis.
- (2) The process can be either written or oral and can be undertaken. Evidence must be kept for audit purposes.
- (3) The repeated use of the same Supplier must be avoided, and the process must not be used for the purposes of disaggregation.
- (4) Wherever possible, a Local Supplier should be invited to quote.

PURCHASE ORDERS

- (5) A Purchase Order must be issued for any and every purchase made under such purchasing agreement.

AUTHORITY TO ENTER INTO A CONTRACT

- (6) The Contract shall be based on the Councils standard T&Cs attached to the written correspondence and / or shared with the contractor before the contract is entered into. If deemed necessary, these T&Cs may be amended in consultation with Legal Services or Procurement Services.
- (7) As soon as reasonably practicable after entering into a Contract, if the Procurement Service has not been involved in the Procurement a Contract Details Notice or Transparency Report template must be completed for all contract value of £5,000 and more and returned to the Procurement Services for publishing.

4.8.30 Above £5,000 to £30,000 for Goods and Services and Light Touch Contracts

COMPETITION

- (1) Competitive quotations require from at least three quotations sought for Contracts of above £5,000 but less than £30,000 total value but the Service

Area must be able to demonstrate that the Council is receiving value for money and maintain an audit trail of the procurement. Whilst quality and price submissions may be sought, quotations can be sought on a price-only basis.

- (2) The process must be written and can be undertaken using the Council's approved RFQ process.
- (3) The repeated use of the same Supplier must be avoided, and the process must not be used for the purposes of disaggregation.
- (4) Wherever possible, a Local Supplier should be invited to quote.

PURCHASE ORDERS

- (5) All purchasing agreements must be in writing using the documentation embedded in the RFQ process. A Purchase Order must be issued for any and every purchase made under such purchasing agreement.

AUTHORITY TO ENTER INTO A CONTRACT

- (6) The award of any Contract arising from the process must be approved by the relevant Senior Officer.
- (7) The relevant Senior Officer may authorise the Contracting Officer to approve the award of a Contract arising from the RFQ process. However, a written record of such authorisation must be maintained.
- (8) The Contract shall be based on the Council's standard T&Cs attached to the RFQ documentation. If deemed necessary, these T&Cs may be amended in consultation with Legal Services or Procurement Services.
- (9) As soon as reasonably practicable after entering into a Contract, if the Procurement Service has not been involved in the Procurement a Contract Details Notice or Transparency Report template must be completed and returned to the Procurement Services for publishing

4.8.31 Procurements above £30,000 to £75,000 for Goods and Services and Light Touch Contracts

- (1) Competitive quotations including a quality assessment must be sought for Contracts from above £30,000 to £75,000 total value through the Council's approved RFQ process.
- (2) At least three suppliers must be invited to quote and at least two offers received for evaluation.
- (3) If only one quote is received a record must be kept demonstrating that best value has been achieved.

- (4) The repeated use of the same Supplier/s must be avoided and at least one Local Supplier must be included in the list wherever possible.
- (5) All quotations in this category must be sought on the basis of the most advantageous Tender.
- (6) All procurement for Contracts with a total value of £75,000 or more must include Social Value in the evaluation model:
 - Social Value must have a minimum weighting of at least 10% and where appropriate seek to include a higher weighting
 - This weighting should come from the quality element of the evaluation model
 - Corporate guidance on seeking and evaluating the SV element of bids must be followed.
- (7) The approval of any award arising from the process must be made by the relevant Senior Officer.
- (8) The relevant Senior Officer may authorise the Contracting Officer to approve the award of a Contract arising from the RFQ process. A written record of this authorisation must be retained
- (9) As soon as practicable after the decision to award the Contract has been made, the Contracting Officer must write to inform the successful and unsuccessful Suppliers of that decision.
- (10) The Contract shall be based on the standard T&Cs attached to the RFQ documentation. If deemed necessary, these T&Cs may be amended in consultation with Legal Services or Procurement Service.
- (11) If the Contract is Industry Standard or bespoke, Legal Services must action this contract on behalf of the Council.
- (12) The Contracting Officer must comply with the publication of notices requirements set out in Regulation 9 of the Procurement Act 2023 for Below Threshold Contracts.
- (13) As soon as reasonably practicable after entering into a Contract, if the Procurement Service has not been involved in the Procurement a Contract Details Notice or Transparency Report template must be completed and returned to the Procurement Services for publishing.

4.8.32 Procurements above £75,000 up to the Threshold Amount for Goods and Services and Light Touch Contracts

- (1) The Procurement Service must be made aware of all tenders in this value range, must review and approve the PED and provide support throughout the Tender process.
- (2) A competitive Tenders must be sought for Contracts of £75,000 or more in total value (up to the Threshold Amount) and must be exercised entirely through the Council's E-Procurement System.
- (3) A single-stage tender process should always be undertaken unless there is strategic justification for an alternative procurement procedure to be followed.
- (4) The Selection Criteria (SQ) should be included as part of the supplier assessment and selection process.
- (5) The SQ and PAS 91 should not be used as part of the supplier assessment process unless there is a strong business case supporting the proposal to do so.
- (6) Opportunities in this range of values must be advertised solely through the Council's e-tendering portal, and the Central Digital Platform must be used.
- (7) All procurement for Contracts with a total value of £75,000 or more must include Social Value in the evaluation model:
 - Social Value must have a minimum weighting of at least 10% and where appropriate seek to include a higher weighting
 - This weighting should come from the quality element of the evaluation model
 - Corporate guidance on seeking and evaluating the SV element of bids must be followed.
- (8) All Tenders must be assessed on the basis of Most Advantageous Tender (MAT). The Procurement Act 2023 provides that MAT includes lowest-price assessment where this is the better option for the authority.
- (9) The Tender award may only be made once the evaluation process has been completed and the panel's recommendation has been approved by Procurement Service, on the basis of a full Tender Report submitted.
- (10) Tender outcome letters must be issued to all bidders as soon as possible after the decision to award the Contract has been approved.

- (11) Whilst a standstill period is not a regulatory requirement, a voluntary standstill period may be observed, and tenderers should be advised accordingly. If a voluntary standstill period has been proposed within the Tender documentation, then it must be observed. 8 working days is an advisory period for a voluntary standstill period
- (12) Contracts up to the Threshold Amount between £75,000 to threshold are required to be sealed.

4.8.33 Procurements below £10,000 for Works Contracts COMPETITION

- (1) Competitive quotations require from at least two quotations sought for Contracts of less than £10,000 total value but the Service Area must be able to demonstrate that the Council is receiving value for money and maintain an audit trail of the procurement. Whilst quality and price submissions may be sought, quotations can be sought on a price-only basis.
- (2) The process can be either written or oral and can be undertaken. Evidence must be kept for audit purposes.
- (3) The repeated use of the same Supplier must be avoided, and the process must not be used for the purposes of disaggregation.
- (4) Wherever possible, a Local Supplier should be invited to quote.

PURCHASE ORDERS

- (5) A Purchase Order must be issued for any and every purchase made under such purchasing agreement.

AUTHORITY TO ENTER INTO A CONTRACT

- (6) The Contract shall be based on the Councils standard T&Cs attached to the written correspondence and / or shared with the contractor before the contract is entered into. If deemed necessary, these T&Cs may be amended in consultation with Legal Services or Procurement Services.
- (7) As soon as reasonably practicable after entering into a Contract, if the Procurement Service has not been involved in the Procurement a Contract Details Notice or Transparency Report template must be completed and returned to the Procurement Services for publishing.
- (8) As soon as reasonably practicable after entering into a Contract, if the Procurement Service has not been involved in the Procurement a Contract Details Notice or Transparency Report template must be completed for all

contract value of £5,000 and more and returned to the Procurement Services for publishing.

4.8.34 Procurements above £10,000 to £30,000 for Works Contracts

COMPETITION

- (9) Competitive quotations require from at least two quotations sought for Contracts of above £10,000 to £30,000 total value but the Contracting Officer must be able to demonstrate that the Council is receiving value for money and maintain an audit trail of the procurement. Whilst quality and price submissions may be sought, quotations can be sought on a price-only basis.
- (10) The process must be written and can be undertaken using the Council's approved RFQ process.
- (11) The repeated use of the same Supplier must be avoided, and the process must not be used for the purposes of disaggregation.
- (12) Wherever possible, a Local Supplier should be invited to quote.

PURCHASE ORDERS

- (13) All purchasing agreements must be in writing using the documentation embedded in the RFQ process. A Purchase Order must be issued for any and every purchase made under such purchasing agreement.

AUTHORITY TO ENTER INTO A CONTRACT

- (14) The award of any Contract arising from the process must be approved by the relevant Senior Officer using the sign-off section of the RFQ documentation.
- (15) The relevant Senior Officer may authorise the Contracting Officer to approve the award of a Contract arising from the RFQ process. However, a written record of such authorisation must be maintained.
- (16) The Contract shall be based on the Councils standard T&Cs attached to the RFQ documentation. If deemed necessary, these T&Cs may be amended in consultation with Legal Services or Procurement Services.
- (17) As soon as reasonably practicable after entering into a Contract, if the Procurement Service has not been involved in the Procurement a Contract Details Notice or Transparency Report template must be completed and returned to the Procurement Services for publishing.

4.8.35 Procurements above £30,000 to £75,000 for Works Contracts

- (1) Competitive quotations including a quality assessment must be sought for Contracts from £30,000 to £75,000 total value through the Council's approved RFQ process.
- (2) At least three suppliers must be invited to quote and at least two offers received for evaluation.
- (3) If only one quote is received a record must be kept demonstrating that best value has been achieved.
- (4) The repeated use of the same Supplier/s must be avoided and at least one Local Supplier must be included in the list wherever possible.
- (5) All quotations in this category must be sought on the basis of the most advantageous Tender.
- (6) All procurement for Contracts with a total value of £75,000 or more must include Social Value in the evaluation model:
 - Social Value must have a minimum weighting of at least 10% and where appropriate seek to include a higher weighting
 - This weighting should come from the quality element of the evaluation model
 - Corporate guidance on seeking and evaluating the SV element of bids must be followed.
- (7) The approval of any award arising from the process must be made by the relevant Senior Officer.
- (8) The relevant Senior Officer may authorise the Contracting Officer to approve the award of a Contract arising from the RFQ process. A written record of this authorisation must be retained
- (9) As soon as practicable after the decision to award the Contract has been made, the Contracting Officer must write to inform the successful and unsuccessful Suppliers of that decision.
- (10) The Contract shall be based on the standard T&Cs attached to the RFQ documentation. If deemed necessary, these T&Cs may be amended in consultation with Legal Services or Procurement Service.
- (11) If the Contract is Industry Standard or bespoke, Legal Services must action this contract on behalf of the Council.

- (12) The Service Area must comply with the publication of notices requirements set out in Regulation 9 of the Procurement Act 2023 for Below Threshold Contracts.
- (13) As soon as reasonably practicable after entering into a Contract, if the Procurement Service has not been involved in the Procurement a Contract Details Notice or Transparency Report template must be completed and returned to the Procurement Services for publishing.

4.8.36 Procurements above £75,000 up to £1,000,000 for Works Contracts

- (1) Competitive quotations including a quality assessment must be sought for Contracts above £75,000 to £1,000,000 total value through the Council's approved RFQ process.
- (2) At least four suppliers must be invited to quote and at least two offers received for evaluation.
- (3) If only one quote is received a record must be kept demonstrating that best value has been achieved.
- (4) The repeated use of the same Supplier/s must be avoided and at least two Local Supplier must be included in the list wherever possible.
- (5) All quotations in this category must be sought on the basis of the most advantageous Tender.
- (6) All procurement for Contracts with a total value of £75,000 or more must include Social Value in the evaluation model:
 - Social Value must have a minimum weighting of at least 10% and where appropriate seek to include a higher weighting
 - This weighting should come from the quality element of the evaluation model
 - Corporate guidance on seeking and evaluating the social value element of bids must be followed.
- (7) The approval of any award arising from the process must be made by the relevant Senior Officer.
- (8) As soon as practicable after the decision to award the Contract has been made, the Contracting Officer must write to inform the successful and unsuccessful Suppliers of that decision.
- (9) The Contract shall be based on the standard T&Cs attached to the RFQ documentation. If deemed necessary, these T&Cs may be amended in consultation with Legal Services or Procurement Service

- (10) Legal Services must action this contract on behalf of the Council.
- (11) The Contracting Officer must comply with the publication of notices requirements set out in Regulation 9 of the Procurement Act 2023 for Below Threshold Contracts.
- (12) As soon as reasonably practicable after entering into a Contract, if the Procurement Service has not been involved in the Procurement a Contract Details Notice or Transparency Report template must be completed and returned to the Procurement Services for publishing.

4.8.37 Procurements above £1,000,000 up to Threshold for Works Contract

- (1) The Procurement Service must be made aware of all tenders in this value range, must review and approve the PED and provide support throughout the Tender process.
- (2) A competitive Tenders must be sought for Contracts of £1,000,000 or more in total value (up to the Threshold Amount) and must be exercised entirely through the Council's E-Procurement System.
- (3) A single-stage tender process should always be undertaken unless there is strategic justification for an alternative procurement procedure to be followed.
- (4) The Selection Criteria (SQ) should be included as part of the supplier assessment and selection process.
- (5) The SQ and PAS 91 should not be used as part of the supplier assessment process unless there is a strong business case supporting the proposal to do so.
- (6) Opportunities in this range of values must be advertised solely through the Council's e-tendering portal, and the Central Digital Platform must be used.
- (7) All procurement for Contracts with a total value of £75,000 or more must include Social Value in the evaluation model:
 - Social Value must have a minimum weighting of at least 10% and where appropriate seek to include a higher weighting
 - This weighting should come from the quality element of the evaluation model
 - Corporate guidance on seeking and evaluating the SV element of bids must be followed.
- (8) All Tenders must be assessed on the basis of Most Advantageous Tender (MAT). The Procurement Act 2023 provides that MAT includes lowest-price assessment where this is the better option for the authority.

- (9) The Tender award may only be made once the evaluation process has been completed and the panel's recommendation has been approved by Procurement Service, on the basis of a full Tender Report submitted.
- (10) Tender outcome letters must be issued to all bidders as soon as possible after the decision to award the Contract has been approved.
- (11) Whilst a standstill period is not a regulatory requirement, a voluntary standstill period may be observed, and tenderers should be advised accordingly. If a voluntary standstill period has been proposed within the Tender documentation, then it must be observed. 8 working days is an advisory period for a voluntary standstill period.
- (12) Contracts up to the Threshold Amount between £1,000,00 to threshold are required to be sealed must be signed for behalf of the Council Legal Services.

4.8.38 Procurements from Over Threshold for Goods, Service, Works and Light Touch Contract

- (1) The full requirements of the relevant procurement regulations must be observed for all tenders that exceed the Threshold Amounts.
- (2) The choice of procedure should take account of the complexity, cost and nature of the Contract. The procedure should be proportionate and not place unnecessary burdens on bidders.
- (3) The support of the Procurement Service must be sought for all tenders exceeding the £75,000 total value for Goods and Service and Light Touch, £1,000,000 total value must review the PED.
- (4) The rules relating to exclusion of suppliers set out in the Procurement Act 2023 must be carefully followed and advice should be sought from Legal Services and the Procurement Service if an exclusion is being considered. Excludable and excluded suppliers should be submitted for addition to the centrally published debarment list on the Central Digital Platform.
- (5) The procurement must be exercised through the Council's e-tendering system.
- (6) The Tender Notice or other advertisement inviting Tenders must not be published until the relevant Senior Officer or Executive (as appropriate) has made the decision to invite and evaluate Tenders and the decision has been recorded in writing on the appropriate decision form.
- (7) For all Tenders, an SQ, as appropriate, must be used as part of the bidder assessment and selection process

- (8) The number of tenderers must provide an adequate level of competition. The reasons for any shortage of bidders and the grounds for proceeding with the tender exercise must be recorded.
- (9) All Tenders must be assessed on the basis of Most Advantageous Tender ("MAT"). The Procurement Act 2023 provides that MAT includes lowest-price evaluations where this is the better option for the authority.
- (10) The evaluation criteria used should be linked to the subject matter of the contract. The criteria should be clear, measurable and specific and must not break the rules on technical specifications in the Procurement Act 2023. The criteria should be a proportionate means of assessing tenders, having regard to the nature, complexity and cost of the Contract.
- (11) All procurement for Contracts with a total value of £75,000 or more must include Social Value in the evaluation model:
- Social Value must have a minimum weighting of at least 10% and where appropriate seek to include a higher weighting
 - This weighting should come from the quality element of the evaluation model
 - Corporate guidance on seeking and evaluating the SV element of bids must be followed.
- (12) The Tender award may only be made once the evaluation process has been completed and the panel's recommendation has been approved by Procurement Service, on the basis of a full Tender Report submitted.
- (13) For contracts with a total value of £75,000 (revenue) or £150,000 (capital) or above, the decision to award a Contract is a Key Decision and the award proposal must be progressed via the Forward plan.

4.8.39 Evaluation Process

- (1) Formal RFQ's or ITT will be managed via the Councils e-Tendering portal and will be involved in the evaluation process.
- (2) All members of the evaluation panel will be identified before the RFQ / ITT deadline.
- (3) A conflict-of-interest document will be issued to all evaluation panel members.
- (4) If no conflict is found and individual scorecard and all bids will be shared will shared with the nominated evaluation panel.
- (5) Each bid should be scored in accordance with the scoring matrix issued in the RFQ / ITT documents and provide reason to why the score has been allocated.

- (6) Individual scorecards to be return to the Procurement Service before the moderation meeting is held.
- (7) Moderation meeting to be held where all evaluators meet to discuss and agree on the final score and justification are to be transparent and documented.

4.8.40 Tender Award

- (1) For all formal RFQ and ITT Contracts require a report including the evaluation panel's recommendation must be produced in a format approved by the Procurement Service.
- (2) The decision to award the Contract must be made in accordance with CPR's.
- (3) Tender Reports must be sent to the Procurement Service and the decision-maker before the decision to award the Contract is made. The Tender Report must be marked " EXEMPT ".
- (4) The recommendation to the decision-maker to award the Contract must include the name of the successful tenderer, the length of the Contract and any options for extension and the price or estimated price of the Contract.
- (5) Assessment summaries must be issued to all tenderers as soon as possible after the decision to award the Contract has been made, taking call-in procedures and standstill period requirements into account. A Contract Award Notice and a Contract Details Notice must also be published in accordance with the Procurement Act 2023.

4.8.41 Contract Management

- (1) Within ten days of the date of the Contract, if the total value of the Contract is worth £5,000 or more, the Service Area must notify the Procurement Service to add the details of the Contract onto the Council's Contracts register and the Central Digital Platform if the total value of the Contract worth £30,000 or more inclusive of VAT.
- (2) The Contracting Officer shall be the Contract manager for the day-to-day responsibility for managing the Contract
- (3) The relevant Senior Officer must consult Procurement Services and Legal Services for consideration of the Council's legal position with regards to:
 - Contractor poor performance
 - Before any Contract is to be terminated or suspended,
 - In the event of a claim for payment not clearly within the T&Cs of Contract,

- Before making any deduction from payments due to a Supplier or withholding payment from a Supplier, or
 - Before making any extension to a Contract or variation of the scope of a Contract.
- (4) To ensure value for money and competition, no Contracts except Dynamic Markets may run for more than ten years.

4.8.42 Contract Performance

- (1) The Contract Manager must monitor the overall performance of the contract in line with the specification, agreed service levels and contract terms.
- (2) If the value of the contract is £5,000,000 or over, at least once every twelve months during the term of the contract and on termination of the contract, the Contract Manager must assess performance using the standard rating system against the published KPIs and publish a Contract Performance Notice on the Central Digital Platform.
- (3) If the supplier has breached the contract and the breach results in:
- Termination (or partial termination of the contract),
 - The award of damages, or
 - A settlement agreement between the supplier and the Council
- a Contract Performance Notice must be published by the Procurement Service within 30 days of the relevant breach on the Central Digital Platform.
- (4) Whether a contract expires or is terminated, the Contract Manager must advise the Procurement Service who will publish a Contract Termination notice within 30 days of that expiry/termination.

4.8.43 Contract Extension

- (1) Procurement Service must be notified of all extensions to a Contract to ensure that the relevant notices are issued through the Central Digital Platform.
- (2) Subject to conditions stated herein, these CPRs will permit an extension to an existing Contract where the extension is permissible under the Public Procurement Legislation.
- (3) If the Contract is above the relevant Threshold Amount and an extension is permitted within the contract terms, it must be established that the extension will deliver best value.
- (4) All extensions must be evidenced in writing in accordance with the Contract with the benefit of advice from the Procurement Service.

- (5) In all instances where an extension is not permitted within the contract terms but is permitted by Public Procurement Legislation the Service Area must consult with Procurement Service.
- (6) If a Contract extension is sought where the circumstances are or appear to be in breach of these CPRs, then an Exception must be sought.
- (7) Any notice requirements relating to extensions under the Public Procurement Legislation must be complied with.

4.8.44 Contract Modification

- (1) If the value of the contract is £5,000,000 or over a redacted copy of the modified contract must be published via an updated Contract Details Notice on the Central Digital Platform.

4.8.45 Contract Termination

- (1) On expiry, end term or termination of a contract, the Contract Manager must advise the Procurement Service who will publish a Contract Termination notice within thirty days of that expiry/termination.

4.8.46 Exceptions

- (1) An Exception to the Contract Procedure Rules is a permission to let a Contract without complying with one or more areas listed below.
 - Any contract between the Council and an entity controlled by the Council where more than 80% of the activities are carried out on behalf of the Council.
 - Any contract between the Council and another Contracting Authority where the contract has the aim of achieving public function related objectives and is solely in the public interest and where no more than 20% of the activities are intended to be carried out for other reasons.
 - The acquisition of land or buildings.
 - The acquisition, development, production or co-production of material intended for broadcast and a contract for the broadcast to the public of material.
 - A contract for the provision of arbitration, mediation or conciliation services or any service relating to an employee disciplinary or grievance matter.
 - A contract for any legal services (including those relating to judicial or other dispute resolution proceedings).

- A contract of employment and other contracts with individuals appointed to the Council.
 - A contract for the provision of research and development services where the services are intended to be for the benefit of the public and the contract does not also include for the provision of goods or works or production of tools or industrial processes for manufacture.
 - Expenditure incurred directly as a result of an insurer led arrangement.
 - Membership/Subscriptions (not applicable to software licensing) where the Council arranges to receive goods or services regularly by paying in advance and competition is absent for technical reasons.
 - Any award of grants of money, but such awards must be made in accordance with the Grant Funding Agreement, Subsidy Control, Council's Financial Procedure Rules and wider Constitution
- (2) An Exception to Contract Procedure Rules is *not* required in the following circumstances:
- Placing an order under an existing Corporate Contract or single Supplier Framework or Open Framework or a Framework or Open Framework where direct awards are permissible under their respective rules.
 - As part of a partnering Contract that contemplates a series of Contracts with a single supplier, provided the entire series has been duly authorised as appropriate for its value
 - Where legislation or compliant Frameworks, Open Frameworks, Dynamic Purchasing Systems and Dynamic Markets requires the Council to let a Contract in a manner that deviates from these Contract Procedure Rules: or
 - Placing an order under an arrangement, of which the Council is an affiliate, which has gone through a legally compliant competitive process.

4.8.47 Direct Award Under the Procurement Act 2023

- (1) In special circumstance a direct award can be made under the Procurement Act 2023

Direct award justification does apply.

Key justifications include:

- Single Source: Only one supplier can satisfy the requirement due to unique artistic performance, exclusive intellectual property rights (e.g., software patches), or technical reasons (e.g., interoperability/safety).

- Extreme Urgency: Strictly necessary for "extreme and unavoidable urgency" that could not have been foreseen.
 - Prototypes & Development: Procuring novel goods or services for research, experiment, or testing purposes (early stages only).
 - Repeat Goods/Services: Buying additional or replacement goods from an existing supplier to avoid disproportionate technical difficulties.
 - User Choice: Specifically for personal social care where an individual or their carer has a legal right to choose the supplier.
 - Defence & Security: Certain contracts for deployment outside the UK or to maintain operational readiness.
 - Protection of Life, etc. A new "safety valve" power allowing the Council to make regulations for direct awards to protect human, animal, or plant life, or to protect public order or safety.
 - Switching from a Failed Procedure. If a competitive tender fails to produce any "suitable" tenders, an authority may switch to a direct award
- (2) Applications must be made in writing via a direct award application and be signed by the relevant Senior Officer and Contracting Officer. Applications must include the Exception that is requested and the justification for the Direct Award.
- (3) Only the Monitoring Officer and the Procurement Manager or authorised deputies, can authorise the direct award of a contract under the Procurement Act 2023.
- (4) Procurement Service to issue a contract award notice through the Central Digital Platform and a mandatory 8 working days standstill period applies after the publications of this notice but before the contract is signed.
- (5) Where an Exception is necessary because of an unforeseeable emergency involving immediate risk to persons, property or serious disruption to Council services, Monitoring Officer and the Procurement Manager or authorised deputies, following consultation may authorise the recommendations of the Exception immediately.
- (6) No mandatory standstill is required for awards based on extreme urgency or protection of life.
- (7) The Procurement Service must keep a register of all Exceptions to Contract Procedure Rules.

Appendix A - Financial Thresholds and Aggregation Rule

For Goods and Service and Light Touch Contract Thresholds

127	Contract Value		Process	Award Procedure based on	Contract Opportunity Publication/Route	Documentation	Award Notification
	From	To					
	£0.00	£5,000	Oral or Written Quotations	Minimum of 2 Oral / Written Quotation	No mandatory procurement involvement	Service Area identifying need to record details on quotation. Council Ts&Cs must be accepted	Complete Transparency Report and send to Procurement Service - Contracts Register for contracts over £5,000
	Above £5,000	£30,000	Written Quotations	Minimum of 3 Written Quotation	No mandatory procurement involvement	Service Area identifying need to record details on quotation. Council Ts&Cs must be accepted.	Complete Transparency Report and send to Procurement Service - Contracts Register

					Procurement RFQ Document. Must be based on a written specification provided to the supplier by the Council. Quotation may be delivered by e-mail or provided through an electronic RFQ system. Council Ts&Cs must be accepted.	Complete Transparency Report and send to Procurement Service - Contracts Register - FTS Contract Award
£30,001	£75,000	Written RFQ	Minimum of 3 Written Quotation	Advise to be obtained from Procurement Services before commencing procurement.		
128					Mandatory Procurement Service involvement. Advertised in via the Council e-Tendering portal. Central Digital Platform. Council Ts&Cs, or bespoke contract must be accepted.	Complete Transparency Report and send to Procurement Service - Contracts Register - FTS Contract Award - Exercise voluntary 8 Day Standstill Period
£75,001	Threshold	Formal RFQ	Open RFQ Process	Issue via the Councils e-Tendering Portal and Central Digital Platform		
Threshold	Above	Formal ITT	Open ITT RFQ Process	Issue via the Councils e-Tendering Portal and Central Digital Platform	Mandatory Procurement Service involvement. Advertised in via the Council e-Tendering portal. Central Digital Platform. Council Ts&Cs, or bespoke contract must be accepted. Specialist publication if appropriate	Complete Transparency Report and send to Procurement Service - Contracts Register - FTS Contract Award - Exercise the mandatory 8 Day Standstill Period

For Works Contract Thresholds

Contract Value		Process	Award Procedure based on	Contract Opportunity Publication/Route	Documentation	Award Notification
From	To					
£0.00	£10,000	Oral or Written Quotations	Minimum of 2 Oral / Written Quotation	No mandatory procurement involvement	Service Area identifying need to record details on quotation. Council Ts&Cs must be accepted.	Complete Transparency Report and send to Procurement Service - Contracts Register for contracts over £5,000
1 2 9 Above £10,000	£30,000	Written Quotations	Minimum of 2 Written Quotation	No mandatory procurement involvement	Service Area identifying need to record details on quotation. Council Ts&Cs must be accepted.	Complete Transparency Report and send to Procurement Service - Contracts Register
Above £30,000	£75,000	Written RFQ	Minimum of 3 Written Quotation	Advise to be obtained from Procurement Services before commencing procurement.	Procurement RFQ Document. Must be based on a written specification and all supporting documents provided to the supplier by the Council. Quotation may be delivered by e-mail or provided through an electronic RFQ system. Council Ts&Cs, Industry Standards or bespoke contact must be accepted.	Complete Transparency Report and send to Procurement Service - Contracts Register - FTS Contract Award
Above £75,000	£1,000,000	Written RFQ	Minimum of 4 Written Quotation	Advise to be obtained from Procurement Services before commencing procurement.	Procurement RFQ Document. Must be based on a written specification and all supporting documents provided to the supplier by the Council. Quotation may be delivered by e-mail or provided through an electronic RFQ system. Council Ts&Cs, Industry Standards or bespoke contact must be accepted.	Complete Transparency Report and send to Procurement Service - Contracts Register - FTS Contract Award

<p>Above £1,000,000</p>	<p>Threshold</p>	<p>Formal RFQ</p>	<p>Open RFQ Process</p>	<p>Issue via the Councils e-Tendering Portal and Central Digital Platform</p>	<p>Mandatory Procurement Service involvement. Advertised in via the Council e-Tendering portal. Central Digital Platform. Council Ts&Cs, or Industry Standard or bespoke contract must be accepted.</p>	<p>Complete Transparency Report and send to Procurement Service - Contracts Register - FTS Contract Award - Exercise voluntary 8 Day Standstill Period</p>
<p>130 Threshold</p>	<p>Above</p>	<p>Formal ITT</p>	<p>Open ITT RFQ Process</p>	<p>Issue via the Councils e-Tendering Portal and Central Digital Platform</p>	<p>Mandatory Procurement Service involvement. Advertised in via the Council e-Tendering portal. Central Digital Platform. Council Ts&Cs, or Industry Standard or bespoke contract must be accepted. Specialist publication if appropriate</p>	<p>Complete Transparency Report and send to Procurement Service - Contracts Register - FTS Contract Award - Exercise the mandatory 8 Day Standstill Period</p>

NB The Contract Value shall be calculated as follows: The estimated or proposed contract value is the value or consideration for the contract as a whole (not an annual value) and any contract with an option to extend the contract period will be valued to include also any provision for such extended period (e.g. a three year contract with an option to extend for a further two years will be valued as the consideration for a five year contract).

Bolsover District Council

Meeting of the Council on 20th May 2026

Historic Environment Supplementary Planning Document

Report of the Portfolio Holder for Growth

Classification	This report is Public
Report By	Chris McKinney, Senior Devolution Lead for Planning Policy, Strategic Growth and Housing

PURPOSE / SUMMARY OF REPORT

For Council to consider the recommendation from the meeting of Planning Committee on 15th April 2026 that the Historic Environment Supplementary Planning Document is adopted as a material consideration in planning decisions.

Council’s role is to adopt the document as a material consideration in planning decisions following full scrutiny of the issues presented to Planning Committee.

REPORT DETAILS

1. Background

- 1.1 Under the Council’s Constitution, the Planning Committee is responsible for exercising a number of the powers and duties of the Council, including decisions relating to the preparation of local development documents and supplementary planning documents. However, decisions relating to the adoption of supplementary planning documents remain the responsibility of the Council.
- 1.2 As such, at its meeting on 15th April 2026 the Planning Committee considered responses to a public consultation on a Draft Historic Environment Supplementary Planning Document and approved a number of revisions to the Document in response to the consultation exercise.
- 1.3 Following consideration of this matter, the Planning Committee resolved to recommend to Council that the Historic Environment Supplementary Planning Document is adopted as a material consideration in planning decisions.
- 1.4 As a result, this report seeks the Council’s consideration of this recommendation and the formal adoption of the Historic Environment Supplementary Planning Document as a material consideration in planning decisions.

2. Reasons for Recommendation

- 2.1 The proposal has been fully considered by the Planning Committee who approved the content of the proposed Historic Environment Supplementary Planning Document as attached as Appendix 1 to this report.
- 2.2 On this basis, Planning Committee recommended that the approved Historic Environment Supplementary Planning Document be referred to the Council for formal adoption.

3 Alternative Options and Reasons for Rejection

- 3.1 The Council could decide not to adopt the Historic Environment Supplementary Planning Document. However, this would mean not providing sufficient guidance to developers and agents on this matter and may undermine efforts to achieve well designed and beautiful places in Bolsover District.

RECOMMENDATION(S)

1. That Council approve the Historic Environment Supplementary Planning Document as contained in Appendix 1 as a material consideration in planning decisions.

Approved by Councillor Tom Munro Portfolio Holder for Growth.

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Details: The recommendations within this report do not have a significant financial implication for the Council. <p style="text-align: right;">On behalf of the Section 151 Officer</p>
<u>Legal (including Data Protection)</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Details: No legal implications are anticipated to arise from this report. <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"/> Details: There are no human resources implications arising from this report. <p style="text-align: right;">On behalf of the Head of Paid Service</p>
<u>Equality and Diversity, and Consultation</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Details: There are no specific direct or indirect negative impacts on any person with a protected characteristic or any group of people with a shared protected characteristic arising from this report.

Environment Yes No

Details: There are no specific environmental implications arising from this report, albeit the Historic Environment SPD will make a notable contribution to enhancing the built environment.

DECISION INFORMATION:

<p><input checked="" type="checkbox"/> Please indicate which threshold applies:</p> <p>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:</p> <p>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.</p> <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>The design guidance contained within the Historic Environment SPD will cover the whole District.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>(a) <input type="checkbox"/> (b) <input checked="" type="checkbox"/></p> <p>(a) <input type="checkbox"/> (b) <input checked="" type="checkbox"/></p> <p>All <input checked="" type="checkbox"/></p>
<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p> <p>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></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 type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input checked="" type="checkbox"/></p>	<p>Yes <input type="checkbox"/> No <input checked="" 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> <p>Portfolio Holder for Growth, Planning Committee and internal stakeholders.</p>

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

Environment

- Ensuring all area, neighbourhoods and streets in the district, irrespective of housing tenure or type, are places where people want to live, feel safe, and are proud to live.

DOCUMENT INFORMATION:

Appendix No	Title
1	Historic Environment - Supplementary Planning Document

Background Papers

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

DECEMBER 2024



135

The Historic Environment Supplementary Planning Document

May 2026

Foreword	4
Policy Context	6
1.0 Introduction	8
2.0 Description of Bolsover: local distinctiveness	10
3.0 Conservation Areas	19
4.0 Listed Buildings	24
5.0 Historic Agricultural Buildings	33
6.0 Registered Parks and Gardens	39
7.0 Archaeology	44
8.0 Setting	49
9.0 Applying for Consent	54
10.0 Appendix A – Plans of Settlements with Potential for Medieval Archaeology	61
11.0 Appendix B -List of Scheduled Monuments	67
12.0 Appendix C - List of Conservation Areas	68

Equalities Statement

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

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

Access for All statement

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

- **Phone** – 01246 242424
- **Email** – enquiries@bolsover.gov.uk
- **BSL Video Call** – a three way video call with us and a BSL interpreter. It is free to call Bolsover District Council with Sign Solutions, you just need Wi-Fi or mobile data to make the video call, or call into one of our Contact Centres.
- **Call with Relay UK** via textphone or app on 0800 500 888 – a free phone service provided by BT for anyone who has difficulty hearing or speaking. It's a way to have a real time conversation with us by text.
- **Visiting one of our offices** at Clowne, Bolsover, Shirebrook and South Normanton.

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Preface

This SPD is being reported to the Council meeting on 6th May 2026.

National Planning Practice Guidance advises that Supplementary Planning Documents (SPDs) should build upon and provide more detailed advice or guidance on policies in an adopted local plan. As they do not form part of the development plan, they cannot introduce new planning policies into the development plan. They are however a material consideration in decision-making. They should not add unnecessarily to the financial burdens on development.

In accordance with this guidance, the Council has prepared a number of SPDs as outlined in its Local Development Scheme to provide guidance to developers, architects, agents and landowners considering submitting a planning application in relation to the following topics:

- Successful Healthy Places;
- Local Parking Standards.

This SPD relates to the Historic Environment and is an update of the 2006 version of the SPD. It supports Policies SC16-SC21 of the Local Plan for Bolsover District (March 2020) to ensure that development conserves and enhances the assets that comprise Bolsover's historic environment. This guidance aims to achieve a greater understanding of what Significance means in relation to historic assets with the overall aim to support development in the historic built environment that will not cause harm and will achieve a high quality of design.

Finally, this SPD has been prepared in accordance with Regulations 11 to 16 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

Foreword

Our Council Plan – Bolsover District The Future 2023-2028 – places a strong emphasis on boosting economic growth for local communities while enhancing both the built and natural environment, to create high quality places with a clear and distinctive sense of identity.

Key to this is Bolsover's historic built environment, a layered landscape shaped by centuries of farming estates and coalfield villages, with the eponymous town of Bolsover having a Market Charter dating from 1226. A district where medieval street patterns, estate architecture, industrial heritage and distinctive local building stones creates a mix of historic townscapes, landmark buildings and the subtle traces of past industries. Bolsover is a district where the story of settlement, work and landscape change is still clearly written into the places people live and move through today.

We published our Historic Buildings SPD in 2006 to provide a guide to conserving and enhancing the district's historic environment.

National guidance has evolved since the SPD was adopted. The need to understand the significance of historic assets and the impact of proposals on that significance underpins all assessments on their development. This updated guidance therefore provides information on what significance means across the range of heritage assets. It sets out what information the Council requires in support of applications for the development of historic assets and where further advice and information can be found.

We hope that you agree with us about the importance of our district's heritage. It underpins local identity and distinctiveness and is something to celebrate, forming a key part of our Bolsover Place Programme. We see heritage as a positive catalyst for sustainable growth and regeneration. In valuing historic places as assets that



attract investment, support revitalisation and strengthen local identity, the aim is that this updated guidance provides a clear framework for managing change in a way that celebrates our heritage and supports well designed, sustainable regeneration.

Councillor Tom Munro

Portfolio Member for Growth,
Bolsover District Council

Policy Context



Policy Context

National

Central Government Guidance on the Historic Built Environment is contained within Section 16 of the National Planning Policy Framework (2024), Conserving and Enhancing the Historic Environment. The guidance advises that heritage assets should be conserved in a manner appropriate to their significance.

As set out in the NPPF, if development causes harm to the significance of heritage assets it must be clearly justified. Substantial harm is only considered acceptable in exceptional cases and must be outweighed by significant public benefits or proven lack of alternatives. Less than substantial harm should be weighed against public benefits.

Local

The National Policy embodied in the NPPF is taken forward at a Local level in the Local Plan for Bolsover District (March 2020). The policies that address the conservation of the Historic Environment are included in Chapter 7, Sustainable Communities.

SC16 – Development Within or Impacting Upon Conservation Areas

SC 17 – Development affecting Listed Buildings and Their Settings

SC18 – Scheduled Monuments and Archaeology

SC19 – Bolsover Area of Archaeological Interest

SC20 – Registered Parks and Gardens

SC21 – Non-designated Local Heritage Assets

Related documents

The Council have produced other guidance that are companions to this Historic Environment SPD that could be useful references.

Shopfront Improvement Scheme Design Guide – The purpose of the design guide is to promote good shop front design by showing the characteristics of successful shop fronts in historic settings.

Successful Healthy Places SPD – The purpose of the guide is to inform the creation of neighbourhoods that are designed around the linked concepts of good place making and sustainability.

Purpose of this document

The purpose of this Historic Environment Supplementary Planning Document is to provide guidance to developers, architects, agents and landowners when considering any development that could impact on an historic asset.



141

1.0 Introduction

1.0 Introduction

This Supplementary Planning Document (SPD) has been developed to provide guidance on development and the District's historic environment. The document defines how the best parts of the District's wider cultural heritage encompassing Conservation Areas, Listed Buildings, historic agricultural buildings, Historic Parks and Gardens and archaeology will be safeguarded and managed to ensure their long term conservation. The document forms part of the Bolsover District Local Development Framework and supports the Local Development Documents.

Document layout

Local Distinctiveness, detailing the important historic landscapes and historic landscape features of the District.

Conservation Areas, guidance on development in conservation areas and the key considerations.

Listed Buildings, guidance on the definition, selection and classification of listed buildings. Guidance on alterations, fixtures and fittings, extensions and repairs.

Historic Agricultural Buildings, guidance on rural buildings, the conversion of farm buildings into residential use, extensions to buildings and design considerations including general features, roofs, openings, curtilage and nature conservation.

Historic Parks and Gardens, guidance on criteria for designation and description of registered Parks and Gardens in Bolsover District.

Archaeology, guidance on areas of archaeological importance, scheduled monuments, medieval settlements, the assessment of planning applications that affect archaeology including archaeological appraisal, desk-top study, site evaluation and mitigation and the portable antiquities scheme.

Setting, guidance on the importance of setting in assessing significance of heritage assets

Applying for Consent, guidance on validation, heritage impact assessment and the evaluation of Significance.

Appendices, comprising plans of settlements with potential for medieval archaeology **(A)**, a list of scheduled monuments **(B)** and a list of conservation areas and their designation dates **(C)**.

2.0 Local Distinctiveness



2.0 Description of Bolsover: local distinctiveness

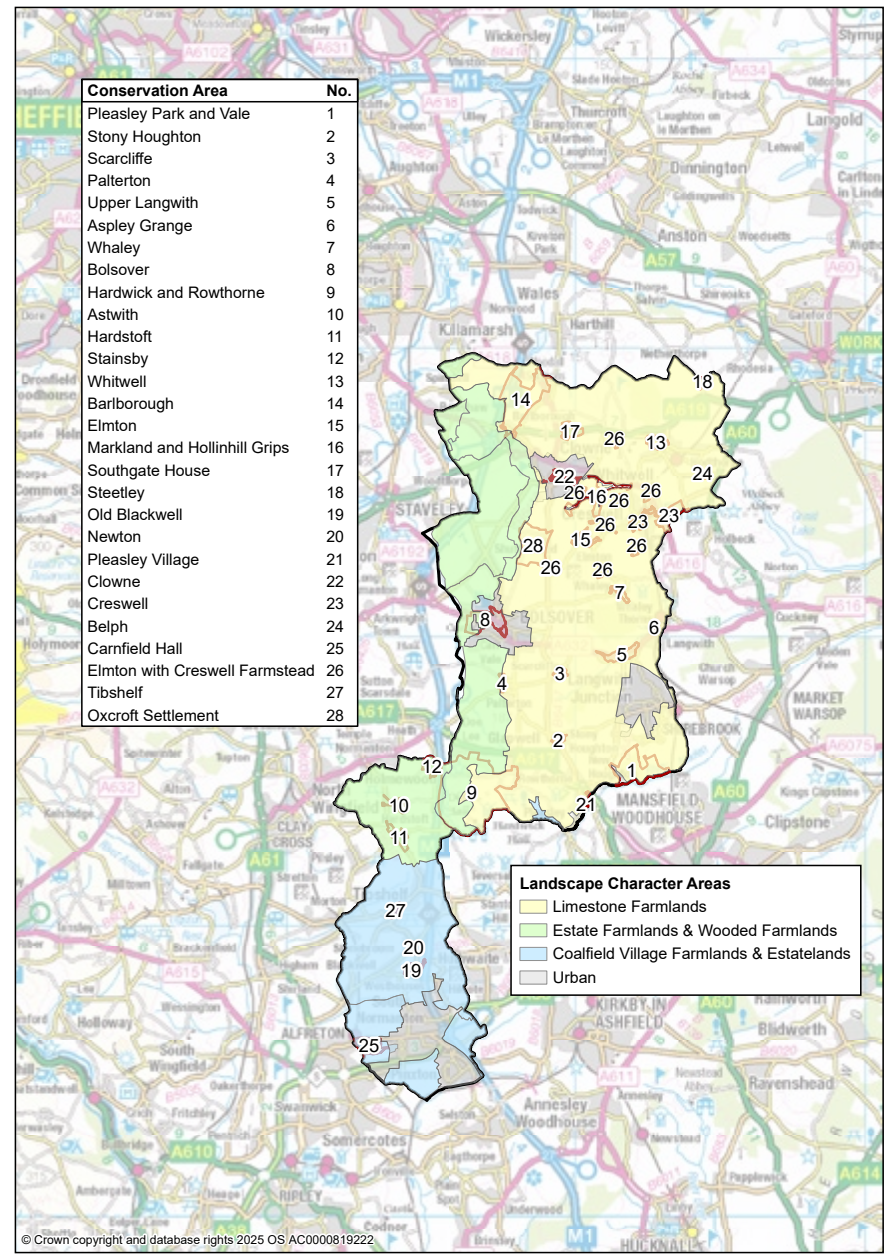
Introduction

2.1 Local distinctiveness across Bolsover is shaped by the district's dramatic limestone ridge and plateau, which have long influenced the pattern of settlement, farming and industry. Historic estates have played a major role in determining the form and architecture of many villages. The area is rich in archaeology, with evidence ranging from prehistoric activity to medieval occupation, and includes internationally significant sites such as Creswell Crags. The district's identity is also defined by its industrial heritage, particularly coal mining and textile production, which has left a lasting cultural and physical legacy across the district.

144

2.2 The district falls into areas of well-defined landscape character and quality. These areas are shaped by the local geology, which has determined the pattern of land use across the landscape, the age and distinctive character of the historic settlements. Bolsover District has 8 individual landscape character areas that can be divided into the 3 broad areas covering the northern magnesium limestone area, the southern area of the middled coal measures and the central area of the estate villages.

2.3 Policy SC3 of the Local Plan requires new development to respond positively to the character, identity and local distinctiveness of its surroundings. This includes respecting settlement form, historic context, landscape setting, building scale and materials, and ensuring that design reinforces what is special about each place.



Limestone Farmlands

2.4 The northern half of Bolsover is distinguished by the underlying geology of magnesian limestone and is known as the Limestone Farmlands. Across Derbyshire this was covered by extensive broad-leaved forest but was cleared for farming. The Limestone Farmlands are characterised by an elevated, gently rolling plateau dominated by intensive arable farming, large limestone woodlands (e.g. Whitwell Wood), and scattered remnants of magnesian limestone grassland. It is a strongly rural, open landscape with hawthorn hedgerows, stone walls, and, in some areas, significant ecological interest.



2.5 The limestone plateau is dissected by a number of spectacular gorges cut by melt water at the end of the last ice age. These gorges contain some of the earliest archaeological remains in Britain including traces of Neanderthal occupation. The presence of a ready

supply of water in these steep sided river valleys meant that the pattern of human activity is closely linked to these gorges up until the 20th century.

- 2.6 The limestone escarpment also clearly had strategic importance with its wide vantage points, as there is evidence of very early human activity. There are traces of Bronze Age and Mesolithic activity within the town of Bolsover and evidence of Roman occupation. To the west of the ridge are the slopes of the escarpment with the undisturbed remains of early field enclosure.
- 2.7 Bolsover and Palterton sit on the ridge of the escarpment with Scarcliffe, Stony Houghton, Upper Langwith, Elmton and Whaley on the plateau beyond. Scarcliffe and Bolsover are strongly nucleated settlements and share this characteristic with Shirebrook, Whitwell and Barlborough. The smaller villages such as Whaley, Elmton and Belph started small with a nucleus but as common land was enclosed in the 1850's, they developed in a more random fashion.
- 2.8 Many of the settlements in the north of the district feature in Domesday (1087). In the 11th century William Peveril built the first Bolsover Castle which led to the development of Bolsover town one of only two medieval planned market towns in Derbyshire. Bolsover's early urban origins remains evident in the town's surviving gridiron street pattern.
- 2.9 The strong pattern of rural development also routed in medieval origins across the ridge settlements also remains. Plots of land comprising furlongs are

subdivided into paddocks and then further subdivided into the characteristic "strips" of land, running from the main street to the back street. In many instances buildings have their long axis gable-end onto the street and have maintained their narrow, enclosed paddocks following the linear plots with access to outbuildings at the rear. This medieval pattern of settlement survives particularly well in Palterton.

146
2.10 Across the Limestone Farmlands, by the early and mid-19th century the fertile and free draining soils of the magnesian limestone led to largescale intensive arable and the development of model-type farms. The Welbeck Estate (Duke of Portland) was responsible for much of the development of the model farms. In recognition of their historic importance a number of farm groups within the north of the district have been designated as a conservation area. Many of these date from the first half of the 19th century and a number are based on 19th century model farming principles. It is the character of the existing farm groups, their scale, massing, utilitarian appearance and historic uses which makes these important within the landscape.

2.11 Coal mining was late to develop in the Limestone Farmlands because of the technical difficulties of reaching the deep coal seam reserves under the magnesian limestone. This was achieved in the late 19th century with the introduction of deep mining. A consequence of this was the creation of purpose-built settlements in response to the large scale of late 19th century mining operations. The purpose-built industrial

housing were complete settlements, known as model villages, with all the trappings of the industrialists' aspirations and commitment to their new workforce; Co-operative stores, schools and buildings for social gatherings.

2.12 The district has two of the best-preserved model villages of their type, New Bolsover and Creswell, both built by Bolsover Colliery Company. Well-planned terraced housing is also prevalent within other examining communities particularly Whaley Thorns and Shirebrook Model Village and Hilcote. The district also has one of only 2 surviving sets of colliery headstocks in the County at the former Pleasley Colliery (a scheduled ancient monument).

2.13 The limestone gorges are characterised by a strong sense of enclosure within the U-shaped valleys, with exposed limestone rock faces and caves, and a natural species-rich habitat that includes the ancient woodland, a dense deciduous forest that once covered the limestone plateau. Within this landscape the textile mills of Pleasley Vale were located on the site of an earlier 18th century corn mill. They expanded significantly in the 19th century with the growth of textile manufacturing. By 1860 the complex comprised three huge mill buildings and associated structures. The Pleasley Mills were first developed for cotton spinning, following the example of other mill owners in Derbyshire in the Derwent Valley, and later for the production of Viyella.

2.14 The limestone gorges were the subject of a detailed archaeological evaluation (Arcus – March 2004) which provides a useful source of information of the surviving archaeological remains. Creswell Crags is the northernmost location in the UK for detailed evidence of Upper Palaeolithic human activity and is of international significance. Further to the north is Markland and Hollinhill Grips, comprising limestone ditches, an Iron Age promontory fort (located on the route of the ancient Packman Way) and prehistoric caves. Clowne Crags, a smaller outcrop of magnesian limestone is centred around the village of Clun (now Clowne) which was first recorded in 1036.

147

Estate Farmlands and Wooded Farmlands

2.15 The eastern edge of the district is characterised by the Estate Farmlands and Wooded Farmlands. Estate Farmlands are defined by planned, orderly landscapes with large estates, parkland, and geometric fields. Wooded Farmlands are characterized by ancient woodland, high tree cover, and irregular fields. There are a number of villages comprising farm-based settlements, developed as part of the historic estate of Hardwick Hall (now owned by the National Trust and Chatsworth Estate). These villages largely escaped 19th century mining activity because of the historic estate control over the land.

2.16 Settlement in this area developed mainly along the edge of commons and so the pattern of the settlement is a sinuous shape reflecting the piecemeal pattern

of enclosure. Rowthorne and Stainsby are ribbon settlements that share with Palterton the characteristic medieval pattern of buildings along a main street with long thin crofts behind them. Historically, villages supported mixed farming and were surrounded by an estate-managed landscape, but this is becoming more disparate as some of the farms have been sold and plots subdivided. The land is gently undulating and views into and between the settlements within it are therefore extremely important.



2.17 The traditional buildings are characterised by predominantly coal measures sandstone and slate or clay pantile roofs, often with an eaves course of stone slate. Many have the Hardwick Estate distinctive identity marked by the National Trust (dark green) or Chatsworth Estate (blue green) colour schemes and by a common window pattern; timber-mullioned casements with single horizontal glazing bars. The local stone is a

carboniferous sandstone that outcrops just below Hardwick Hall, although Rowthorne falls just on the limestone, reflected in the change in the local building stone.

- 2.18 Historic estates and their parkland landscape quality are recognised with the designation of conservation areas for Hardwick Hall, Carnfield Hall, Southgate House and Barlborough Hall. The tree cover associated with these conservation areas is high in ecological as well as landscape value. The long retention of these parks in single ownership has led to the survival of many archaeological and designed landscape features.

148 Coalfield Village Farmlands and Estatelands

- 2.19 Within the south of the district the Coalfield Village Farmlands are characterised by undulating terrain, gentle ridges, and shallow valleys formed by coal measure geology. This landscape is a mix of agricultural land and 19th-century industrial development, featuring dispersed mining settlements, low-cut hedgerows, and scattered woodland, with increasing urban influence. The conservation areas of Old Blackwell, Newton and Tibshelf all fall within this geological area of the middle coal measures.



- 2.20 In this area coal deposits were historically closer to the surface, either shallow or outcrops and could be removed simply by opencast or bell-pit methods this led to the earliest known mining activity in the district which dates from the medieval period. A coal pit was mentioned in Tibshelf in 1330. However, the greatest concentration of activity was in the 17th century in Hardwick (1656), South Normanton and Pinxton (1669) and Blackwell (1673). The extraction of coal continued in the south of the district into the 20th century but largely ceased in the 1960's except for open casting.

Building Materials

Walls

- 2.21 The earliest standing buildings used the locally available stone. The geology of the district is composed of two main building stones; magnesian limestone and coal measures sandstone.

2.22 **Magnesian limestone** has a wide spectrum of colour and is often mistaken for sandstone. Limestone outcrops in the Whitwell and Belp areas are pink, they become a creamier colour further south, and more yellow and gritty in texture towards Pleasley. In Palterton the stone outcrops in red, brown and yellow. In Bolsover, just a few miles further along the ridge, it outcrops in a creamy-yellow colour. These local differences are reflected in the colours of the earliest stone buildings.



2.23 In the mid-19th century improvements in transport meant that magnesian limestone could be used from, and also taken, further afield. In 1839 Bolsover Moor limestone was the preferred choice for the Houses of Parliament. The transportation of building materials provided villages, such as Whitwell and Palterton, which expanded in the 19th century, with buildings in a variety

of colours of limestone. These more recent 19th century buildings tend to be constructed from more regular and larger blocks of creamy-coloured limestone, with square dressed lintels.

2.24 Sources of stone for building using magnesian limestone are now invariably from outside of the district. Sources of local stone are unfortunately all second-hand, reliant upon the demolition of existing historic buildings. The Society for the Preservation of Ancient Buildings [SPAB] advises against the "trade in salvaged materials", because it "encourages the destruction of old buildings". Building owners/builders should be satisfied that it would be feasible to source "stone of the appropriate geological type, colour and texture" without relying upon salvaged materials.

2.25 **Coal measures sandstone** within the district can be found to the western fringes and south-west of the magnesian limestone plateau. Numerous small quarries once existed, but there are no sources of coal measures sandstone now quarried in the county apart from Hardwick Hall quarry which is only permitted for use by the National Trust.

2.26 The coursing of the stone varies according to the age of the building. Generally, the older the property, the narrower the courses, which will have been locally hewn from small outcrops or found loose in fields. Older buildings are finished with large dressed flush quoins. The primary function of quoins on early buildings is to strengthen and protect the corners, the weakest part of a masonry structure. Buildings from the 19th century

are likely to have been built from stone transported from elsewhere. These buildings are built from larger quarried blocks without the same need for quoins but they are employed on some later buildings to provide a distinctive decorative accent to the façade.



2.27 Barlborough falls on the edge of the coal measures and the magnesian limestone plateau. Within Barlborough the building stone reflects this mixed geology of the area as both magnesian limestone and coal measures sandstone can be seen used in the same building.

2.28 **Mansfield White**, a sandy dolomitic limestone quarried in Mansfield to the south of the magnesian limestone, is used on many of the buildings within Pleasley. This stone is distinctive for its blue-green veining. This stone has also been used for many of the high-status buildings in the district and was the choice for Southwell Minster.

2.29 **Brick** is limited in its early use to the central and north parts of the district, undoubtedly because of the local availability of stone. The use of red brick was much

more common in the southern part of the district and here it is found in the late 18th century and throughout the 19th century, with farmsteads containing generally a mixture of stone and brick.

2.30 There are a few instances where brick was used deliberately to stand out, such as the former Presbyterian Church of 1662 in Bolsover, where the use of brick combined with stone dressings was a deliberate and fashionable choice. Equally within Bolsover, there are instances where red brick was considered too strong a visual contrast with the local mellow stone and the yellow/white gault brick was used, imported from East Anglia in the late 19th century.

2.31 With industrialisation brick became more commonly used. New Bolsover Model Village (1894), for example, was built from the Colliery Company brickworks within the colliery site. Red brick is commonplace elsewhere in the late 19th century colliery villages and housing.

Roofs

2.32 Roofing materials comprise a wide palette across the district. The historic use of magnesian limestone diminishing-course roofing slate has all but disappeared. One or two examples survive within Whitwell, Steetley and Bolsover. Similarly thatch roofs are also no longer a feature of the district's buildings, though within the southern part of the district thatch can be found on some cottages.

2.33 Graduated Westmoreland slate and Welsh slate has tended to replace these earlier types of roofing material

on the more formal buildings and houses. Pantiles have however remained as a traditional roofing material for cottages and outbuildings. An eaves course of stone slate has often been inserted to the pantile roof to create a weathering “tilt” at the eaves and is seldom a vestige of an earlier stone slate roof.

Core Principles

1. New development in the district should respond positively to Bolsover’s local distinctiveness by drawing on the qualities of its landscape, settlement form and historic built character.
- 151 2. Proposals are expected to use materials that reflect the local palette, typically limestone or sandstone with slate or pantile roofs and to adopt building forms, proportions and boundary treatments that sit comfortably within established village patterns.
3. New development should respect the topography, complementing ridge top views, valley settings and rural backdrops, while reinforcing historic street patterns, plot structures and approaches shaped by lanes and trackways.
4. Designs should also consider the wider historic environment, including estate influences, traditional details and the relationship between buildings and open space, ensuring that new development enhances rather than erodes the distinctive character of Bolsover’s towns, villages and countryside.

3.0 Conservation Areas



3.0 Conservation Areas

Introduction

- 153
- 3.1 Conservation areas are designated to protect those built areas of special architectural or historic interest in the district, safeguarding their unique features, streetscapes, and traditional materials.
- 3.2 Conservation Areas across Bolsover reflect a rich tapestry of historic origins, from medieval villages and a planned market town to estate settlements shaped by centuries of agricultural and industrial activity. Their character is strongly influenced by the district's dramatic ridge top and plateau landscapes, enclosed valleys and commons, and the enduring rural backdrop that frames many settlements.
- 3.3 Settlement forms range from nucleated villages and ribbon development to medieval crofts and informal layouts shaped by enclosure, creating a varied pattern of development. Traditional buildings are typically built of local limestone or sandstone with slate or pantile roofs, complemented by traditional timber windows, doors and in some villages an estate colour scheme that reinforce a cohesive architectural identity. Important vistas, traditional boundaries and a unified scale and palette help define their visual character. Conservation areas also bear the imprint of Bolsover's industrial heritage, including coal mining communities, textile mills and model farms.

- 3.4 The Conservation Area Appraisals all follow a clear, consistent structure. Each appraisal begins by explaining the purpose of the conservation area and the policy context, then sets out the area's location, historical development and the features that give it special architectural or historic interest. They analyse character in detail, looking at buildings, materials, street patterns, views, open spaces and landscape features, and often divide the area into smaller character zones.
- 3.5 **Policy SC16** of the Local Plan requires that development in or affecting a Conservation Area must preserve or enhance its historic character, respecting its form, materials and significant features, and resisting harmful loss or demolition.

This is further supported by **Policy SC3** of the Local Plan which requires new development to respond positively to the character, identity and local distinctiveness of its surroundings. This includes respecting settlement form, historic context, landscape setting, building scale and materials, and ensuring that design reinforces what is special about each place.

Policy SC3 is supported by the [Successful Healthy Places SPD](#) with guidance to support the delivery of high-quality development across the district.

Conservation Areas and the Impact of Development

- 3.6 There are at present 28 conservation areas within the district (see Appendix C). A detailed appraisal and further guidance on each conservation area is available in the form of Conservation Area Character Appraisals. www.bolsover.gov.uk/conservation-areas.
- 3.7 In the Conservation Areas of Whitwell, Bolsover, Creswell, Belp, Hardstoft, Hardwick and Rowthorne, Bolsover [Castle Fields] and Creswell Model Village additional controls have been added in the form of Article 4 Directions.

Settlement Pattern

- 3.8 Across conservation areas there are a number of characteristic historic settlement patterns. Examples include the nucleated settlements, and the ribbon settlements that incorporate evidence of medieval strip-farming and a back lane. Historic settlement patterns will need to be preserved in any schemes for redevelopment or new development.

Buildings

- 3.9 Buildings shape the townscape in several key ways. They establish the character and identity of a place through their architectural style, history and collective form. Their arrangement in street patterns, plot layouts, heights and proportions creates the rhythm and grain of a place, which new development should respect. Traditional materials and architectural details contribute

strongly to local distinctiveness. Buildings also frame important views and vistas, so new proposals must preserve or enhance these visual qualities.

- 3.10 For those residential buildings that are covered by an **Article 4 Direction** certain "permitted development rights," have been removed, meaning that works which would normally not require planning permission, such as small extensions, changes to windows and doors, or alterations to roofs must instead go through the planning process so that the council can protect the special character of the area, building or landscape. See link below to check if a property is covered by an Article 4 Direction

[Article 4 Directions](#)

Spaces

- 3.11 Spaces between buildings can be important to the character of a conservation area. These include village greens, areas of common land, the garden setting of large historic houses, the agricultural setting of farmyards and churchyards. Large houses, with substantial gardens, are often part of the historic settlement pattern and part of the historic and architectural interest. Rectories, for example, often had large gardens, which reflected their historically high status within the village.
- 3.12 Open spaces within conservation areas are also important to the setting of buildings as well as the character of a settlement.

Archaeology

3.13 Archaeology is a key consideration in those conservation areas that were medieval settlements as there is significant potential for archaeological remains. These are discussed in detail under Archaeology and are addressed by policies SC18 and SC19 of The Local Plan for Bolsover District (2020). The local authority will assess the potential for archaeology in determining the approach to development on any site by consultation with the Development Control Archaeologist. Where there is significant potential that archaeology will be disturbed an evaluation may be required. Where there is the opportunity for any archaeology to be affected by new development then this should require a desk-based assessment and a field evaluation where required.

155

Design

3.14 The district council welcomes innovative modern design, where this pays particular respect to the architectural language of the locality and the context, whether this is an urban or rural setting. The design would need to take account of the context, consider important views, the topography of the land, the pattern of existing development, the scale of neighbouring buildings, and the local palette of materials.

3.15 For detailed guidance about new design in a historic environment a good source is the guidance included in [Good Practice for Design in the Historic Environment: Principles and Case Studies | Historic England](#) The

Conservation Area Appraisals and Management Plans produced by the Council will provide a good starting point when considering design. [The local Historic Environment Record Home](#) - Derbyshire Historic Environment Record published by Derbyshire County Council can also help in the understanding of any existing heritage assets and heritage features.

3.16 Where new buildings are designed in a traditional form, certain details are required to be incorporated that reflect the distinctive character of the locality. Where these are not incorporated into a design, they will be added as conditions. These are:

- Traditionally detailed windows and doors
- Cast-metal rainwater goods
- Traditional flush eaves
- Plain flush verges or raised coped gables
- Coursed stonework, laid evenly coursed
- Stone lintels and cills
- Appropriately designed traditional fascia and barge boards where they are considered to contribute to local distinctiveness.
- Roofing materials of natural slate, red clay pantiles or red clay tiles

Core Principles

1. In assessing the effect of a proposal on the special character or appearance of a Conservation Area, particular regard will be given to:
2. the design of the proposed development, both in **general form and in detailing**;
3. the proposed **materials of construction** and the extent to which they conform to the prevailing traditional building materials and styles of the conservation area;
4. the **scale** of the proposed development; and
5. the **relationship** of the proposed development with existing buildings;
6. the impact of the proposed development on **important open spaces** within the conservation area;
7. the impact of the proposed development on known or potential **archaeological remains**;
8. the relationship of the proposed development to the **historic street pattern**;
9. the impact of the proposed development on **views** into, out from and within the conservation area, including views of important buildings; and where appropriate
10. the impact of new **uses** on the area's special character or appearance
11. the impact of the proposal on the historic **landscape character**



Traditional roof, Upper Langwith



Traditional windows and doorcase, Stainsby



Oversailing eaves with barge boards, Hardwick and Rowthorne

12. Proposals for the demolition of historic buildings or structures that make a contribution to the historic character of conservation areas **will be resisted**.

4.0 Listed Buildings



4.0 Listed Buildings

Introduction

- 158
- 4.1 Listed buildings are an important part of the cultural heritage of the district. They give communities a unique identity and a sense of place, connecting present generations to the past, contributing to cultural heritage and architectural quality. Historic buildings can also provide significant economic, educational, and environmental benefits, boosting tourism, creating jobs, teaching history, and promoting sustainable building practices.
- 4.2 Listed buildings across Bolsover reflect a rich and varied heritage, ranging from nationally important Grade I landmarks such as Bolsover Castle to a wide collection of Grade II* and Grade II structures that have characterised the district's towns and villages over the centuries. They encompass major landmarks such as parish churches, vernacular cottages, farmhouses, shops and schools, as well as significant elements of the area's industrial heritage such as New Bolsover Model Village and former textile mills, all contributing to the district's strong sense of place. Their architectural character spans medieval origins, 17th century craftsmanship and Victorian development.
- 4.3 Policy SC17 of the Local Plan requires that any works to a Listed Building, or development affecting its setting, safeguards the building's special architectural and historic interest. Proposals must retain significant

fabric and features, ensure alterations are sensitive and well-informed, and avoid harm to the building's character or appearance. Demolition is only supported in exceptional circumstances, and all proposals must clearly demonstrate an understanding of the building's heritage significance.

What is a Listed Building?

- 4.4 The government (Department for Culture Media and Sport) produces a list of buildings of special architectural or historic interest that covers the whole of England. These are "listed" buildings. Each area of the country has its own list and the list for Bolsover has 191 entries (396 buildings). historicengland.org.uk/listing/the-list
- 4.5 The listing of a building includes the building itself (as identified in the list description), any object or structure fixed to it or any structure within the curtilage (i.e. within the boundary) of the premises that pre-dates July 1948.

How are they selected

- 4.6 Very broadly speaking the criteria for listing buildings are:
- all buildings built before 1700 which survive in anything like their original condition
 - most buildings of 1700 to 1850, though selection is necessary

- between 1850 and 1914 only buildings of definite quality and character, and the selection is designed to include the principal works of the principal architects
- after 1914 only selected outstanding buildings are listed
- buildings that are less than 30 years old, only if they are of outstanding quality and under threat
- buildings that are less than 10 years old are not listed

4.7 In choosing buildings particular attention is paid to:

- age and rarity
- special architectural interest or social and economic interest (e.g. industrial buildings, railway stations, schools, planned social housing, almshouses, prisons, mills)
- technological innovation or virtuosity
- association with well-known characters or events
- group value, especially as examples of town planning (e.g. model villages, squares, terraces)

159

How are buildings classified in importance

4.8 There are three categories of listed building that are classified in grades according to their importance; grade I, grade II* and grade II.

Grade I; these are buildings of exceptional interest (only about 2% of listed buildings are in this grade) Bolsover has 7 grade I listed buildings)

Grade II*; these are particularly important buildings of more than special interest (only about 4% of listed

buildings) Bolsover has 25 grade II* listed buildings)

Grade II; these are buildings of special interest, which warrant every effort being made to preserve them (94% of listed buildings) Bolsover has 363 grade II listed buildings

Alterations

4.9 Most listed buildings, though not all, can accommodate some degree of sensitive alteration.

4.10 Bolsover District Council has identified a number of buildings and structures that, whilst not nationally considered suitable for statutory listing are considered to be of sufficient local historic or architectural importance to warrant retention and protection (unlisted buildings of merit). An unlisted building of merit is a building considered to be of special interest, because of its local historic, architectural, design or townscape value. These buildings are not graded. The Council has compiled a list of these assets whilst preparing Conservation Area Appraisals but there are no individual entries. The Council does not maintain a Local List.

4.11 Any alterations that affect the character of a listed building either internal or external, will require Listed Building Consent. The test that the local authority will apply is whether the alterations proposed affect the building's special architectural or historic interest. In some cases, repairs (such as re-roofing, cleaning or re-rendering) can also affect the special character and will require Listed Building Consent.

- 4.12 Interiors of listed buildings are also protected by law, as is the setting of the building. If work involves removing any historic fittings or finishes, such as plaster, this will need Listed Building Consent. If in doubt, you should consult the Conservation Manager.
- 4.13 In formulating your proposal for alterations you should give special consideration to the historic character of the building. You are advised to seek the advice of an historic building specialist to assist you with your application. They should be able to assess the development of the building over time and advise you on the best solutions that avoid damage to the historic fabric.
- 4.14 As part of your submission for listed building consent you or your adviser will need to consider;
- The significance of the building, its intrinsic architectural, artistic, archaeological or historic interest and its rarity in both national and local terms
 - The particular features of the building that contribute to its significance
 - The impact of your proposals on that significance, including its overall character or any particular features
 - The impact of your proposal on the setting of the building as part of that significance
- See section 9 Applying for Consent for further guidance.
- 4.15 Planning permission and/or Listed Building Consent will only be granted if proposals for alteration would

preserve the special interest of the listed building and would not harm its significance as a heritage asset.

Historic Fixtures and Fittings

- 4.16 Interiors of listed buildings are also protected by law. Historic buildings will have been added to and adapted over the years. Later additions to a historic building can be of particular interest. Georgian or Victorian plasterwork, for example, should not be removed to reveal timber beams underneath. Generally, it will not be appropriate to strip back later historic features to reveal earlier phases of a building.
- 4.17 If work involves removing any historic fittings or finishes, such as plaster, this will need Listed Building Consent as will most works of "restoration". If in doubt, consult the Conservation Officer.
- 4.18 Windows and doors are also an important part of the fabric of the building. They are important architectural and historic elements and tell us much about the evolution of a building. The fenestration (the arrangement and detail of windows) is often essential to its historic character and is key to identifying its historical development. Windows evolved with fashion, style and technical know-how. For example, early sash windows in the early 18th century, with thick ovolo moulded glazing bars, gave way to very slender glazing bars in the Georgian period and larger panes of glass in the later 19th century. Historic windows are important elements of buildings and tell us much about their evolution.

- 4.19 The specific material of an historic window is an integral part of the building's character. For that reason, replacement of historic windows with modern materials, such as uPVC, will not be approved. Alternative options to window replacement include;
- Refurbishing windows to add draught-proofing.
 - Making use of existing internal shutters
 - Installing secondary glazing
 - Using thermally lined curtains or insulated internal blinds
- 161
4.20 Original doors and their surviving furniture should be retained and repaired if possible. Replacement doors should copy the original in terms of materials, detailed design and paint finish. Modern off-the-peg doors are not generally acceptable for use in listed building. Unpainted hardwood or stained or varnished softwood doors are rarely suitable.
- 4.21 Replacing any window in your property requires Building Regulations approval, even if a like-for-like replacement is being made.
- 4.22 Listed Building Consent or planning permission will not be approved where it results in the loss of important historic fixtures or fittings.

Extensions

- 4.23 Extensions will only be permitted where the special character of the building can be preserved. Any proposal will need to consider the impact of an extension on the character of a building and on its

setting and demonstrate this in a Heritage Impact Statement.

- 4.24 Extensions will only be permitted where the special character of the building can be preserved. Any proposal will need to consider the impact of an extension on the character of a building, its setting and overall significance and demonstrate this in a Heritage Impact Statement.
- 4.25 The scale of the extension should be subordinate to the host building. Particular attention should be paid to the proportions of the building, the detail of the roof and eaves, the bond of any historic brickwork or coursing of the stone masonry, the detail of the windows and any other particular features. Sufficient details should be illustrated on the drawings.
- 4.26 There are occasions when an extension will not be acceptable. This is particularly the case for very small or compact buildings, those that have a strong symmetrical design, those set-piece designs by famous architects, or those that have been overdeveloped in the past.
- 4.27 Planning permission and/or Listed Building Consent will only be granted if proposals for extension would preserve the special interest of the listed building.
- 4.28 There are three main considerations to bear in mind when considering an extension;
- How will the extension affect the aesthetic appearance of the building and its setting?

- How will the extension affect the original fabric of the building?
- How will the extension affect the plan form of the building?

Maintenance and Repair

4.29 Prior to undertaking any work to repair an historic building it is important to understand the form and development of the building. It is generally advisable to obtain professional advice. Alterations and repairs to historic buildings require specialist skills in traditional building construction and repair.

4.30 The repair of old fabric is almost always preferable to the introduction of new materials, although sometimes it is not possible to achieve this. The old fabric has patina and authenticity and these characteristics are irreplaceable.

4.31 Like for like repairs using traditional materials do not require consent.

4.32 It is essential that a traditionally constructed building is allowed to breathe. Traditional buildings do not normally have cavity walls and a waterproof outer skin. Most are built from solid masonry and they rely on the ability of the walls to breathe, so that any surface moisture evaporates quickly. A fully air-tight building could store up such problems as condensation and dry rot.

Damp

4.33 A major concern for most historic building owners is damp. With traditional buildings there are a few key

things to remember to avoid damp;

- Clean out gutters, hoppers and catchpits twice a year, particularly after the leaf fall in the autumn
 - Maintain all gutters, rainwater pipes and hoppers by painting (if cast – metal or timber), securing joints and checking the correct fall
 - Ventilate, open windows and allow the building to air over the spring and summer months
 - Re-point masonry (where necessary) using a lime mortar
 - Maintain leadwork on the roof; lead flashings on chimney stacks and lead valleys
 - Avoid a build-up of soil around the exterior walls. Try to keep the ground level outside the building lower than the ground level inside. This can be helped by a French drain. If you have penetrating damp because the higher land is not in your ownership, you may have to consider tanking the walls
 - Never block up air vents to suspended floors
 - Never cover up or bridge a damp proof course (this should be at least 6" above ground level)
- 4.34 Historic windows and doors do eventually need repair and sometimes replacement. Replacements will normally need to be custom made. All historic details should be duplicated so that the new window or door is an exact copy of the original with an approved design subject to Listed Building Consent.

Mortars

- 4.35 When re-applying render it should be carried out in a lime mortar to enable the walls to breathe. Paints should be water-based or mineral-based so that any moisture is not sealed in.
- 4.36 When re-plastering internally it is always advisable to use a lime-based renovating plaster (or lime and hair plaster) rather than cement or Gypsum plaster, which are dense materials and do not match the flexibility and breathability of historic buildings.
- 4.37 Traditional buildings will require re – pointing at some time. It is important to match the original mortar if at all possible. Generally, 1:3 (hydraulic lime: sand) is desirable for repointing brickwork and stonework. Lime is important as it enables the wall to breathe and lengthens the life of the stone or brick. Washed or well-graded sand will provide the texture needed to match traditional mortars. In order to match up new mortar with old, care should be taken to select sand that is similar and it may be necessary to experiment to get the right colour and texture. Mortars did not traditionally use red sand, although this is now widely available.
- 4.38 Further information on repairs can be obtained from the Institute of Historic Building's website www.ihbc.org.uk listed buildings checklist.

Retrofit Advice

Improving the energy efficiency of heritage buildings requires careful planning to balance energy savings with

the preservation of historic fabric. Key strategies include improving heating systems, adding insulation, draught-proofing windows and doors, and installing secondary glazing instead of modern double glazing.

A whole-building approach, focusing on a holistic and balanced solution that respects the building's character, is essential for successful energy retrofitting.

Historic England has produced an Advice Note to provide clarity in relation to proposals to reduce carbon emissions and improving the energy efficiency of historic buildings whilst conserving their significance and ensuring they remain viable places to live in the future. Available to download using the link below.

Adapting Historic Buildings for Energy and Carbon Efficiency | Historic England: historicengland.org.uk/images-books/publications/adapting-historic-buildings-energy-carbon-efficiency-advice-note-18

A range of technical advice and guidance is also available from Historic England on climate change mitigation and adaptation for resilience, including energy efficiency, retrofit, and Net Zero. This information can be accessed using the link below.

Energy Efficiency and Retrofit in Historic Buildings | Historic England: historicengland.org.uk/advice/technical-advice/retrofit-and-energy-efficiency-in-historic-buildings

Works to improve the energy efficiency of historic buildings is highly likely to require formal consent. Advice on what would be required and how the impact would be evaluated is provided later in this chapter.

New Buildings

- 4.39 A listed building (including its curtilage) is protected by law from inappropriate development. Any building work within the curtilage will need planning permission. There are no permitted development rights.
- 4.40 The legislation also protects the wider setting of listed buildings. Applications for development can be turned down on the grounds of damage to the setting.
- 4.41 There is no rule of thumb defining at what distance the proposed development has to be away from the listed building to affect setting. An assessment of setting is not just confined to views to the listed building but also views from the listed building.
- 4.42 The setting can be an integral part of a building's character. This could be a formal garden design if it is a house, or a designed parkland if it is a country house, or a space that served the building historically (a churchyard to a church, a service yard to a textile factory or a farmyard to a farmhouse). Designed parkland also invariably sits within its own setting which also needs to be respected.
- 4.43 Setting can also extend to the relationship between a listed building and its neighbours (particularly important if the neighbours share common characteristics, such as a terrace), or it can extend further to incorporate views of the building if it is a landmark. Planning permission for development will not be granted where it would result in damage to the setting of a listed building.

Buildings at Risk

- 4.44 Listed buildings need to be regularly maintained. Preventive maintenance (such as cleaning out gutters and drains and replacing slates that have slipped) is the key to avoiding problems escalating out of control.
- 4.45 If an owner is not adequately keeping a listed building in good repair the Local Planning Authority, Historic England and the Secretary of State all have powers to serve notice on the owner to prevent further deterioration or carry out full repairs. These powers are given under the Planning (Listed Buildings and Conservation Areas) Act 1990. They are called either an Urgent Works Notice (section 54) or a Full Repairs Notice (section 48). The serving of a Full Repairs Notice can lead to Compulsory Purchase of a listed building if repairs are not carried out.
- 4.46 Listed buildings are also protected by law from unauthorised work or demolition. Unauthorised work that results in damage to a listed building or loss of any historic features is a criminal offence.
- 4.47 The majority of historic buildings in England are well maintained. A number of historic buildings are "at risk" from dereliction, neglect and disuse. These are publicised in a national and county list of "Buildings at Risk". These range from buildings on the point of collapse to those needing some maintenance or with vacant upper floors.
- 4.48 The register enables the local authority to prioritise any action needed. It also enables the authority to look

strategically at any patterns of neglect to identify areas needing pro-active initiatives (such as grant schemes and feasibility studies).

- 4.49 Derbyshire County Council are responsible for maintaining the Register for Buildings at Risk across the County. The entries are listed on a dedicated web page. The Historic England website enables the search of Heritage at Risk across England.

apps.derbyshire.gov.uk/dotnet-applications/HistoricBuildings/default.aspx

historicengland.org.uk/listing/heritage-at-risk/search-register/

165

Core Principles

1. Listing includes the **interior and exterior of the building**, any object or structure fixed to it and any structure within the curtilage which pre-dates July 1948.
2. It is a **criminal offence** to carry out any unauthorised work
3. It is important to **understand the building before changing anything**, get to grips with why it's listed, which parts are significant, and how its materials and construction work.
4. Key advice is to **repair listed buildings using traditional methods**, avoid rushing into repairs or alterations without specialist guidance.

5. Always **speak to the local planning authority** before carrying out **any** work however small because even minor changes may need listed building consent.
6. Above all, treat the building as a **historic asset to be cared for** rather than a standard property to be upgraded, and the decisions made will protect its character for the long term.



5.0 Historic Agricultural Buildings

5.0 Historic Agricultural Buildings

Introduction

- 5.1 Historic agricultural buildings contribute to defining the unique character and distinctiveness of rural landscapes, showing how land was settled and used, contributing significantly to landscape character. In villages, they make a significant contribution to local identity. They showcase traditional building techniques and local materials, tell stories of past farming life, and offer economic potential through adaptive reuse.
- 5.2 Historic agricultural buildings across Bolsover form a distinctive part of the district's rural character, shaped largely by early 19th century estate farming and the enclosure of surrounding land. These farmsteads are typically constructed from local sandstone or limestone, with roofs of Welsh slate or traditional clay pantiles that give them a strong sense of place. The structures of farmsteads vary in scale and layout according to their former function. Their built form often includes symmetrical two storey farmhouses accompanied by attached barns and outbuildings arranged around courtyards, reflecting both functional needs and historic field patterns.
- 5.3 Architectural details such as ashlar quoins, round arched doorways with keystones, and timber mullioned or sash windows set beneath wedge lintels contribute to their refined yet robust appearance. Together, these features create integrated farmstead complexes that illustrate the agricultural history and estate influence that shaped Bolsover's rural landscape.
- 5.4 Historic farm buildings in Bolsover are protected through a combination of heritage and design policies in the Local Plan that aim to safeguard their architectural, historic and landscape value.
- 5.5 Policy SC17 ensures that listed farm buildings and their settings are preserved or enhanced, resisting harmful alteration or loss of significant fabric.
- 5.6 Policy SC16 protects farmsteads within or affecting Conservation Areas, requiring development to respect their historic character and appearance.
- 5.7 Policy SC18 recognises the importance of non designated historic farm buildings, requiring their significance to be understood and conserved proportionately.
- 5.8 Alongside these, Policy SC3 aims to ensure that any reuse, conversion or new development around farmsteads reinforces local distinctiveness, respects traditional rural forms and materials, and maintains the wider landscape character. Together, the aim of these policies is to promote sensitive, well informed approaches that retain the heritage value and rural identity of Bolsover's historic farm buildings. Policy SC3 is supported by the Successful Healthy Places SPD

with guidance to support the delivery of high-quality development across the district.

[Supplementary Planning Documents](#)

- 5.9 Historic England has produced a number of advice documents on the adaptation of and reuse of agricultural buildings. They explain how significance can be retained and enhanced through well-informed maintenance and sympathetic development, provided that repairs, design and implementation are carried out to a high standard.

[Adapting Traditional Farm Buildings - Historic England](#)

169 **Bolsover's Agricultural Buildings**

- 5.10 The farm buildings in the **north of the district** are characterised by soft creamy magnesian limestone and either slate or pantiled roofs, sometimes hipped. Many of the farms within the Magnesian Limestone plateau were developed in the early to mid 19th century as farming expanded to accommodate new scales of production. In particular, farms were purpose-built for intensive cereal cropping/ arable production, creating large complexes.
- 5.11 Within the **south of the district** the low-lying farmland is poorly drained and supports dairy farming. This is reflected in the nature of the farm buildings within the historic settlements. Here, the farm buildings often comprise long ranges of single – storey or 1½ storey buildings, often pantile with stone eaves, providing cart

sheds, cow sheds, and byres with some storage above. There are usually extensive ranges of small buildings.

- 5.12 Within the **eastern edge of the district** the farmsteads of the Estate Farmlands are defined by an ordered rural landscape shaped by historic estate ownership, particularly around Hardwick. Farmsteads are typically medium to large and follow regular courtyard layouts that reflect planned agricultural design. The model-type complexes are of large mass, are stone-built with slate roofs, sometimes elongated hipped catslide roofs and incorporate large full-height barn doors. Buildings use high-quality sandstone or estate brick with slate or tile roofs, giving them a unified and formal appearance. Development in this character type should respect the planned farmstead pattern, use locally appropriate materials, and maintain the landscape's strong sense of order and estate influence.
- 5.13 In contrast at the **west of the district** the Wooded Farmlands form an enclosed, intimate landscape of ancient woodland, irregular fields, and winding lanes. Historic farmsteads are smaller, more dispersed, and often irregular in layout, reflecting organic historic development. Buildings are usually vernacular sandstone with stone slate or tile roofs, blending naturally with the wooded setting. New development should reinforce the dispersed pattern, modest scale, and vernacular materials that characterise this landscape, while preserving its strong sense of enclosure and woodland integration.

5.14 Many non-estate farms are no longer viable and they are being sold, sub-divided and reduced into smaller holdings that are attractive as smallholdings but not viable as farms. In this environment there is renewed pressure to find alternative uses for redundant agricultural buildings within former farms. The housing market puts pressure on the re-use of buildings that perhaps would ordinarily be overlooked.

Conversion

- 169
- 5.15 The conversion of rural buildings in settlement frameworks is treated differently from buildings in the open countryside. Within settlements frameworks defined in the local plan, there is a presumption in favour of conversion provided that it preserves the character of the buildings and in the case of Conservation Areas, that it preserves or enhances the character of the settlement. It is the particular impact on the buildings themselves that is of material weight.
- 5.16 The design criteria for assessment of conversion schemes outside settlements is the same as those within settlements
- 5.17 The diversification of farms is supported by the district council where it ensures the survival of the farm and sustains agriculture as the primary land use.
- 5.18 Outside settlement frameworks, where permission is needed, the conversion of farm buildings into small business use, commercial, light industrial, recreational and community uses will be supported, provided

that this does not lead to the irreversible change of character in the historic buildings or the landscape and requirements such as safe highway access are met. Farm Tourism (camping, bed and breakfast, self-catering or camping barns) is appropriate where it supports the income of a working farm. These low-key uses have little impact on the character of the countryside. Where it is necessary to control the occupation of converted buildings, planning conditions will be used to limit use.

Residential Conversion

- 5.19 The conversion of farm buildings to residential use can entail a significant number of changes.
- 5.20 Since 2015 the conversion of certain agricultural buildings into dwellings has been allowed without the need for planning permission under Class Q of the Town and Country Planning (General Permitted Development) Order (GPDO) 2015 . In order to qualify under Class Q, the building must be on an agricultural holding and have a prior agricultural use. Under Class Q the building operations must be reasonably necessary for the conversion rather than a "rebuild". For agricultural buildings that qualify for conversion under class Q, an application for Prior Approval will be required.
- 5.21 Applications for residential conversion of agricultural buildings that do not qualify under Class Q will require full planning permission.

Extensions

- 5.22 For any scheme for conversion of farm buildings it will be essential that the development is feasible without the need for further extensions. Where development involves residential use, for example, garaging should be contained within the existing buildings. New detached garage blocks and attached conservatories will not be acceptable.
- 5.23 Where planning permission is approved for conversion of farm buildings, permitted development rights will normally be withdrawn.

5.24

Extent of Reconstruction

- 5.25 Many historic agricultural buildings have suffered neglect and structural damage as a result of lack of investment. It is essential that in any case for conversion, the building should be capable of conversion without the need for significant reconstruction. The condition of farm buildings is therefore an important consideration when assessing proposals for change of use.
- 5.26 The extent of reconstruction permitted will be at the discretion of the planning authority on the basis of the professional structural condition survey.

Design Considerations

- 5.27 Agricultural buildings contain many distinctive features related to their original intended use. It will be important that these are retained in any proposals for change of use. For example, doors are usually wider than

domestic doors and open outwards, fitted within a rebate and fixed on hinge pins. It will be important that "taking – in" doors and stable doors are retained in any schemes for conversion. They can be used for additional security as external shutters.

- 5.28 Within the district there are several historic estates that own and manage farms. These estate buildings have house styles with distinctive building details and colour schemes. It is important that these local details are preserved in any conversion scheme.
- 5.29 The setting of farm groups is important. To protect the setting of historic farm groups, for development schemes that require planning consent, permission will not normally be given for the subdivision of farmyards. These will need to be treated as communal areas and landscaped accordingly retaining hard elements such as setts and brick – on-edge. Parking areas should avoid marked bays. The formation of new curtilages to create private gardens will require careful consideration and details must be submitted with the planning application.
- 5.30 Whilst enclosed spaces within farm complexes are often hard landscaped, the land surrounding the farm group is invariably open fields. In order to protect the setting of these farm groups in the landscape, the district will normally remove permitted development rights by way of a planning condition, on those schemes where planning permission is required for conversion to residential use.

5.31 Further useful guidance can be found in an Historic England document on Historic Farmsteads.

<https://historicengland.org.uk/advice/caring-for-heritage/rural-heritage/farm-buildings/>

Core Principles

1. **Significance led design** – Base all decisions on understanding the building's original agricultural purpose, form and materials.
2. **Retain agricultural character** – Ensure the building still reads as a historic farm structure, not a standard house or commercial unit.
3. **Minimum intervention** – Change only what is essential for a viable new use; preserve historic fabric and irregularities.
4. **Respect original form and massing** – Keep the footprint, roof shape and scale; avoid extensions or dominant alterations.
5. **Layout shaped by structure** – Plan interiors around existing bays, volumes and structural rhythms rather than domestic norms.
6. **Controlled and justified openings** – Reuse existing openings; add new ones sparingly and only where structurally logical.
7. **Treat large historic openings as infill** – Keep barn doors and cart entrances visually prominent, with glazing recessed as infill.

8. **Preserve roof and structural features** – Keep trusses, frames and roof forms visible; avoid dormers and full width upper floors.
9. **Use appropriate materials and detailing** – Repair with traditional materials; make new additions contemporary but restrained.
10. **Integrate services discreetly** – Route modern services with minimal impact and ensure they remain reversible.
11. **Respect the wider farmstead setting** – Maintain historic yard patterns, openness and relationships; avoid suburbanising the surroundings.



6.0 Registered Parks and Gardens

6.0 Registered Parks and Gardens

Introduction

- 6.1 Registered historic parks and gardens are nationally recognised designed landscapes of exceptional cultural and historical value. They reflect significant periods of garden design, often associated with notable designers and historic events. Designation supports their protection as heritage assets with the aim to safeguard their layout, features, and character.
- 6.2 ¹⁷³ Historic parks and gardens across Bolsover are shaped by a collection of significant estates, most notably Hardwick Hall, Bolsover Castle and the historic designed landscape surrounding Barlborough Hall. Together, these sites illustrate centuries of landscape design, combining 16th and 17th century formal terraces, avenues and ornamental gardens with later areas of landscaped parkland.
- 6.3 Their character is enriched by features such as gatehouses, lodges, stone boundary walls, ornamental lakes and a variety of garden buildings that speak to long established estate management. Mature woodland, historic avenues and surviving elements of formal planting contribute to a strong sense of continuity, while long axial vistas and framed views across ridges and valleys create dramatic visual connections with the wider landscape.
- 6.4 The historic parks and gardens of the district also retain important historic elements including deer parks, walled gardens and estate farm complexes, forming a vital part of Bolsover's heritage and its distinctive rural identity.
- 6.5 Registered parks and gardens are designated heritage assets under the National Planning Policy Framework, gaining similar protections to conservation areas, listed buildings and scheduled monuments. Inclusion on the Register does not create a separate consent process, but when assessing proposals greater weight is given to their conservation.
- 6.6 **Policy SC20** of the Local Plan protects the special historic, architectural and landscape significance of Registered Parks and Gardens and their settings. It requires development to conserve their character, layout, key views, important features and overall sense of place. Proposals must avoid harm, demonstrate a sound understanding of what contributes to the site's significance, and ensure any change is sensitive, well justified and enhances rather than diminishes these nationally recognised historic landscapes.

Criteria for Registration

- 6.7 All sites included on the Register of Parks and Gardens must demonstrate special historic interest in a national context. Nine general criteria are used, grouped into two categories: Date and Rarity and Further Considerations.

Date and rarity

- 6.8 The older and rarer a designed landscape, the more likely it is to qualify for registration. Key principles:
- Pre-1750: Significant original layout survives.
 - 1750–1840: Enough remains to reflect design.
 - Post-1840: Must be of special interest and intact; higher threshold for recent sites.
 - Post-1945: Careful selection needed.
 - Under 30 years: Only if outstanding and under threat.

Further considerations

- 174
- Influential in shaping taste or referenced in literature.
 - Early or representative examples of a style/type or by notable designers of national importance.
 - Associations with significant people/events.
 - Strong group value with other heritage assets.

Specific Considerations

- 6.9 There are also specific considerations that contribute to the heritage significance of a Registered Park and Garden. Well-documented sites tend to achieve higher grades, especially when linked to listed buildings or garden structures. The design concept is more important than scenic beauty unless deliberately integrated. Authenticity matters: routine changes are acceptable, but unsympathetic restoration or full recreational use reduces significance. Poor condition does not prevent registration if the layout survives, although irreversible loss does.

- 6.10 Structural elements are key, with historic planting adding interest but not being a primary factor. Archaeological remains strengthen the case for designation and significance including abandoned gardens which may be scheduled. Deer parks qualify if boundaries, interiors, and visual links to house survive, while sports grounds are assessed as part of the park, with related structures sometimes listed separately.

Grading

- 6.11 Registered sites are divided into three grades:
- Grade I: Exceptional interest
 - Grade II*: More than special interest
 - Grade II: Special interest
- 6.12 About 37% of registered landscapes are Grade I or II*, compared to only 8% of listed buildings.

Registered Parks and Gardens in Bolsover District

- 6.13 Bolsover District contains three designated historic parks and gardens on the Historic England Register:
- Bolsover Castle (Grade I) – An exceptional early 17th-century designed landscape featuring terraces, the Fountain Garden, and formal pleasure grounds. Its significance lies in the survival of its original layout, Renaissance-inspired design, and strong associations with Sir Charles Cavendish and architect Robert Smythson.
 - Hardwick Hall (Grade I) – One of England's finest Elizabethan landscapes, combining extensive

parkland with formal walled gardens, pavilions, and gatehouses. It exemplifies Elizabethan garden planning and is closely linked to Bess of Hardwick and Robert Smythson.

- Barlborough Hall (Grade II) – A well-preserved late 16th-century landscape with walled gardens and parkland integral to the Elizabethan mansion. Its group value with the hall and associated structures underpins its heritage importance.
- Welbeck Abbey (Grade II) - A small section of the historic park and garden falls within Bolsover District but the majority of the park of Welbeck Abbey lies in Bassetlaw District.

175

Bolsover Castle

6.14 Bolsover Castle's grounds are Grade I on the Historic England Register because they represent one of the most significant surviving examples of early 17th-century garden design in England. Key reasons include:

- Historic Integrity: The layout of terraces, the Fountain Garden, and associated features remains largely intact from its original design period (c.1608–1640).
- Design Innovation: The gardens showcase Renaissance-inspired concepts adapted to an English setting, emphasizing theatrical views and formal geometry.
- Associations: Strong links to Sir Charles Cavendish and architect Robert Smythson, figures central to Jacobean architecture and landscape design.
- Group Value: The gardens are integral to Bolsover

Castle's architectural ensemble, enhancing its historic and aesthetic significance.

Hardwick Hall

6.15 Hardwick Hall's grounds are Grade I because they represent one of the most important and best preserved Elizabethan landscapes in England. Key reasons include:

- Historic Integrity: The park retains its 16th-century walled gardens, pavilions, and gatehouses, alongside later formal and pleasure grounds.
- Design Significance: It exemplifies Elizabethan garden planning, combining architecture and landscape in a unified composition.
- Associations: Strong links to Bess of Hardwick and architect Robert Smythson, central figures in Elizabethan design.
- Scale and Survival: Extensive parkland with medieval origins and 17th-century extensions remains largely intact.

Barlborough Hall

6.16 Barlborough Hall's grounds are Grade II because they are a well-preserved example of a late 16th-century designed landscape. Their significance lies in:

- Historic Layout: The survival of walled gardens and parkland from the original period.
- Architectural Associations: Strong links to the Elizabethan mansion and its historic setting.
- Group Value: The gardens complement the listed

hall and associated structures, enhancing the overall heritage importance.

- 6.17 These sites are protected as designated heritage assets under national planning policy, reflecting their historic integrity, design significance, and contribution to the district's cultural landscape. The aim is to understand the significance of the historic park or garden first and then to ensure that any development conserves its character, layout, key views and setting, avoiding harm to the designed landscape.

Core Principles

1. Using the site's **historic design**, planting, vistas and circulation routes to guide what is appropriate
2. Keeping new development **low impact**, sensitively located and visually recessive
3. Avoiding the **loss** of important features, spaces or relationships within the landscape
4. Demonstrating, through a heritage assessment, that the proposal is informed, justified and **conserves** what makes the place special
5. Critically, any proposal needs to show that it fits into the **historic design logic** of the park or garden rather than competing with it.



7.0 Archaeology

7.0 Archaeology

Introduction

- 7.1 As the physical remnants of human history, archaeology reveals how past societies lived, evolved, and interacted, thereby offering vital lessons about human behaviour, cultural heritage, and adaptation.
- 7.2 Bolsover's archaeology reveals a long, many layered story of human activity, from early prehistoric occupation to the industrial era. Evidence ranges from Mesolithic and Bronze Age sites to cropmarks, enclosures and ancient routeways, with Creswell Crags standing out as an internationally important Palaeolithic site. Roman remains, the medieval town of Bolsover, and widespread ridge and furrow fields show continuous settlement and agricultural evolution, while textile mills, collieries and other industrial features mark the district's later transformation. Together, these traces form a rich archaeological landscape reflecting thousands of years of change.
- 7.3 **Archaeology** refers to all physical evidence of past human activity, whether buried, standing or recorded. It includes everything from prehistoric tools and Roman remains to medieval field systems and industrial era structures. Most archaeological remains are not formally designated, but they still form an important part of the historic environment and are a material consideration in planning.

178

- 7.4 **Scheduled Monuments** are the small proportion of archaeological sites that are considered nationally important and are given legal protection under the Ancient Monuments and Archaeological Areas Act 1979. Because of their significance, any works affecting them require Scheduled Monument Consent, and harmful change is strongly restricted. There are 13 scheduled monuments in the district (see Appendix (B)), with two distinctive clusters – one around Bolsover, and a cluster within the limestone gorges.
- 7.5 Policies **SC18 Scheduled Monuments and Archaeology** and **SC19 Bolsover Area of Archaeological Interest** of the Local Plan seek to protect scheduled monuments and archaeological sites and their setting.

Historic Environment Record (HER)

- 7.6 Derbyshire Historic Environment Record (HER) maps both designated and undesignated heritage and archaeological sites across the county. These can be searched via the Derbyshire HER website, where a map search is available her.derbyshire.gov.uk

Areas of Archaeological Interest

- 7.7 **Bolsover Town** has been identified as an Area of Archaeological Interest. Various remains have been uncovered. An excavation of the site of the former

Council Offices in the town centre, revealed back-land industrial activity associated with Roman occupation over a long period of time. On the same site and at the site of the Castle Visitor Centre pre-construction, Mesolithic and Bronze Age evidence has been found. A thorough archaeological assessment of Bolsover was undertaken by Arcus (University of Sheffield) in 1995 – “A Review of the area of archaeological interest at Old Bolsover”.

- 179
- 7.8 In view of the continuity of occupation for such a long period and the survival of the planned medieval street pattern, the town has a rich and complex history that warrants the special planning control over archaeology. As a result, all applications for planning permission which fall within the Bolsover Area of Archaeological Interest must be accompanied by a field evaluation.
- 7.9 **Creswell Crags and the Limestone Gorges** form part of the southern Magnesian Limestone area that run along the eastern boundary of the district are of national archaeological importance for their Ice Age remains.
- 7.10 These gorges and valleys are cultural landscapes where the geology, archaeology, topography and ecology are intertwined. They comprise a remarkable concentration of Ice Age archaeological and geological sites. The best known of these gorges is Creswell Crags, but a study (March 2004) revealed considerably more potential for Ice Age human activity and animal remains across all of the gorges and valleys within the district. The study identified the number of known or potential

cave or rock shelter sites to have increased from 50 to 163. These are located within – Pleasley Vale, Ash Tree Gorge, Markland Grips, Holinhill Grips, Elmton and Whaley Valleys and Langwith Valley.

- 7.11 The existing scheduled monuments are the largest concentration of protected Ice Age remains in the UK. The boundaries of the protected monuments are tightly defined. Their setting is protected under the legislation.
- 7.12 The schedule does not reflect all the surviving evidence and the potential for early human activity. This is due to the fact that it is not just the caves, crags and rock shelters that are important but the lower slopes and floor of each gorge. These have high archaeological potential because they contains layers of deposited sediments, where drift geology may have buried archaeological remains. There have been a number of developments in gorges such as Pleasley Vale over the last 200 years which have damaged this archaeology.
- 7.13 The Creswell Crags Conservation Plan (2001) and the Creswell Crags Limestone Heritage Area Management Action Plan (March 2004) are important policy documents that the Council will take into account when considering any proposals for development within these areas. A Conservation Statement and Management Action Proposals have been produced for each vale. The following policies from the Conservation Plan have particular relevance to applications for new development;

- 7.14 **A.1.6** Preserve and enhance the integrity of the Creswell Crags landscape including the removal of intrusive 20th century infrastructure that detracts from the appearance of the site.
- 7.15 **A.4.2** Carry out a study to consider definition of a protected area around Creswell Crags to safeguard and enhance the high quality landscape setting and to protect the setting from degradation through inappropriate and piecemeal development.
- 7.16 The threats to these gorges are in the form of development such as:
- 180
- improvements to road networks
 - drainage works
 - engineering operations
 - construction in association with agricultural buildings or industrial buildings
 - recreational development (including sports fields and cycleways)
 - large scale landscaping
 - public utilities operations such as pipe or cable laying.
- 7.17 Their setting may be affected by landfill sites, mineral extraction, industrial development and other large-scale operations.
- 7.18 The Council will seek to protect and enhance the setting of the limestone gorges and the historic views both into and from within the gorges. If any development is proposed which affects these gorges or their setting, the Development Control Archaeologist at Derbyshire

County Council and the Creswell Heritage Trust will be directly consulted.

- 7.19 In all cases where development is proposed within the limestone gorges, an archaeological appraisal will be required before an application is determined.

Medieval Settlements

- 7.20 In addition to the two Areas of Archaeological Importance, the medieval settlements of the district are areas of special archaeological interest. Maps of these areas are included in Appendix (A).
- 7.21 Documentary records and experience of recent archaeological evaluation in settlements such as Clowne has shown that a large number of the small towns and settlements in the district have medieval origins and significant potential for surviving medieval archaeology. There is heritage significance in the topography and the characteristics of the medieval settlement patterns that still survive.
- 7.22 Barlborough has been surveyed under an Historic England programme called "Extensive Urban Surveys" which demonstrated the significance of the pattern of its historic development and surviving townscape.
- 7.23 The boundaries of the core medieval settlements have been identified based on early map evidence prior to 19th century coal mining development. Together with the Sites and Monuments Record these boundaries provide a means of identifying archaeological potential.

7.24 Inside the core medieval settlements any development that is likely to disturb the ground will be referred to the Development Control Archaeologist at Derbyshire County Council so that proposals can be evaluated for their impact on archaeology.

7.25 The following settlements are identified as having significant potential for medieval archaeology;

- South Normanton
- Blackwell
- Tibshelf
- Glapwell
- Palterton
- Scarcliffe
- Shirebrook
- Elmton
- Clowne
- Whitwell
- Barlborough

181

7.26 When considering development, archaeological significance must be understood first, and protected through an informed, minimal impact design. Overall, the key advice is to plan early, understand the heritage value, and shape development so that archaeological significance is conserved.

<https://historicengland.org.uk/images-books/publications/planning-archaeology-advice-note-17/heag314-planning-archaeology/>

Unknown archaeology that could be of national importance

7.27 Buried archaeological remains that have not yet been discovered but may survive below ground in areas with

known historic activity. These remains could turn out to be as significant as scheduled monuments, meaning they would merit the highest level of protection if found. Because their exact nature and extent are unknown, the planning system takes a precautionary approach: developments in areas with archaeological potential may require surveys, assessments or trial trenching to determine whether important remains exist. If nationally important archaeology is discovered, it must usually be preserved in situ, and development may need to be redesigned or restricted to avoid harm.

Core Principles

1. development affecting archaeological remains or Scheduled Monuments should be guided by **early assessment**, usually a desk based study and, where needed, field evaluation to identify what survives and how important it is.
2. Proposals must then **avoid harm** wherever possible, design around sensitive areas, and preserve remains in situ unless there is a clear and justified reason not to.
3. For Scheduled Monuments, the bar is even higher: harmful change is **strongly restricted** and any works require separate Scheduled Monument Consent.

8.0 Setting



8.0 Setting

Introduction

- 8.1 The setting of historic assets is integral to their significance, providing context, identity, and meaning, contributing visually (views, landscape) and non-visually (tranquillity, historical associations). Setting applies to Conservation Areas, Listed Buildings and Scheduled Monuments.
- 8.2 Setting is defined as the surroundings in which the asset is experienced. Its extent is not fixed. Setting includes visual and non-visual factors such as noise, activity, and historic relationships. Elements of an asset's setting may enhance, detract from, or make a neutral contribution to its overall significance. Public access is not required for setting to contribute to the asset's significance.
- 8.3 In terms of physical extent, the setting of an asset sits somewhere between the surrounding landscape and the curtilage of an asset. The landscape is a wider area shaped by natural and human factors and broader than setting whereas the curtilage is a legal boundary around a building, usually smaller than its setting. The extent of setting cannot be permanently fixed or mapped because surroundings and knowledge of the asset and surroundings evolve.
- 8.4 Historic setting across Bolsover is strongly shaped by the district's varied topography, with settlements positioned along ridges, plateaus and valleys that create distinctive open rural backdrops. This landscape is deeply rooted in historic context, from medieval field systems and enclosure patterns to the influence of long established estate landscapes. Views play a central role, with long vistas to prominent landmarks and framed views through woodland and farmland reinforcing a sense of place. Approaches to settlements often follow historic lanes and trackways, giving a strong sense of arrival shaped by centuries of movement across the landscape. Features such as gatehouses, lodges, stone walls and mature trees further contribute to setting, tying together buildings and landscape.
- 8.5 The Local Plan protects historic setting through several key policies. **SC16 Conservation Areas, SC17 Listed Buildings** and **SC20 Registered Parks and Gardens** all require development to respect and conserve the surroundings that contribute to an asset's significance, including important views, spatial relationships, landscape character and historic context. These policies ensure that change within or near designated heritage assets does not erode the qualities that make their settings meaningful.
- 8.6 Other policies also support this principle more broadly. **SC18 Non Designated Heritage Assets** requires proportionate consideration of the setting of locally important heritage buildings/structures, while **SC3 High Quality Development** ensure that new development

responds sensitively to local distinctiveness, rural character and the wider landscape. Together, these policies guide development so that historic settings are understood, respected and conserved across the district.

- 8.7 Historic England has produced guidance on managing change within the settings of heritage assets, including archaeological remains and historic sites.

[The Setting of Heritage Assets - Historic England](#)

The contribution of Setting to Significance

- 8.8 **Setting** is not defined as part of the heritage asset or designation. Its importance is in how it contributes to the significance of an asset or the ability to appreciate that significance. The key factors are:

- 8.9 **Change over time:** Settings evolve as surroundings change. Understanding this history helps predict how future development will affect significance. Original settings often strongly contribute to significance, but later changes can also add value, such as a townscape shaped by phases of development. Conversely, inappropriate past changes may diminish significance, and thereby removing such intrusive elements can potentially enhance it.

- 8.10 **Cumulative change:** Where significance has already been compromised by unsympathetic development, further change must be assessed carefully. Additional harm could sever remaining links to original settings, while positive change might restore historic landscapes

or remove structures blocking key views. Screening intrusive developments can help their assimilation, though it is not a substitute for good design.

- 8.11 **Access and setting:** The contribution of setting does not depend on public access. Equally numbers of visitors are not a measure of significance. Significance is qualitative and can include tranquillity, remoteness, or local community value. Restricted access does not diminish importance; interpretation or improved access can enhance appreciation.
- 8.12 **Buried assets and setting:** Heritage assets that are not visible, such as archaeological remains or submerged sites, still have settings that influence significance. Strategic views, historic street patterns, and continuity of land use can reveal their presence. Even if obscured, the setting may retain associative or historical value.
- 8.13 **Designed settings:** Many heritage assets have settings deliberately created to enhance their presence or create drama (e.g. formal parks and gardens around country houses). These designed settings may themselves be designated heritage assets and often extend beyond the immediate boundary, including distant features or borrowed landscapes. Evaluation should consider immediate, wider, and extended settings, as large-scale development can affect significance even from afar.
- 8.14 **Setting and urban design:** In urban areas, setting interacts with townscape and design considerations. Attributes such as enclosure, street layout, lighting, and visual harmony influence how heritage assets are

experienced. Protecting setting often aligns with good urban design principles.

- 8.15 **Setting and economic viability:** Sensitive development can support the sustainable use of heritage assets, while poorly designed or intrusive development can reduce economic viability. Balancing heritage and economic considerations is essential.

Views and Setting

- 185
8.16 Views often express how setting contributes to significance. Important views include those designed as part of an asset's function, those with historical or cultural associations, and those linking multiple assets.
- 8.17 Designed, historic, associative, or culturally important views may be especially relevant, with some assets intentionally intervisible for functional or symbolic reasons. Views may be static or kinetic (experienced while moving). Conservation Area Appraisals and Heritage Management Plans often identify key views, but additional views may also merit consideration.
- 8.18 Landscape assessment differs from setting assessment because not all parts of a landscape contribute to significance. Landscape assessment considers everything within a view, while setting focuses on elements that contribute to an asset's significance. Views that do not relate to significance fall under general amenity rather than heritage considerations. Amenity relates to general enjoyment, not heritage value.

Development, Setting and Significance

- 8.19 **Identifying which heritage assets and their settings are affected.** This initial key step should identify the assets whose experience may be affected by development. The extent of the area of assessment varies depending on the scale and prominence of the proposal and the sensitivity of the asset to development.
- 8.20 This involves defining the surroundings where the asset is experienced and determining whether the development could influence that experience in any way. At the pre-application or scoping stage, it is good practice to indicate whether a proposal might affect the setting of specific assets or to define an "area of search" for potential impacts.
- 8.21 **Assessing the degree to which settings and views contribute to significance.** The next step is an evaluation of how setting and views support understanding of an asset's significance. The assessment should start with the asset's key attributes and then consider physical surroundings, associations, sensory factors, and how views reveal significance.
- 8.22 Mapping past and present relationships between the asset and its surroundings can help visualize contributions and identify opportunities for enhancement. Local Historic Environment Records and landscape character assessments are valuable sources of information.

8.23 **Assessing the effects of the proposed development.**

The identification of whether development will harm or enhance significance should consider location, form, appearance, wider effects, permanence, and cumulative impacts. The issue is whether the development enhances or harms significance through the principle of development, its scale, or its design.

8.24 **Exploring ways to maximise enhancement and avoid or minimise harm.**

Early discussion is crucial to identify opportunities for enhancement and reduce harm. Enhancement may involve removing intrusive features, restoring views/lost historic elements, or improving access or introducing new features or interpretation that improve public appreciation. Harm can be reduced through design changes, repositioning, or screening. However, screening should never substitute for good design and must be carefully planned to avoid creating new visual intrusions with the consideration of long-term management measures secured through planning conditions or legal agreements.

186

8.25 The relationship between a heritage asset and its surroundings must be understood and respected so that significance is not harmed.

Core Principles

1. identify what **aspects of the setting** contribute to the asset's value such as views, landscape character, spatial relationships or historic context
2. ensure new development is located, designed and scaled so that the **qualities that contribute to its value are conserved.**
3. Change is not ruled out, but it must be sensitive, well informed and **avoid eroding** the way the setting contributes to the asset's significance.

9.0 Applying for Consent



9.0 Applying for Consent

Introduction

9.1 This section provides practical guidance needed to prepare well justified, heritage sensitive proposals that have a stronger chance of securing consent. Together with the detailed advice contained throughout this document, it is intended to serve as a practical reference for anyone considering development affecting a heritage asset, supporting informed and responsible decision making from the outset.

The Application Process

9.2 The application process follows a clear sequence that applies to almost all types of development, from small extensions to major projects. It moves from early engagement through formal submission, public scrutiny, professional assessment, and finally a decision. The process is designed to ensure development is properly assessed against national policy, the local plan, and material considerations. Although timescales can vary due to scale and complexity, the core stages remain consistent.

- **Pre-application advice:** Applicants should discuss proposals with the Local Planning Authority to identify issues early.
- **Submission:** Application form, plans, supporting documents, ownership certificates submitted, and fees paid.
- **Validation:** The Local Planning Authority checks the application is complete i.e. including all of the necessary information before formally registering it.
- **Public consultation:** Neighbours and statutory bodies are notified and invited to comment, usually for 21 days.
- **Assessment:** Planning officers assess the proposal against the Development Plan, national policy, technical evidence, and consultation responses.
- **Decision:** Permission is granted (with conditions) or refused, either by officers under delegated powers or by the Planning Committee.
- **Post decision:** Applicants may appeal if refused. Conditions on an approval require compliance, some of which may have to be attended to prior to the commencement of development starting.
- Failure to comply with listed building consent conditions is a criminal offence under the Planning (Listed Buildings and Conservation Areas) Act 1990, risking unlimited fines or up to two years' imprisonment. Local planning authorities can issue listed building enforcement notices to reverse unauthorized alterations, with non-compliance leading to prosecution.
- Failure to comply with planning approval conditions is a breach of planning control that can lead to local authority enforcement action, including fines,

prosecution, or orders to demolish, alter, or cease using a development. Consequences include invalidated permission and potential criminal offences if notices are ignored

[The application process](#)

Pre-Application Advice

- 9.3 The Council has a free pre-application service for those seeking initial clarification on whether planning permission is required for householder developments and domestic extensions as well as preliminary advice regarding works to a Listed Building.

189

[Planning Permission and Householder Development Enquiries](#)

- 9.4 If a formal application is required, from 1st October 2025 the Local Planning Authority introduced a (fee paying) Pre-Application Advice Service for all development enquiries. This paid for service allows property owners, agents or anyone with land or property interests to obtain advice from the Authority prior to making a formal application. This ensures that effective and timely advice can be provided to those submitting a formal application.
- 9.5 Details of the fees and the target timeframe for responses based on the different categories of development are set out in the Pre-App Planning Advice Note.
- 9.6 To submit a pre-application enquiry complete the pre-application advice form online which includes an

online payment facility. Pre-application advice fees are nonrefundable and do not contribute towards the cost of any subsequent planning application submission.

Validation

- 9.7 The Bolsover Local Validation Checklist for Planning Applications includes a list of local information requirements, which are required in addition to the national validation requirements set out in the Town and Country Planning (Development Management Procedure) Order (2015), which are also set out in the Local Validation Checklist. Access to the checklist and other guidance is available on the following Council webpage.

[Local information requirements](#)

- 9.8 Please note that certain application types are not covered by the Local Validation Checklist, such as high hedge complaints, prior notification applications, applications or notice to carry out works to trees, environmental impact assessment development, hedgerow removal and others. You are recommended to contact the planning department at dev.control@bolsover.gov.uk to discuss specific validation requirements for these types of applications.

Building Regulations

- 9.9 The Building Regulations dictates how you build (safety/construction standards) ensuring compliance with structural, fire, and health regulations. It is

the responsibility of the applicant or their agent to investigate the need for consent under the Building Regulations.

- 9.10 If you are proposing a change of use or a change in plan form of a building in association with an extension you will need to provide an Access Statement. This should be submitted with both your applications for Building Regulations approval as well as Planning Permission. The Access Statement should identify the key issues, the constraints and any compensatory measures where full access is impracticable.
- 9.11 There is flexibility under the Building Regulations to take account of the need to preserve the heritage significance of a listed building. Early consultation with building control inspectors as well as the Council's conservation officer will ensure that an acceptable solution is reached

[Planning & Building Control - Self Service](#)

- 9.12 The requirements under Part L and Part M relating to energy efficiency and access and apply to all buildings including listed buildings. The specific requirement introduced by Part L is that reasonable provision shall be made for the conservation of fuel and power by limiting the heat loss through the fabric of the building. This only comes into effect if you are intending to carry out alterations that involve the replacement of fabric e.g. roof, windows, or a change of use.
- 9.13 The requirements of Part M of the Building Regulations 2010 addresses the need to provide accessible

buildings for people with disabilities. With regard to historic buildings, the aim of the regulations is to improve accessibility wherever possible, taking into account the practical constraints and historic character of historic buildings.

- 9.14 For further advice specific to historic assets see the Historic England webpage Building Regulations, Approved Documents and Historic Buildings <https://historicengland.org.uk/advice/technical-advice/building-regulations/>

Statement of Heritage Significance

- 9.15 A heritage assessment will be required when there could be an impact to the significance of a heritage asset – designated or non-designated.
- 9.16 A Statement of Heritage Significance is a concise, objective document that identifies what is important about a heritage asset, such as a building or site and explains why it matters. It acts as a baseline assessment of a site's special interest. Understanding the significance of heritage assets, in advance of developing proposals for buildings and sites, enables owners and applicants to receive effective, consistent and timely decisions.
- 9.17 The main guidance is an advice note published by Historic England which explores the assessment of significance of heritage assets as part of a staged approach in which assessing significance precedes designing the proposal(s).

<https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/heag279-statements-heritage-significance/>

Key Aspects of a Statement of Significance:

1. **Purpose:** Its main purpose is to help owners, developers, and decision-makers understand the heritage value of a site, helping to avoid or minimize harm during development or repair.
2. **Content:** It describes the asset's history, its physical, archaeological, architectural, and artistic interest, and how its setting contributes to its value.
- 191 3. **Value Assessment:** It articulates the "significance" (the value to this and future generations) through four key types of heritage interest:
 - **Evidential:** Potential to yield new knowledge.
 - **Historical:** Connection to past people, events, or phases.
 - **Aesthetic/Architectural:** Design, craftsmanship, or sensory stimulation.
 - **Communal:** Meaning for the community (e.g., social, spiritual).
4. **Proportionality:** The level of detail should be proportionate to the asset's importance and the complexity of the proposed changes.

Heritage Impact Assessments

- 9.18 Heritage Impact Assessments are required to accompany planning applications involving designated heritage assets, such as listed buildings and conservation areas, and may also be needed for non-designated sites.
- 9.19 A Heritage Impact Assessment (HIA) is a document that takes forward a Statement of Significance to assesses how a proposed development might affect the Significance of the historic building, landscape, or archaeological site that has been assessed. The Statement of Significance is the starting point, followed by an assessment of the potential impacts of the development on that significance, and a strategy to mitigate any negative effects.

Key Aspects of a Heritage Impact Assessment

Statement of Heritage Significance: (see 1-4).

5. **Proposed changes:** An outline of the specific works or development that is being proposed.
6. **Impact analysis:** An assessment of how the proposed changes could affect the heritage asset's significance.
7. **Mitigation strategy:** A plan to minimize or manage any negative impacts identified.
8. **Non-designated sites:** A local council may request an HIA if a development has the potential to affect a non-designated heritage asset.

Why a Heritage Impact Assessment is important

- 9.20 It informs decision-makers about the potential risks and benefits of a proposal on a heritage asset. It helps ensure that proposals for change are appropriate and that what is important about the asset is sustained or enhanced. Good information upfront can speed up the planning process and lead to better overall design outcomes. It ensures the project complies with both national and local heritage policies.
- 9.21 It is crucial that new development aims to avoid and then minimise harm to the historic environment. It should also seek enhancement opportunities to better reveal the significance of heritage assets. The Council will expect a heritage assessment to be undertaken and resist development that does not align with this SPD.

192

Key Aspects of a Heritage Impact Assessment:

- 1. Purpose:** The main aim is to identify, prevent, or reduce any harm (mitigation) to a heritage asset's significance, including its physical fabric, setting, or character.
- 2. Definition of Significance:** It assesses why the site is special (archaeological, architectural, artistic, or historic interest).
- 3. Contextual Analysis:** The assessment covers not just the building itself, but also its "setting"—the surrounding environment in which it is experienced.

- 4. Two-Part Process:** The assessment first establishes the significance of the asset, then moves on to evaluate the impact of proposed changes.
- 5. Mitigation Strategies:** It outlines measures to minimize negative effects, such as choosing, alternative designs or, if damage is inevitable, ensuring the damage is recorded.

Evaluation of Harm

- 9.22 Any assessment undertaken will also need to include an evaluation of harm and then how that harm can be avoided and minimised through the design considerations. Whilst the Council can then undertake their own evaluation of harm, it is important that the applicant includes this information as part of their assessment.
- 9.23 When assessing development affecting a heritage asset, the Council must judge whether the proposal would cause harm to its significance. This starts with understanding why the asset is important, then identifying how the proposal would impact on that significance. The Heritage Impact Assessment contributes significantly to this appraisal. The level of harm is then categorised to guide decision making, with proposals that are considered to result in substantial harm rarely supported.

Categories of Harm

- **Substantial harm:** Major change that seriously damages or destroys what makes the asset special.

- **Less than substantial harm:** Harm that affects significance but is not severe; this can range from minor to moderate impact.
- **No harm:** The proposal does not negatively affect the asset or its setting.

9.24 The process of producing a Statement of Significance followed by a Heritage Impact Assessment ensures that any harm is clearly identified, explained and weighed against potential public benefits. These benefits can be heritage-related or economic, social or environmental benefits

9.25 When applying for planning permission for works affecting a heritage asset or for listed building consent, understanding the heritage significance of the building/place is the necessary starting point. The purpose of this SPD is to provide pre-design guidance to developers, architects, agents and landowners when considering development that will impact on an historic asset.

9.26 If a proposal harms a heritage asset, the planning system treats that harm as a major constraint. It must be minimised, fully justified, and outweighed by strong public benefits.

Core Principles

1. **Understand the significance:** Begin by identifying what makes the heritage asset important—its history, architecture, setting and contribution to the wider area.
2. **Assess the impact early:** Consider how your proposal will affect that significance, including both the asset itself and its setting.
3. **Avoid or minimise harm:** Design the proposal to conserve the asset, working around sensitive features and avoiding unnecessary loss or alteration.
4. **Justify any change:** Where harm cannot be fully avoided, provide a clear, evidence based justification and demonstrate that the public benefits outweigh the harm.

5. **Use appropriate materials and methods:** Ensure proposed repairs, alterations and new work uses suitable materials and techniques that respect the character of the asset.
6. **Provide clear, proportionate information:** Submit the necessary heritage assessments, drawings and supporting documents so the Council can fully understand the proposal.
7. **Engage early:** Seek pre application advice where possible to resolve issues before submitting a formal application.

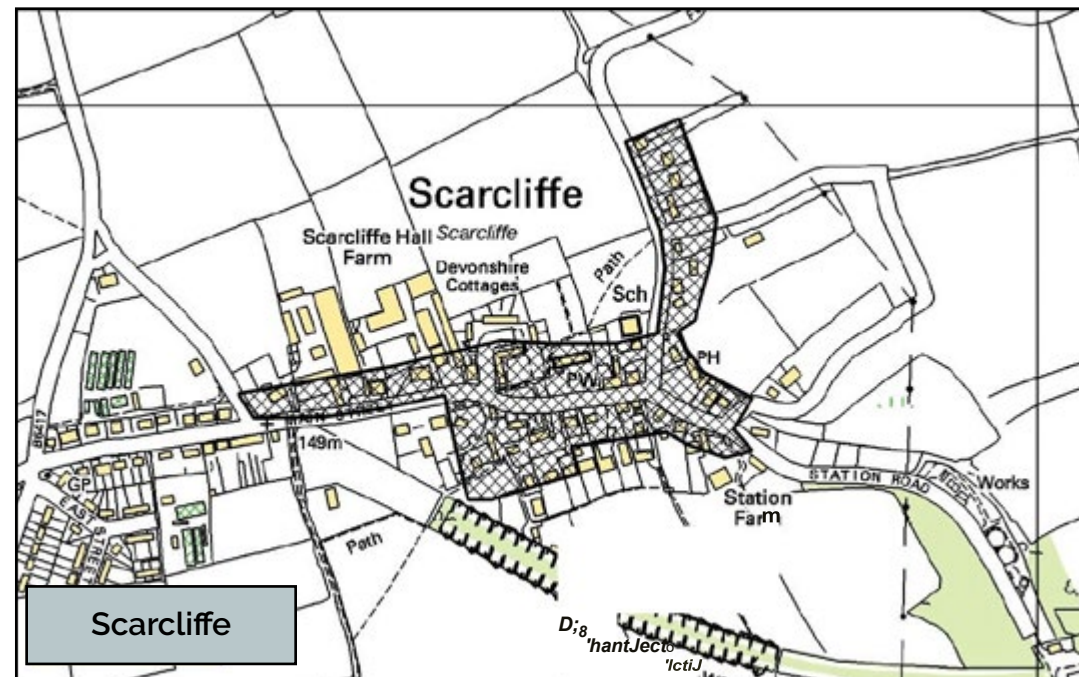
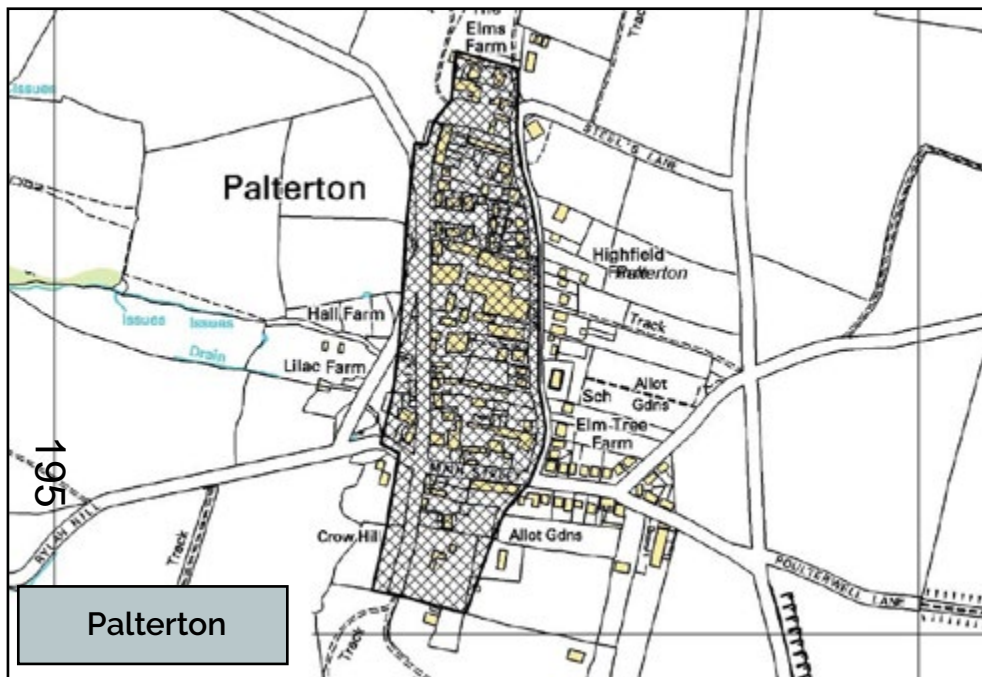
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Appendices

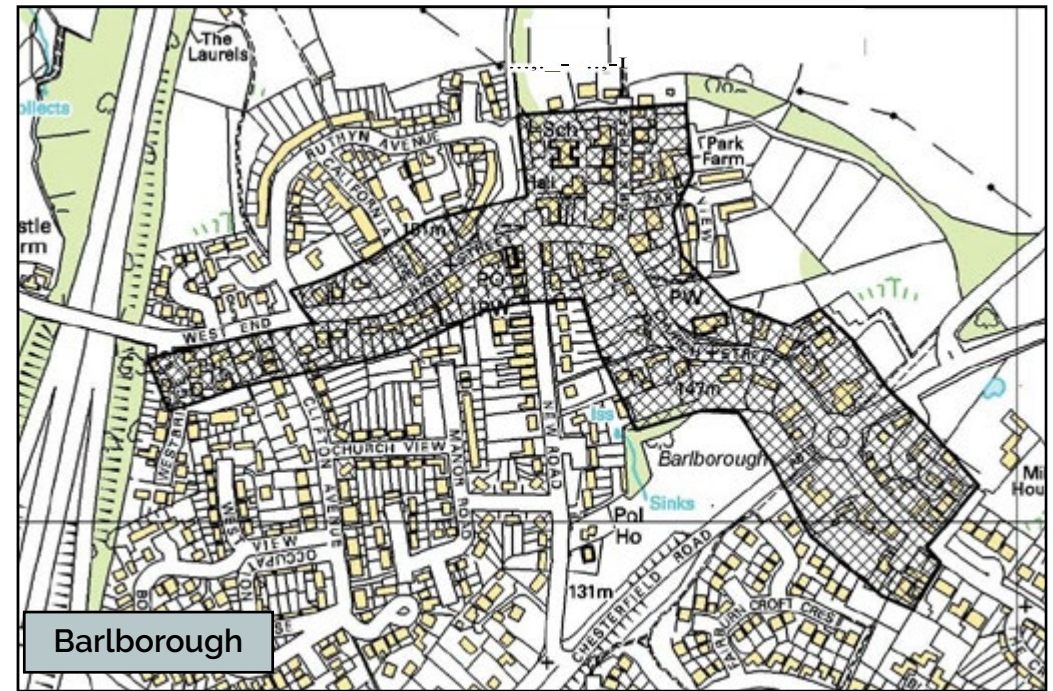
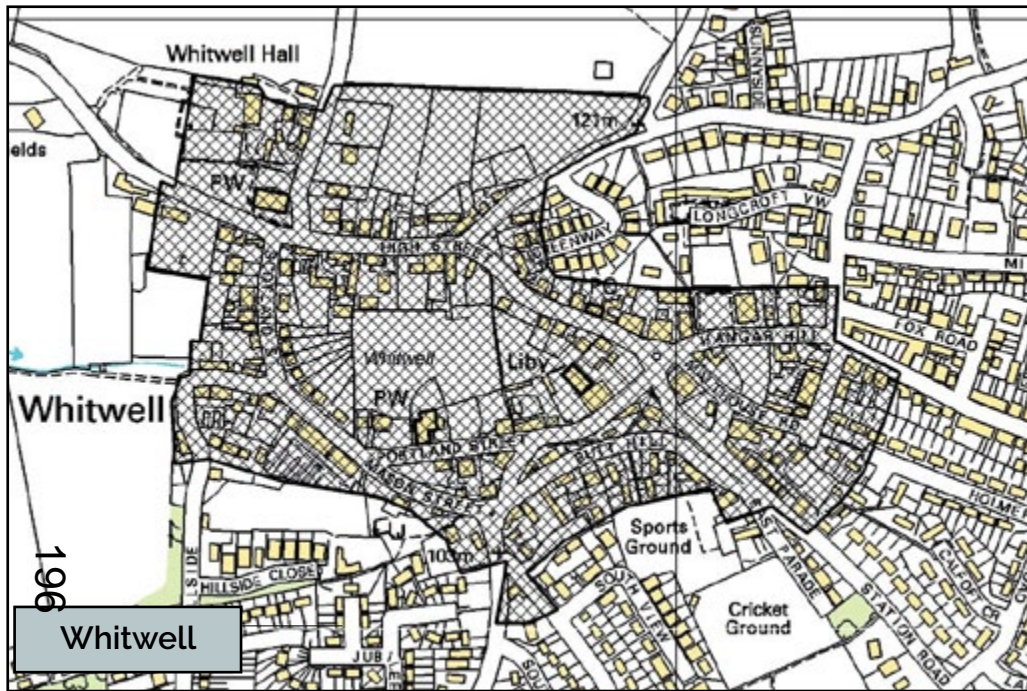


10.0 Appendix A – Plans of Settlements with Potential for Medieval Archaeology



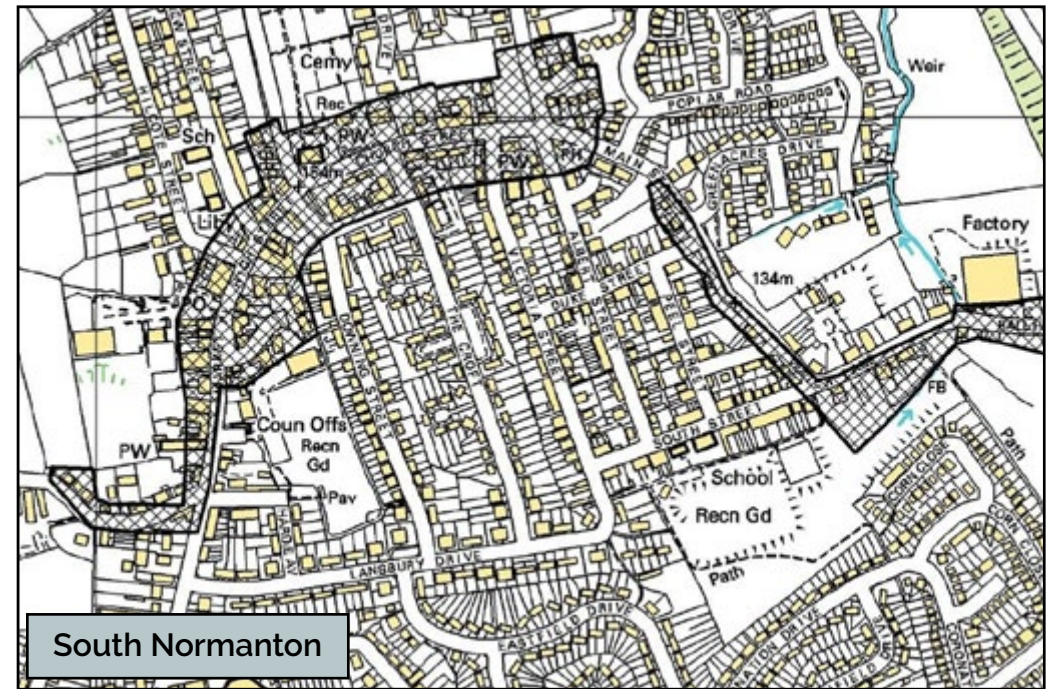
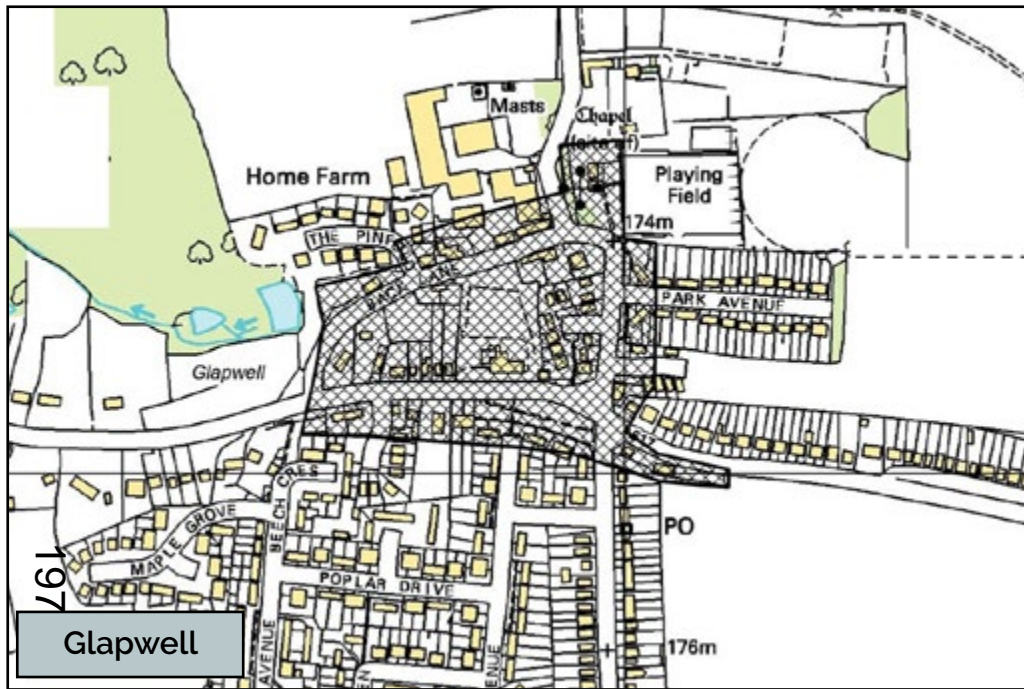
Settlements with potential for medieval archaeology

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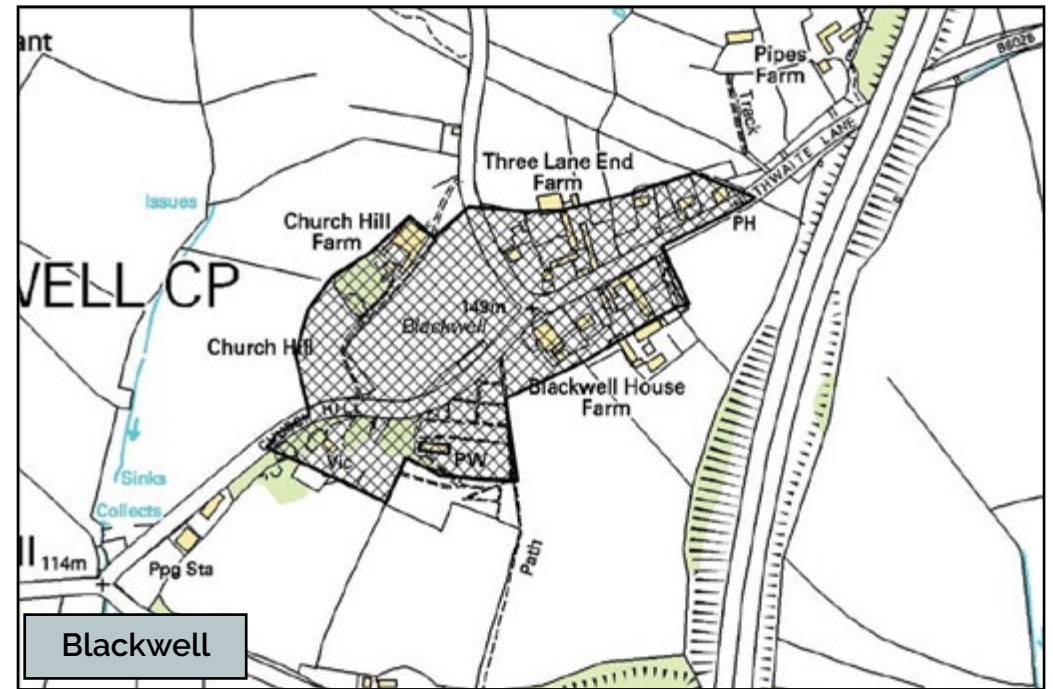
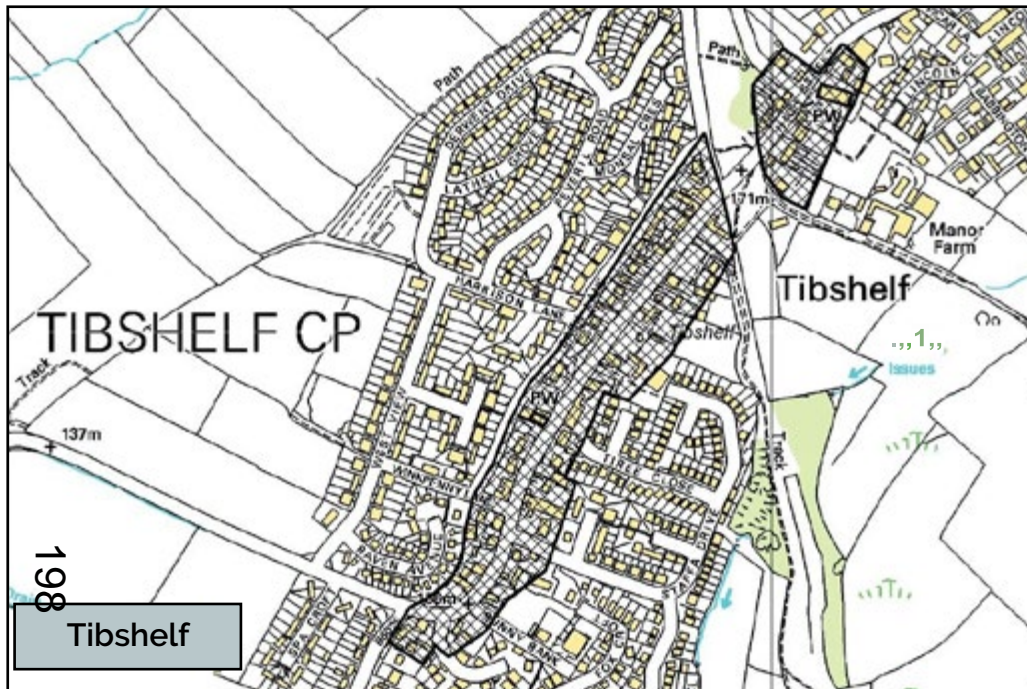
Settlements with potential for medieval archaeology

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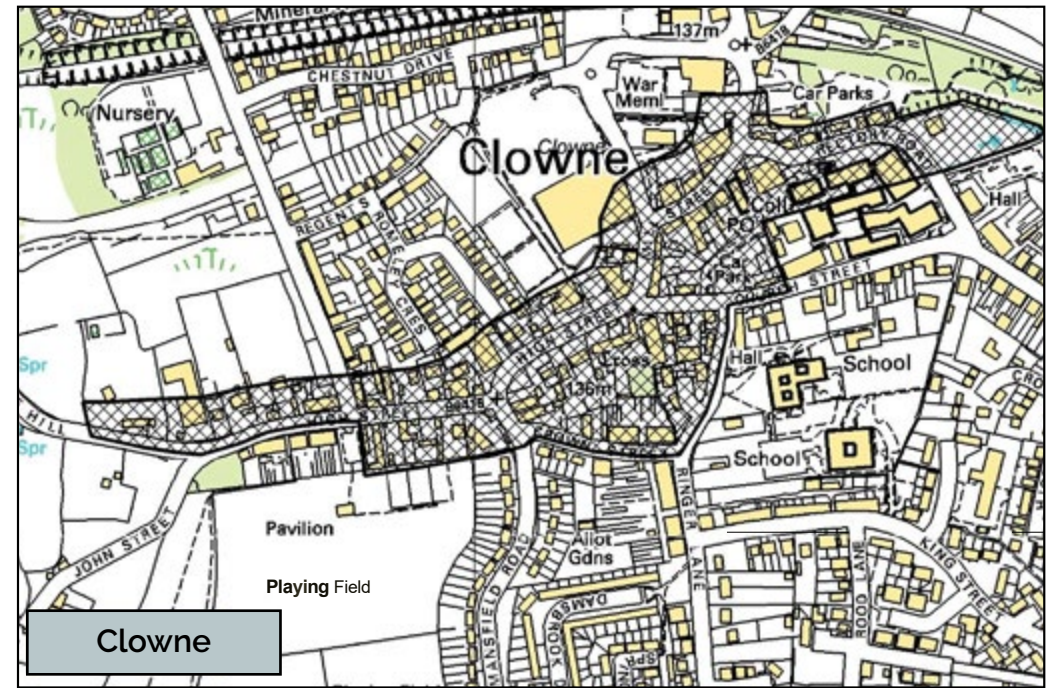
Settlements with potential for medieval archaeology

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11.0 Appendix B - List of Scheduled Monuments

Ault Hucknall

- Hardwick Old Hall
- Stainsby defended manorial complex including site of chapel

Barlborough

- Barlborough Cross, High Street, Barlborough

Clowne

- Market Cross, High Street, Clowne

Elmton-With-Creswell

- Markland Grips Camp

Old Bolsover

- Bolsover Castle
- Four watch towers (conduit houses) SW of town
- Entrenchments N and SE of town

Pinxton /South Normanton

- Pinxton Castle

Pleasley

- Pleasley Colliery

Scarcliffe

- Langwith Bassett Cave, Upper Langwith

Whitwell

- Creswell Crags (2 entries)
- Ash Tree Cave, Highwood Lane

12.0 Appendix C - List of Conservation Areas

Astwith (area 14.91 ha)

Designated 14th February 1990

Apsley Grange (area 1.8 ha)

Designated 20th December 1995

Barlborough (total area 187.76 ha)

Designated 1st February 1972

- Ext. No. 1 5th July 1978
- 202 Ext. No. 2 1st April 1992
- Ext. No. 3 7th May 1997
- Ext. No. 4 22nd August 2001
- Ext. No. 5 11th September 2002
- Ext. No. 6 9th November 2020

Belph (area 2.6 ha)

Designated 7th February 1979

Bolsover (total area 70 ha)

Designated 17th July 1971

- Ext. No. 1 5th July 1978
- Ext. No. 2 11th August 1982
- Ext. No. 3 28th September 1988

Carnfield Hall (area 45 ha)

Designated 8th November 1989

Clowne

Designated 4th May 2005

Creswell Village and Model Village (area 20.2 ha)

Designated 10th July 1991

Creswell Craggs (total area 29.3 ha)

Designated 5th July 1978

- Ext. No. 1 10th July 1991
- Ext. No. 2 7th May 1997

Nb. Add text to state that as at (date) Creswell Village and Craggs now one Conservation Area Elmtun (total Area 22.2 ha)

Designated 5th July 1978

- Ext. No. 1 10th July 1991

Elmtun with Creswell Farmsteads (area 18.9 ha)

Designated 10th July 1991

- Ext. No. 1 13th October 2021

Hardstoft (total Area 23 ha)

Designated 5th July 1978

- Ext. 14th February 1990

Hardwick and Rowthorne

Designated 29th March 1974

- Ext. No. 1 8th July 1987 (total area 498 ha)

Markland and Hollinhill Grips

Designated 10th July 1991 (area 63.0 ha)

Newton (Area 3.74ha)

Designated 9th January 2002

Old Blackwell (Area 17.5 ha)

Designated 5th July 1978

Oxcroft Settlement

Designated 21st December 2022

Palterton (Total area 10.9 ha)

Designated 7th February 1979

- Ext. No. 1 13th November 1991

Pleasley Park and Vale

Designated 11th February 1987 (area 132 ha)

Pleasley Village (area 3.5 ha)

Designated 11th February 1987

Scarcliffe (area 8 ha)

Designated 7th February 1979

Southgate House (area 28 ha)

Designated 8th November 1989

Stainsby (area 25.4 ha)

Designated 5th July 1978

Steetley (area 1.5 ha)

Designated 21st February 1969

Stony Houghton (area 10 ha)

Designated 5th July 1978

Tibshelf (area 4.4 ha)

Designated 7th February 1979

- Ext. No 1 13th October 2021

Upper Langwith (total area 36.1 ha)

Designated 7th February 1979

- Ext. No. 1 10th July 1991

Whaley (area 15.5 ha)

Designated 5th July 1978

Whitwell (total area 24 ha)

Designated 14th January 1971

- Ext. No. 1 7th February 1979
- Alteration No. 2 25th March 1987

BOLSOVER DISTRICT COUNCIL

Meeting of the Council on 20th May 2026

Delivery of the People Strategy

Report of the Portfolio Holder for Resources

Classification	This report is Public
Contact Officers	HR Business Partner Chief Executive

PURPOSE/SUMMARY OF REPORT

This report is split into 4 parts, as follows:

- **Annual Leave Entitlement** - To consider and approve an uplift in the Council's annual leave entitlement for Council employees from 23 to 25 days at appointment and from 28 to 30 days after five years' service, while retaining the existing 3.5-day Christmas closedown. The proposal aligns the Council with Derbyshire peer authorities and supports the Council's approach to recruitment and retention, wellbeing and equality objectives.
- **Armed Forces Covenant** – To consider and approve a commitment to the Armed Forces Covenant Policy as part of the Council's commitment to reservists, cadet personnel and their families, and to assist with the Council's ambition to achieve the Armed Forces Covenant Silver Award.
- **Compassionate Leave** - To consider and approve the introduction of a paid compassionate leave provision for Council employees.
- **National Joint Council Pay Spine** – To consider and approve moving employees from Bolsover District Council's own independent pay spine to the National Joint Council National (NJC) pay spine in readiness for Local Government Reorganisation.

REPORT DETAILS

1. Background

- 1.1 On 2nd March 2026, Executive approved the Council's new People Strategy for 2026-28 (attached at **Appendix 1**). The strategy sets out the need to ensure the Council is able to continue to attract and retain high quality employees over the next two years against the backdrop of Local Government Reorganisation. Consequently, a number of improvements to employee's Terms and Conditions have been identified for consideration and review. These proposals will ensure the Council's employees are placed on an equal footing with other Derbyshire Councils.

- 1.2 In addition, there is also a desire for the Council to do more to promote and support those connected with the armed forces and to strive to achieve the 'Silver' status of the Armed Forces Covenant. To this end a policy has been drafted (See **Appendix 2** attached).

Annual Leave

- 1.3 The Council currently provides 23 days annual leave on appointment, rising to 28 days after five years' service, plus 3.5 days for the Christmas close down. Members of the Senior Leadership Team receive 32 days plus 3.5 closedown days; the Chief Executive receives 34 days plus 3.5 close down days.
- 1.4 Recent labour market conditions, recruitment challenges for key roles, and our recently adopted People Strategy highlight the need to remain competitive in recruiting and retaining key staff.
- 1.5 Local Government Reorganisation (LGR) is currently scheduled for implementation in 2028. There is a significant risk that, without action, employees could transfer into the new authority with less annual leave entitlement than colleagues from other councils. This disparity would create employee relations challenges and perceptions of unfairness. Ensuring competitive leave now mitigates this risk and positions the Council as an equitable employer ahead of LGR.
- 1.6 The table below shows the comparison of annual leave entitlement for Councils across Derbyshire:

Employer	Leave at Start	Leave after 5 Years
Bolsover District Council (current)	23	28
North East Derbyshire DC (G1-9) – (Enhanced rates for G10 and above)	30	35
South Derbyshire DC	25	34
Amber Valley BC	23	31
Derbyshire Dales DC	26	30
High Peak BC	28	33
Chesterfield BC	23	32
Erewash BC	29	33
Average (Derbyshire Councils)	27.2	32.2

1.7 A summary of the proposals for annual leave is as follows:

To uplift NJC annual leave to 25 days on appointment and 30 days after five complete years of service.

- Retain the existing 3.5-day Christmas closedown.
- No change to SLT or Chief Executive entitlements.
- Effective from 1 June 2026 for all eligible staff; pro-rated for part-time employees.

Armed Forces Covenant

1.8 Bolsover District Council is a signatory to the Armed Forces Covenant and is committed to ensuring those who serve or have served in the Armed Forces, and their families, are treated fairly and with respect. The Council currently holds ERS Bronze status and wishes to formalise and strengthen its commitment in order to meet the **Silver Award** requirements. This policy provides a clear framework for delivering that commitment.

1.9 The proposed policy at Appendix 2, outlines the Council's commitments to the Armed Forces community, including:

- Supporting Reservists through clear mobilisation arrangements with up to ten additional paid days' leave for Reserve training or exercise.
- Ensuring fair and inclusive recruitment and selection practices for members of the Armed Forces community.
- Promoting Armed Forces-friendly policies across the organisation.
- Supporting Cadet Force Adult Volunteers through flexible working arrangements.
- Maintaining active engagement with Armed Forces representatives and exploring opportunities to support recruitment and employment initiatives.

1.10 The policy also sets out arrangements for implementation, monitoring, and review, with oversight by nominated officers including HR personnel, and reporting through appropriate governance channels.

Compassionate Leave

1.11 Compassionate leave is intended to support employees experiencing significant personal distress, most commonly before or following bereavement or during serious family illness or other difficult circumstances. While the Council currently seeks to support employees through a combination of managerial discretion, annual leave, unpaid leave and flexible working arrangements, there is no clear, consistent corporate entitlement to paid compassionate leave. A paid provision is in line with other neighbouring Councils.

1.12 The absence of a defined entitlement can lead to inconsistency in application, uncertainty for employees at an already difficult time, and reliance on individual

managerial judgement. This can inadvertently result in perceived inequity across services and teams.

- 1.13 The Council has a clear commitment to supporting employee wellbeing, promoting a positive employment culture and being a fair and responsible employer. Introducing a formal paid compassionate leave entitlement would provide clarity, consistency and reassurance to employees while reinforcing these commitments.
- 1.14 It is proposed that the Council introduce a policy entitlement for compassionate leave of up to five working days paid compassionate leave for eligible employees.
- 1.15 Compassionate leave would be approved in exceptional compassionate situations at the discretion of managers. Clear guidance would be developed to support consistent decision-making while retaining flexibility to reflect individual circumstances.
- 1.16 The proposed entitlement would be in addition to statutory rights and would not replace other forms of leave or support, such as annual leave, unpaid leave, flexible working arrangements or access to employee wellbeing services.
- 1.17 Eligibility would be limited to employees who have completed a minimum of six months' continuous service with the Council. This ensures that the entitlement is targeted at established employees while maintaining a proportionate and sustainable approach.
- 1.18 The policy would be communicated clearly to managers and employees, with HR support provided to ensure appropriate and sensitive application.

National Joint Council Pay Spine

- 1.19 The Council's Pay Agreement confirms that the national "Single Status Agreement" was adopted from 1 April 2009, using a local job evaluation scheme and moved to a localised pay structure. It is thought that this happened to initially support an equal pay agenda, implement Single Status, adopt local job evaluation, gain local pay flexibility and manage costs.
- 1.20 As the Council moves toward Local Government Reorganisation (LGR), it is essential that our employment framework supports a smooth transition into the future unitary authority model. One critical component of this is the alignment of our pay structure with the National Joint Council (NJC) pay spine. Transitioning employees from the Council's exclusive pay spine to the NJC pay spine will ensure consistency, fairness, and long-term workforce stability during and beyond the reorganisation period.
- 1.21 Moving to the NJC pay spine aligns the Council with the pay framework used by the majority of neighbouring authorities. This alignment supports:
 - Consistency across councils, reducing complexity when integrating workforces.
 - A harmonised approach to pay and grading, which will help minimise discrepancies and avoid internal inequity within the new authority structure.
 - Futureproofing as the NJC framework is nationally recognised and resilient to organisational changes.

- 1.22 As the Council prepares for structural change, workforce stability is vital. The NJC structure supports this by:
- Embedding a well-understood national pay framework, improving our attractiveness to external candidates already familiar with NJC pay.
 - Reducing the risk of losing employees to neighbouring councils offering a more predictable national pay model.
 - Providing a clearer organisational goals around development and talent retention outlined in the People Strategy.
- 1.23 The NJC pay structure will reduce administrative complexity by using a streamlined, externally governed pay spine, managed nationally rather than requiring local negotiation. It will support clearer long-term workforce cost modelling, which is particularly important in the lead up to LGR.
- 1.24 Aligning pay now reduces the scale and complexity of harmonisation that would otherwise fall to the new unitary authority post-LGR. Early alignment removes a risk for the new organisation, which will already face substantial operational and cultural integration challenges. It will demonstrate organisational maturity and preparedness, positioning the Council as a proactive partner in the transition.
- 1.25 In summary, transitioning to the NJC pay spine ahead of LGR is a strategic, fair and future-focused decision that aligns the Council with regional and national practice, and it will support staff morale and retention. It will minimise risk for both the current and future authority. It will strengthen transparency, fairness and good governance in pay. Making this change now will reduce complexity later and positions the Council strongly for the upcoming transformation.

2. Details of Proposal or Information

Financial Implications written by the Section 151 Officer

Annual Leave

- 2.1 For areas within the Council where staff are predominantly office-based, there will be no real cost to increasing the annual leave entitlement as proposed in the report. Most services are able to manage leave without the need for additional staff. However, in frontline services such as Streetscene, Housing Repairs & Maintenance, and Leisure, where casual staff are used to cover annual leave, there may be a cost. A comprehensive costing exercise undertaken by the HR & Payroll Manager, estimates the maximum cost to be approximately £53k per annum.

Armed Forces Covenant

- 2.2 It is expected that any additional cost arising from this part of the report will be minimal. Additional leave to support reservists is likely to be the only cost. It is not known with any certainty whether any of the Council's current staff are reservists.

Compassionate Leave

- 2.3 This part of the proposal is likely to have similar implications for the Council as the annual leave part, although the approval for this leave only being in exceptional compassionate situations, would mean the cost is likely to be minimal.

National Joint Council Pay Spine

- 2.4 Again calculated by the HR & Payroll Manager, the table below gives the cost of converting our current pay structure to align with the NJC pay spine:

	Salary	National Insurance	Pension	Total
General Fund	£79,262.33	£11,889.35	£16,486.56	£107,638.24
Housing Revenue Account	£29,371.22	£4,405.68	£6,109.21	£39,886.11
Total Cost	£108,633.55	£16,295.03	£22,595.77	£147,524.35

The table shows there will be a cost of implementing the NJC pay spines to general fund of £108k, and to the housing revenue account of £40k in the first year. In subsequent years there will continue to be an extra cost compared to our current budgets, as the NJC pay spines are higher than our BDC ones. It is considered for the 2 years until LGR takes effect, this can be afforded from the NNDR Growth Protection Reserve and HRA Reserves.

3. Reasons for Recommendation

- 3.1 Approving these changes will ensure the Council's terms and conditions are in line with other Derbyshire Authorities. The changes will assist the Council with recruitment and retention of staff at a time where there is uncertainty.

4. Alternative Options and Reasons for Rejection

- 4.1 Annual Leave provision - maintain the existing leave provision for employees on the basis that, following Local Government Reorganisation, all affected local councils are likely to review terms and conditions as part of a bigger exercise after the transfer of staff. This has been rejected as the Council is at risk of recruitment and retention difficulties in the meantime.
- 4.2 Armed Forces Covenant - the Council could maintain its existing approach which has been to respond to requests for leave and support them on an ad hoc basis without reference to a policy. The Council would not meet the requirements for the Silver Award status.
- 4.3 Compassionate Leave - maintain the Council's existing approach for employees to use other leave provision available to them such as accrued

flexitime, annual leave and unpaid leave to assist them. This has been rejected as the Council is at risk of recruitment and retention difficulties.

- 4.4 Alignment of Pay to NJC Pay Spine - maintain the local pay spine for employees on the basis that, following Local Government Reorganisation, all affected local councils are likely to review terms and condition as part of a bigger exercise after the transfer of staff. This has been rejected as the Council is at risk of recruitment and retention difficulties in the meantime.

RECOMMENDATION(S)

That Council approves (subject to consultation and agreement with our Trade Unions):

- (1) The uplift of the Council's annual leave to 25 days on appointment and 30 days after five years' service, effective 1 June 2026 (pro rata).
- (2) The Council's commitment to the Armed Forces Covenant Policy at Appendix 2 and the aim to achieve 'Silver' status.
- (3) The introduction of a maximum five day paid compassionate leave entitlement for employees who have completed six months' continuous service with the Council.
- (4) The alignment of the Council's pay spine back to National Joint Council Pay Spine as set out within the report and financial implications.
- (5) The Medium-Term Financial Plan be updated with the financial implications of this report as part of the 2026/27 budget refresh in the Autumn of 2026. This to include the increased annual leave cover, and the movement to the NJC pay spine.

Approved by Councillor Clive Moesby, Portfolio Holder for Resources

IMPLICATIONS

Finance and Risk	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Details: As detailed within the specific section of the report.		
On behalf of the Section 151 Officer		

Legal (including Data Protection)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Details: The Council will need to consult with Unison and Unite in accordance with the collective bargaining agreement.		

On behalf of the Solicitor to the Council

Staffing Yes No

Details:

The implications for staff have been set out within the report. Any changes to staff terms and conditions will be subject to formal consultation with trade unions and all relevant Council policies and procedures will be followed where required.

On behalf of the Head of Paid Service

Equality and Diversity, and Consultation Yes No

Details:

None arising directly from this report.

Environment Yes No

Details:

None arising directly from this report.

DECISION INFORMATION

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 No

If the decision is a key decision, please indicate which threshold applies:

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) **(b)**

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) **(b)**

<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></p> <p>Please state below which wards are affected or tick All if all wards are affected:</p>	<p>All <input type="checkbox"/></p>
---	--

<p>All key decisions are subject to Scrutiny call-in unless the call-in period is to be waived, however, exemption from call-in is only with the agreement of the Monitoring Officer)</p> <p>Is this Key Decision subject to Scrutiny Call-In? (leave blank if not applicable)</p> <p>If No, has the Monitoring Officer agreed?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>
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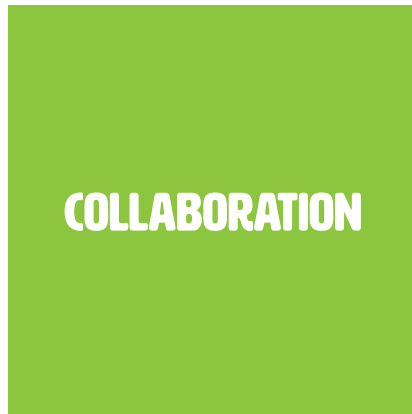
<p>Consultation carried out: <i>(this is any consultation carried out prior to the report being presented for approval)</i></p> <p>Leader <input checked="" type="checkbox"/> Deputy Leader <input checked="" type="checkbox"/> Executive <input checked="" type="checkbox"/> SLT <input checked="" type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input checked="" type="checkbox"/> Details: - Trade Union</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>The report has resulted from the Council's People Strategy which was included as a Customers Council Ambition target.</p>

DOCUMENT INFORMATION

Appendix No	Title
1	People Strategy
2	Draft Commitment to the Armed Forces Covenant Policy

<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>



PEOPLE STRATEGY 2026-2028

www.bolsover.gov.uk



INTRODUCTION

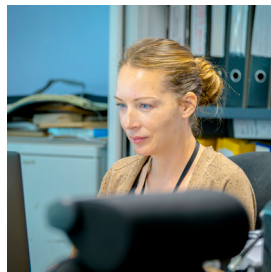
214



Our workforce is at the centre of everything we do. We are a Council that puts our community first and delivers local services through building and nurturing local relationships. This is how we choose to work. To support this, having a structured approach to employment, development, and investment in both our current and future workforce is essential.

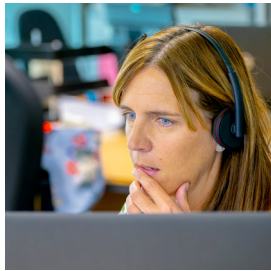
Our People Strategy sets out four clear priorities to achieve this and ensure the delivery of our commitment set out in our Bolsover District – The Future Plan 2024 -28. The Council requires a skilled, professional, and diverse workforce to drive our ambitions forward, respond effectively when we are asked to do things differently, and to continually evolve the way we work. We will continue to use technology in the most effective way, take action to enhance our natural environment, and help people who need support to live the life they want to. Our People Strategy will give us the direction to enhance and recognise the performance of our workforce as we proceed to the local government reorganisation. We want to invest in our workforce and achieve

long-term success for the district and our people within it. To underpin the strategy an action plan will be developed to ensure progress against the strategy is delivered.



CONTENTS

4	Council's Aims and Objectives
5	Leader of the Council Statement
6	Chief Executive statement
7	Key Priorities
8	Behaviours and Values
9	Bolsover Together Leadership Charter
10	Progress on delivery
11	Opportunities and Challenges
12	Reward and Recognition to ensure the Council is able to attract and retain the best talent
13	Promoting and Facilitating Career Progression to retain our Quality Workforce
14	Prioritising wellbeing and promoting good health as a healthy employee is generally a happy employee
15	Supporting learning and development for employees in the lead up to the move to a new Unitary Authority
16	The Council's Equity Objectives
17	Implementation and Monitoring



COUNCIL'S AIMS AND OBJECTIVES

216



Customers - Economy - Environment - Housing

The Council's vision is to maximise its influence and opportunities within the East Midlands Combined County Authority to drive the continued delivery of excellent services, maximise local aspirations and drive economic prosperity for the Bolsover District.

Customers - providing excellent and accessible services

Economy - drive growth, promote the district and be business and visitor friendly

Environment - protect the quality of life for residents and businesses, meet environmental challenges and enhance biodiversity

Housing - deliver social and private sector housing growth

A Key Priority of the Council: Having an agile working, responsive, skilled, and engaged workforce.

This is clearly important in the lead up to Local Government re-organisation.



LEADER OF THE COUNCIL STATEMENT

The Members and I recognise the strength of our workforce as the driving force behind the success of the District Council. Our staff are at the heart of everything we do, and it is through their expertise, dedication, and passion that we can continue to build a community where people thrive and services are delivered effectively.

The future holds both opportunities and challenges, with the upcoming Local Government Reorganisation potentially shaping the landscape in which we work. As a Council, we are committed to embracing change with resilience and ensuring that our workforce is equipped to succeed in this evolving environment. The People Strategy provides the roadmap to achieve this, guiding us through the process of development, growth, and support for our staff.

Our priorities – from investing in professional development and wellbeing to promoting a culture of inclusivity and recognition – are essential as we move towards becoming a more agile and responsive organisation. We must continue to create an environment where every individual feels valued,

supported, and empowered to contribute to the success of the Council.

I firmly believe that the strength of our workforce will be the key to driving our ambitions forward, responding to the demands of the future, and maintaining the high standards of service that our residents expect. We must continue to foster a culture of collaboration, open communication, and leadership at all levels of the organisation.

The journey ahead may be uncertain, but with a united and dedicated workforce, I am confident that we can continue to build a prosperous and thriving future for Bolsover District Council.

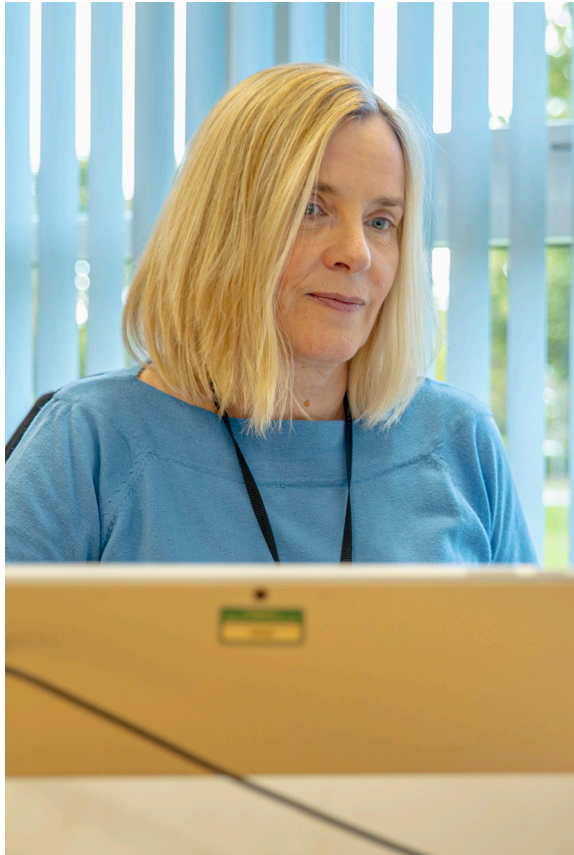
JANE YATES

Leader
Bolsover District Council



CHIEF EXECUTIVE STATEMENT

218



As we look towards the future, it is clear that the success of Bolsover District Council hinges on the strength and capability of our workforce. The challenges and opportunities we face are vast and varied, and it is our people who will drive the change and innovation needed to build a brighter future for our district. Our People Strategy is a crucial component in achieving our goals, and its success will be rooted in our commitment to continuous learning, development, and support for all employees.

In the coming years, as we move forward with the Local Government Reorganisation and the potential transition to a Unitary Authority, we recognise that the journey ahead will bring both uncertainty and opportunity. It is essential that we invest in our workforce, ensuring that every employee has the skills, support, and opportunities to thrive. By prioritising development, wellbeing, and a culture of inclusion, we will not only navigate these changes successfully but also build a workforce that is ready to meet the evolving needs of our community.

Our People Strategy sets out clear priorities that will guide us through this period of transformation, helping us to attract and retain top talent, enhance employee wellbeing, and ensure that our workforce is agile, resilient, and motivated. We are committed to building a future that is not just about meeting the demands of today but ensuring long-term success for the Council and the communities we serve.

With your continued dedication and engagement, we will ensure that Bolsover District Council remains a great place to work, a place that celebrates diversity, promotes growth, and, above all, delivers the highest standards of service to our residents.

Let's work together to make the future of Bolsover District Council a success.

KAREN HANSON
Chief Executive
Bolsover District Council

KEY PRIORITIES

The Council's four clear priorities in the lead up to Local Government re-organisation to ensure the Council is able to attract and retain the best talent.

219



BEHAVIOURS AND VALUES - T.H.R.I.V.E.

220



The Council has updated its Values and Behaviours as part of its 'Bolsover Together' ethos in consultation with our workforce via its 2024 Employee Survey. It is hoped that these will ensure the ownership of the values and behaviours implemented. The Council's proposed expectation and values are set out below.

We aim to create a workplace where employees feel valued, empowered and motivated to contribute to the success of the Bolsover District. Our core values guide our approach to workforce development and service delivery:

- **T - Trust and Transparency:** Built on honesty and openness - we say what we mean and follow through.
- **H - Humility and Respect:** We are respectful of others' views and value everyone's contribution.
- **R - Resilience and Support:** We stay strong in the face of challenge and remain supportive of one another.
- **I - Inclusive and Adaptive:** We embrace inclusion, and we stay flexible and adaptable to change.
- **V - Values and Voice:** We act with integrity, stay true to our values, and create space for everyone's voice to be heard.
- **E - Empowerment and Growth:** We empower others, nurture development, and continuously learn and grow.



BOLSOVER TOGETHER LEADERSHIP CHARTER

221



The Senior Leadership Team of Bolsover District Council, commit to leading with integrity, purpose, and respect - for their staff, their communities and the future we are building together. This charter sets out the values Senior Leadership Team live by, the behaviours they model, and the promises they have made to those they serve.

Values

We are guided by **T.H.R.I.V.E.:**

T - Trust and Transparency: Built on honesty and openness - we say what we mean and follow through.

H - Humility and Respect: We are respectful of others' views and value everyone's contribution.

R - Resilience and Support: We stay strong in the face of challenge and remain supportive of one another.

I - Inclusive and Adaptive: We embrace inclusion, and we stay flexible and adaptable to change.

V - Values and Voice: We act with integrity, stay true to our values, and create space for everyone's voice to be heard.

E - Empowerment and Growth: We empower others, nurture development, and continuously learn and grow.

Behaviours

We will:

- Lead by example and uphold our values in every action.
- Communicate clearly, consistently, and with empathy.
- Make decisions that are evidence-based and people-centred.
- Support and challenge each other to grow and improve.

- Celebrate success and learn from failure.

Commitments

Internally, we commit to:

- Creating a culture of trust, inclusion, and wellbeing.
- Listening actively and acting on feedback.
- Providing clarity, support, and opportunities for development.
- Recognising and valuing your contributions.

Externally, we commit to:

- Being visible, accessible, and responsive.
- Making decisions that reflect local priorities and aspirations.
- Communicating openly and honestly.
- Championing Bolsover as a place of innovation, pride, and possibility.

Signed:

PROGRESS ON DELIVERY

222

Since December 2022, the HR & Payroll service has:

- Set up an Apprenticeship Framework to streamline the procurement of Learning and Development providers
- Implemented Employee Benefits Platform - Viv Up incorporating an Employee Assistance Programme
- Conducted the Council's first Employee Survey for several years
- Developed many new and updated policies including menopause and neurodiversity policies
- Set up a Menopause Support Group as a result of the Council's Menopause policy
- Launched Various Awareness Sessions to support new and updated policies including on neurodiversity awareness
- Improved 'on boarding' arrangements for the Council
- Developed a council worker register
- Developed a suite of 'on demand' training on the Intranet
- Introduced an online learning and development platform - Skillgate - over 1,000 courses available
- Created and appointed to a new employee engagement post
- Reviewed and implemented a new occupational health service
- Supported a significant number of apprenticeships since 2023 - including new leadership cohorts at level 3 and level 5. The Council is continuously forecast to fully utilise or spend its Apprenticeship Levy account
- Improving seamless paperless payslips
- Developed a new health and wellbeing framework and action plan to support employees
- Reimburse our professional employees for their membership to accredited professional bodies
- Consider extending current provision of paying for professional accreditation where it is an essential requirement for a post.



OPPORTUNITIES AND CHALLENGES

223

- Attracting and Retaining Talent
- Championing Equality and Diversity
- Encouraging personal and professional development
- Ensuring our workforce are equipped for Local Government Reorganisation and a move to a new Unitary Authority.

Since the Council developed its 'Future' document, the Government has announced its intention to reorganise local government and create Unitary Councils in place of County and District Councils. The Council has contributed to a submission to government along with the other 8 Derbyshire district councils and Derby City to create North Derbyshire and South Derbyshire Unitary Councils. A detailed submission was made to Government in November 2025, a final decision will be made in the summer of 2026.

Bolsover District Council now needs to prepare for whatever outcome is eventually reached. The next 3 years will no doubt prove to be an uncertain time for staff and therefore communication on the latest LGR information needs to

continually flow to ensure staff remain up to date and furthermore they will need to be reassured. This will hopefully assist the Council in retaining our workforce but just as important is the Council's need to be able to attract and recruit good people.

At a time when there will inevitably be a degree of uncertainty amongst the workforce, it will be important to ensure we provide for our employees as many options for personal and professional development as possible. The Council's record on supporting employees to develop and the range of apprenticeships that have been supported is impressive. It will be important from a recruitment and retention perspective to continue to support BDC employees when it comes to promoting learning and development for the workforce. This in turn should ensure our employees are in the best possible position when opportunities become available in the new Council. Consequently, it is advised that learning and development budgets are increased to ensure we are able to keep up with demand.

- Communications – General
- Continuing CEO Roadshows, Blogs, and LGR Updates
- Encourage work involved in getting BDC prepared for LGR to be included Appraisal
- Encouraging team meetings and '1 to 1s'
- Developing new values and behaviours for BDC staff.



REWARD AND RECOGNITION TO ENSURE THE COUNCIL IS ABLE TO ATTRACT AND RETAIN THE BEST TALENT

224

As a result of single status and the implementation of job evaluation, a decision was taken by the Council to move away from the National Joint Council Pay spine many years ago and instead develop a separate set of spinal column points. This may prove a complicating factor for the Unitary Council as the former Bolsover employees will be on a completely different set of spinal column points to the other employees transferring to the new organisation. The Council could potentially move employees back on to the NJC pay spine to prevent any complications.

Work is underway to benchmark policies and terms and conditions to ensure alignment with other Councils.

Rewards & Benefits – Café @ Go Fuel Staff Discount

- Better promotion of existing benefits.
- Explore possible discount options for employees at the Go Fuel Café @ the Arc.

Rewards & Benefits – Long Service Awards

- Consider review of Long Service Awards and Employee Awards process.

Rewards & Benefits – Attendance Recognition

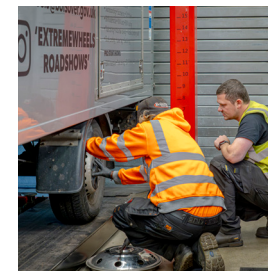
- Consider how good attendance can be recognised.

Pay, Terms & Conditions – Pay

- Consider reviewing pay terms and conditions to ensure better alignment with other Derbyshire Councils.
- Consider reviewing the Council's Job Evaluation Local Conventions and remove outdated content.

Leave Provision

- Benchmark our annual leave provision with other Derbyshire councils.
- Consider introducing a Compassionate Leave policy for BDC.
- Work towards the Silver and Gold standards of the Armed Forces Covenant to support armed forces reservists and volunteers. Pending support and paid leave for our reservists and volunteers



PROMOTING AND FACILITATING CAREER PROGRESSION TO RETAIN OUR QUALITY WORKFORCE

225



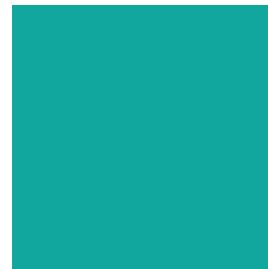
- Providing continuous learning and training opportunities that align with both individual career goals and organisational needs.
- Encouraging leadership development programmes to empower employees at all levels, fostering future leaders within the Council.
- Enhancing digital skills across all departments to improve efficiency, innovation, and adaptability in a rapidly evolving landscape.
- Supporting cross-departmental training initiatives that encourage knowledge sharing and professional development.
- Implementing mentorship programmes to facilitate career growth and knowledge transfer among employees.
- Developing a succession plan that ensures ongoing business continuity leading up to the local government re-organisation.
- Conducting our skills audit to assess current skills and knowledge within the Council to identify any gaps.



PRIORITISING WELLBEING AND PROMOTING GOOD HEALTH AS A HEALTHY EMPLOYEE IS GENERALLY A HAPPY EMPLOYEE

226

- Implementing initiatives to support mental, physical, and emotional wellbeing in the workplace including following the community health and wellbeing framework and its Action Plan.
- Ensuring a positive work-life balance by offering flexible working options, and family-friendly approach.
- Creating a culture of wellbeing through regular engagement, awareness campaigns, and peer support networks.
- Providing access to employee assistance programs, mental health resources, and stress management initiatives.
- Establishing workplace health and wellbeing policies that align with industry best practice and legislative requirements.



SUPPORTING LEARNING AND DEVELOPMENT FOR EMPLOYEES IN THE LEAD UP TO THE MOVE TO A NEW UNITARY AUTHORITY

227



Learning & Development – Access to training

- Promote L&D opportunities and apprenticeships across the Council.
- Investing to ensure staff have the skills and knowledge needed for the future Unitary Council.
- Encourage quality conversations are taking place at 1 to 1s and Appraisals.
- Supporting the Council's professionals.
- Leadership and management development opportunities.



THE COUNCIL'S EQUALITY OBJECTIVES

228

Our equality objectives have been developed to provide a framework that takes account of our equality journey so far and provides a clear direction for the next stage. The equality objectives and proposed key actions have been subject to consultation. Responses to the consultation have been used to shape actions under each of the objectives as set out. The three equality objectives together with their key actions are set out here.

1. Improving customer and resident insight for service planning and delivery purposes.

Our aim is to collect more equalities data and undertake more analysis by relevant protected characteristic to deepen our customer insight and improve services as required.

2. Providing leadership and organisational commitment to actively promote equalities.

This aim has two key elements. The first takes forward how we work across our services and with partners to provide leadership, promote equalities and take account of equality considerations in our

decisions. The second is about celebrating diversity and marking events.

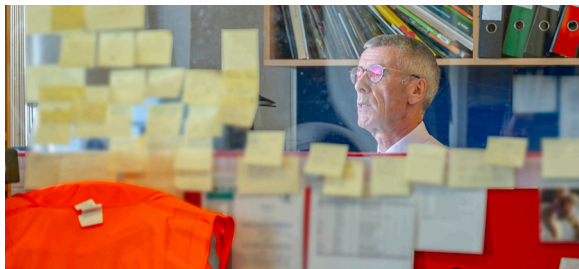
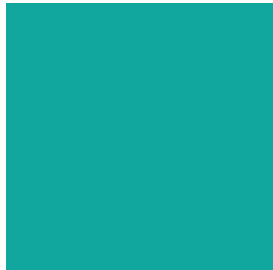
3. Ensuring a diverse and engaged workforce.

Our aim is for all employees and councillors to support equality through their actions and behaviour to provide the best services that we can deliver to our communities. We recognise that our workforce is our most valuable asset and we are committed to supporting and promoting equalities in our workforce policies and processes and to engage positively with our employees.



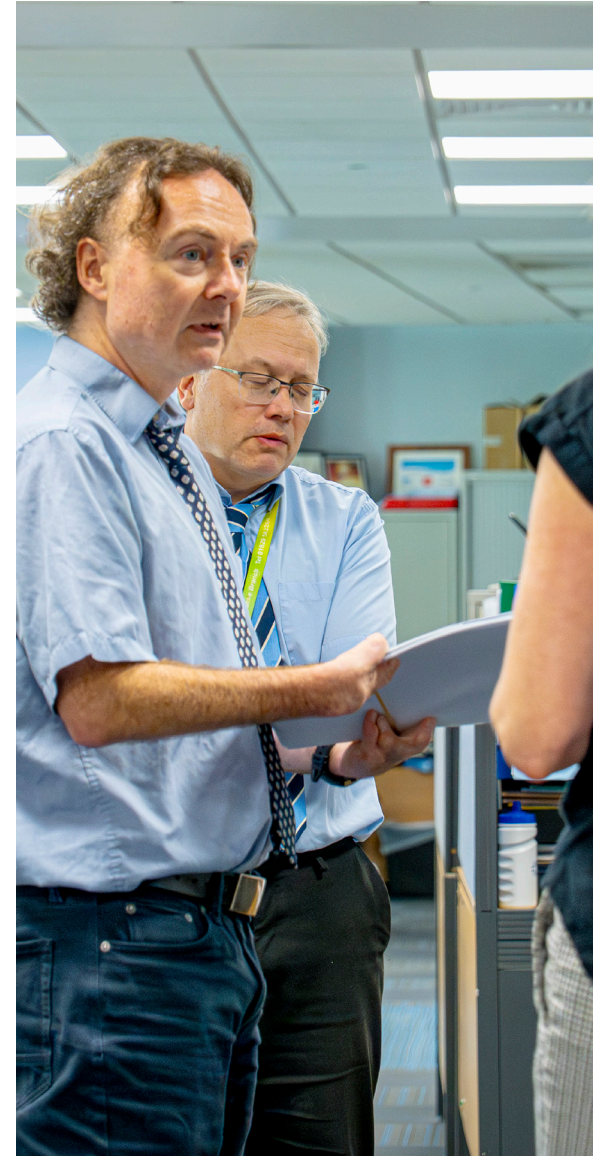
IMPLEMENTATION AND MONITORING

229



To successfully implement this strategy, we will establish action plans tailored to each priority area, with clear objectives and measurable outcomes. These plans will be reviewed regularly to assess progress, address emerging challenges, and ensure alignment with the Council's broader strategic goals. Employee feedback, engagement surveys, and performance indicators will be used to track effectiveness and guide continuous improvements.

Regular reports will be shared with leadership, employees, and stakeholders to maintain transparency and accountability in our workforce initiatives. By leveraging data-driven insights and best practices, we will adapt our approach to remain responsive to evolving workforce needs.







EQUALITIES STATEMENT

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

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



ACCESS FOR ALL STATEMENT

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

- Phone – 01246 242424
- Email – enquiries@bolsover.gov.uk
- BSL Video Call – a three way video call with us and a BSL interpreter. It is free to call Bolsover District Council with Sign Solutions, you just need wifi or mobile data to make the video call, or call into one of our Contact Centres.
- Call with Relay UK via textphone or app on 0800 500 888 – a free phone service provided by BT for anyone who has difficulty hearing or speaking. It's a way to have a real time conversation with us by text.
- Visiting one of our offices at Clowne, Bolsover, Shirebrook and South Normanton.



Bolsover District Council

Commitment to the Armed Forces Covenant Policy

(May 2026)



Equalities Statement

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- **Visiting** one of our [offices](#) at Clowne, Bolsover, Shirebrook and South Normanton

**CONTROL SHEET FOR COMMITMENT TO THE ARMED FORCES
COVENANT POLICY**

Policy Details	Comments / Confirmation (To be updated as the document progresses)
Policy title	Commitment to the Armed Forces Covenant
Current status – i.e. first draft, version 2 or final version	
Policy author (post title only)	HR Business Partner
Location of policy (whilst in development)	
Relevant Cabinet Member (if applicable)	Councillor C Moesby
Equality Impact Assessment approval date	TBA
Partnership involvement (if applicable)	
Final policy approval route i.e. Executive/ Council	UECC/Council
Date policy approved	
Date policy due for review (maximum three years)	3 years from date of approval
Date policy forwarded to Performance & Communications teams (to include on ERIC, and website if applicable to the public)	

Commitment to the Armed Forces Covenant Policy

1) Introduction

The Council is proud to uphold the principles of the Armed Forces Covenant, ensuring that those who serve or have served in the Armed Forces, and their families, are treated with fairness and respect. This policy sets out our commitment to achieving and maintaining the Employer Recognition Scheme (ERS), embedding the required standards into our organisational culture and practices.

2) Our Commitments

As part of our pledge to the Armed Forces community, the Council commits to the following actions:

- Maintain our status as an ERS Bronze Award holder and build upon this foundation to meet and sustain Silver Standard requirements, with a view to seek opportunity to ultimately reach the gold standard.
- Ensure that no member of the Armed Forces community is disadvantaged during recruitment or selection processes. There will be ongoing reviews of job descriptions, advertisements, and selection criteria to reflect this commitment.
- Actively promote our positive policies towards the Armed Forces community across the organisation. This includes maintaining and publicising this policy that supports Reservists and other members of the Armed Forces community.
- Support Reservists by providing a clear framework for mobilisation and by granting up to ten additional paid days of annual leave for Reserve training or exercise.
- Maintain an ongoing and constructive relationship with our nominated Armed Forces contacts, including the Regional Employer Engagement Director (REED) and Defence Relationship Management (DRM) representatives, ensuring up-to-date points of contact and regular engagement.
- Offer flexibility to employees who volunteer as Cadet Force Adult Volunteers, enabling them to balance their work and volunteering commitments.

- Actively support the Cadet movement through recognised Cadet Force channels, including exploring opportunities for skills development, and employment guidance.
- Where feasible, consider hosting recruitment events and involve local Service Recruiting Teams.
- Promote the Council's commitment to employ members of the Armed Forces community in cases where they meet the requirements of the role and are considered the best candidate. This includes Reservists, veterans, and military spouses, wherever possible.

3) Implementation

To deliver on these commitments, the Council will integrate Armed Forces-friendly practices into our HR policies, recruitment processes, and staff training programmes. Nominated officers including HR personnel will oversee the implementation of this policy and act as a key point of contact for internal and external stakeholders.

4) Monitoring & Review

Progress against this policy will be monitored through annual reviews, staff feedback, and engagement with Armed Forces representatives. Updates will be reported to the Senior Leadership Team, and the policy will be reviewed regularly to ensure continued compliance with the Covenant's standards and evolving best practice.

5) Conclusion

By embedding these commitments into our organisational culture, the Council reaffirms its dedication to supporting the Armed Forces community and maintaining the standards to reach the ERS Silver Award with aspirations to ultimately achieve the gold standard. This policy reflects our ongoing pledge to fairness, inclusion, and respect for those who serve or have served, and their families.





BOLSOVER DISTRICT COUNCIL

Meeting of the Council on 20th May 2026

Mill Lane, Bolsover

Report of the Portfolio Holder for Housing

Classification	This report is Open
Contact Officer	Victoria Dawson, Assistant Director Housing Management

PURPOSE/SUMMARY OF REPORT

To seek approval to update schemes included in the Bolsover Homes pipeline funding envelope of £36.2m so as to include the Mill Lane, Bolsover scheme.

REPORT DETAILS

1. Background

- 1.1. On 6th October 2025 the Executive agreed to proceed with pre-construction works at Mill Lane Bolsover, and that a further report be taken to Council to include Mill Lane, Bolsover within the Bolsover Homes funding pipeline
- 1.2. The Mill Lane scheme is not currently included in the agreed pipeline for Bolsover Homes and in order for it to be funded using the existing £36.2m funding envelope, Council would have to agree to include it. A further report would also need to be taken to Executive for approval to progress with the scheme following viability being established.
- 1.3. It is proposed that the development of Mill Lane, Bolsover be included within the Bolsover Homes pipeline so that funding from the existing £36.2m envelope can be used to develop the site, as long as viability is established in the Executive report,

2. Details of Proposal or Information

- 2.1 The Council has reviewed its schedule of potential development sites including those which were not included in the original Bolsover Homes pipeline. One such site is Mill Lane Bolsover, which offers potential to develop approximately 40 homes.
- 2.2 Of the £36.2m which was originally approved, £23.6m has been allocated to development sites, and expenditure has been incurred. A balance of £12.6m remains unallocated with the approved funding envelope.

- 2.3 A recent estimate for the Mill Lane scheme, based on the maximum risk price with no external funding contribution is approximately £10m.
- 2.4 Based on this estimate, the scheme is able to be afforded with the Bolsover Homes pipeline envelope of £36.2m, without incurring extra costs to the Housing Revenue Account which might have threatened its sustainability over the life of the 30 year business plan.

Reasons for Recommendation

- 3.1 To include the Mill Lane, Bolsover scheme in the Bolsover Homes pipeline, allows a potential further 40 homes to be built
- 3.2 Given sufficient budget is afforded within the funding envelope to develop the scheme and Executive having earlier approved its development, Council approval is now sought to include the Mill Lane scheme within the schedule of development sites of the £36.2m funding envelope.

4 Alternative Options and Reasons for Rejection

- 4.1 Members could choose not to include the Mill Lane, Bolsover scheme in the Bolsover Homes funding envelope; however, this would mean that much needed housing would not be developed.

RECOMMENDATION(S)

1. Council approves the inclusion of Mill Lane, Bolsover development within the previously approved £36.2m funding envelope for Bolsover Homes.

Approved by Councillor Phil Smith, Portfolio Holder for Housing

IMPLICATIONS:

<u>Finance and Risk</u>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Details:		
The revenue costs of funding this development are already included in the budget of the Housing Revenue Account. At an estimated maximum cost of £10m, there is enough in the Bolsover Homes pipeline unallocated amount, to fund this scheme.		
On behalf of the Section 151 Officer		
<u>Legal (including Data Protection)</u>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Details:		

On behalf of the Solicitor to the Council
<p>Staffing Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Details: There are no staffing implications arising from the report.</p> <p style="text-align: right;">On behalf of the Head of Paid Service</p>
<p>Equality and Diversity, and Consultation Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p><i>(Please speak to the Equality and Diversity Officer for advice)</i></p> <p>Details: None arising from this report</p>
<p>Environment Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment. <i>(Please speak to the Climate Change Officer for advice)</i></p> <p>Details:</p>

DECISION INFORMATION:

<p><input checked="" type="checkbox"/> Please indicate which threshold applies:</p>	
<p>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:</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>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.</p>	<p>(a) <input type="checkbox"/> (b) <input type="checkbox"/></p>
<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>(a) <input type="checkbox"/> (b) <input type="checkbox"/></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>

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

Links to Council Ambition: Customers, Economy, Environment, Housing
Housing - Enabling housing growth by increasing the supply, quality, and range of housing to meet the needs of the growing population.

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>
N/a

DECEMBER 2024

BOLSOVER DISTRICT COUNCIL

Meeting of the Council on 20th May 2026

Purchase of Section 106 Properties from Forge Homes Limited, Park Avenue Glapwell

Report of the Portfolio Holder for Housing

Classification	This report is Public
Contact Officer	Victoria Dawson Assistant Director Housing Management

PURPOSE/SUMMARY OF REPORT

To seek Council approval for 6 properties at Park Avenue Glapwell, to be added to the Capital Programme to be funded by capital receipts.

REPORT DETAILS

1. Background

- 1.1 Forge Homes Limited are building 49 properties at Park Avenue, Glapwell. including 5 affordable semi-detached houses as a S106 planning condition.
- 1.2 It is proposed, subject to Executive agreement that these 5 properties will be purchased at affordable rates and 1 at market rate. The properties will be added to existing Council stock within the Housing Revenue Account and be funded using Right to Buy Receipts.

2. Details of Proposal or Information

- 2.1 The combined purchase price of these properties is £900K (excluding fees and SDLT).
- 2.2 Assuming the rents for these properties are set in line with the affordable rent levels (80% of market rent) the scheme will break even after 1 year if we use 1-4-1 receipts. As the scheme breaks even in year 1 it does not add any additional costs to the HRA revenue budgets.
- 2.3 The Council has an ambition of adding 200 new homes to the Council's housing stock by a mixture of new development through the housing development programme and by appropriate acquisition. This acquisition would greatly help with that target.

Reasons for Recommendation

- 3.1 That this proposal offers value for money, meets local housing need, and increases the Council's housing stock. Therefore, the Council should proceed with this purchase.

4 Alternative Options and Reasons for Rejection

- 4.1 To not purchase the properties has been rejected as the properties will fulfil a housing need in the area. This housing mix best supports that identified housing need.

RECOMMENDATION(S)

1. That Council approve adding the 6 properties at Park Avenue, Glapwell, to be let at affordable rent within the Housing Revenue Account, to the Capital Programme, utilising 141 Right to Buy receipts.

Approved by Councillor Phil Smith, Portfolio Holder for Housing

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Details: To fund the purchase of the 6 properties, using HRA 1-4-1 receipts. Using capital receipts to fund the purchase of the properties means there is no revenue cost of the acquisition for such as debt charges. The income from year one onwards will make a positive contribution to the HRA, but eventually a cost will be included in the 30 year Business Plan for repair and maintenance of the properties in line with our working practices. On behalf of the Section 151 Officer		
<u>Legal (including Data Protection)</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details: None directly. The current planning permission includes provision of Affordable Rent S106 properties On behalf of the Solicitor to the Council		
<u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details: There are no staffing implications arising from the report. On behalf of the Head of Paid Service		

Equality and Diversity, and Consultation Yes No

(Please speak to the Equality and Diversity Officer for advice)

Details: None arising from this report

Environment Yes No

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment. *(Please speak to the Climate Change Officer for advice)*

Details:

DECISION INFORMATION:

Please indicate which threshold applies:

Is the decision a Key Decision?

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

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

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

District Wards Significantly Affected:

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

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

Yes No

(a) (b)

(a) (b)

All

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

Links to Council Ambition: Customers, Economy, Environment, Housing
Housing - Enabling housing growth by increasing the supply, quality, and range of housing to meet the needs of the growing population.

DOCUMENT INFORMATION:

Appendix No	Title
N/a	

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>
N/a

DECEMBER 2024



BOLSOVER DISTRICT COUNCIL

Meeting of the Council on 20th May 2026

Play Area Refurbishment Programme

Report of the Portfolio Holder for Leisure, Health & Wellbeing

Classification	This report is Public
Contact Officer	Matthew Connley Leisure Facilities Planning & Development Manager

PURPOSE/SUMMARY OF REPORT

For Council to consider and approve the programme of refurbishment on Council owned play areas throughout the district and detailed in **Appendix 1**. It is proposed to fund the cost from the NNDR Growth Protection Reserve.

REPORT DETAILS

1. Background

- 1.1 Local Government Reorganisation is likely to mean that the play areas currently owned and maintained by Bolsover District Council are likely to be transferred into the new unitary council. To ensure that the play areas are in a good condition for residents of the district, it is proposed to carry out a programme of refurbishment.
- 1.2 Bolsover District Council currently owns, manages and maintains 23 children’s play areas across the district. There are an additional 4 play areas where Bolsover District Council is the landowner, but the equipment is owned and managed by others (mainly parish councils) and 2 play areas that are in the process of adoption (total 29 play areas).
- 1.3 Play areas range in age from less than 5 years old (1 play area) to over 20 years (9 play areas).
- 1.4 There are 4 play areas where there are existing section 106 maintenance budgets, which will be used first for any refurbishment works on those particular play areas.
- 1.5 Play areas are regularly inspected by the Playgrounds and Open Spaces Warden (an RPII Operational Inspector) who also carries out routine maintenance. In addition, annual inspections are carried out by the Play Inspection Company.

2. Details of Proposal or Information

- 2.1 The range of play area refurbishment works required includes repainting, repairs to wet pour safer surfacing, replacement roundabout bearings, replacement gates, replacement swings and, in some cases, the replacement of life expired equipment. A summary of works required is included in **Appendix 1**.

3. Reasons for Recommendation

- 3.1 To refurbish the play areas before Bolsover District Council ceases to exist, and the play areas become subsumed into the new unitary council.
- 3.2 Existing annual maintenance budgets are insufficient to tackle the backlog of repair / refurbishment / replacement works that have been identified.

4 Alternative Options and Reasons for Rejection

- 4.1 To not carry out refurbishment works would mean that play areas could fall into disrepair or need to be removed due to safety concerns.
- 4.2 To date, no play areas owned by Bolsover District Council have been closed or removed. By not carrying out refurbishment, it is likely that the number of play areas would be reduced as older play areas with life expired equipment are closed or removed.
- 4.3 Existing annual maintenance budgets would not allow for more than minor refurbishment and section 106 contributions (including commuted maintenance sums) are area specific, so do not cover the whole district.

RECOMMENDATION(S)

1. That Council approve the use of NNDR Growth Protection Reserve to carry out the play area refurbishments shown in Appendix 1.
2. That the capital programme be updated to include the capital elements of this refurbishment programme

Approved by Councillor Mary Dooley, Portfolio Holder for Leisure, Health and Wellbeing

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Details: The programme will be funded from the NNDR Growth Protection Reserve to a maximum of £300k. The final costs are being sought. The expenditure is a mix of revenue where only repairs are required, and capital where new equipment is required where the value is over the £10,000 capital deminimis level. On behalf of the Section 151 Officer	
<u>Legal (including Data Protection)</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: None arising from this report. There are no Data Protection issues arising directly from this report. On behalf of the Solicitor to the Council	
<u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: None arising directly from this report. On behalf of the Head of Paid Service	
<u>Equality and Diversity, and Consultation</u> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Details: Not applicable to this report.	
<u>Environment</u> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment. Details: By carrying out timely refurbishments, the lifespan of play equipment can be extended, reducing the need to purchase new equipment or having to dispose of equipment prematurely.	

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 checked="" type="checkbox"/> No <input 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"/>

<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>(a) <input type="checkbox"/> (b) <input checked="" type="checkbox"/></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 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></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 checked="" type="checkbox"/> Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input checked="" type="checkbox"/> Relevant Service Manager <input checked="" type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/></p>	<p>Yes <input checked="" type="checkbox"/> No <input 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>

DOCUMENT INFORMATION:

Appendix No	Title
1	Bolsover District Council Owned Children's Play Areas in Bolsover District (2026) - works required

<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>
None

DECEMBER 2024

Appendix 1: Bolsover District Council Owned Children's Play Areas in Bolsover District (2026) - works required

#	Settlement	Play Area	Address	Post Code	Owner	Managed by	Inspected / maintained by	Supplier	Installed	Works required	Approx. cost
1	Barlborough	Manor Road		S43 4HW	Bolsover District Council	Bolsover District Council	Bolsover District Council	SMP	2011	Wet pour repairs (shrinkage)	£5,750
2	Barlborough	Ruthyn Avenue		S43 4EX	Bolsover District Council	Bolsover District Council	Bolsover District Council	SMP	2011?	?	
3	Bolsover	Crich View		S44 6HY	Bolsover District Council	Bolsover District Council	Bolsover District Council	SMP		Ideally replace / relocate?	£40,000
4	Bolsover	Horsehead Lane		S44 6XH	BDC / DCC	BDC / DCC	Bolsover District Council	Wicksteed	2008	Needs new roundabout / refurb.	£10,000
5	Bolsover	Houfton Road Recreation Ground*		S44 6BW	Bolsover District Council	Bolsover District Council	Bolsover District Council	Wicksteed / Kompan	2003	Wet pour repairs (shrinkage / damage)	£6,000
7	Bolsover	Laburnum Close		S44 6EU	Bolsover District Council	Bolsover District Council	Bolsover District Council	Wicksteed		Ideally replace	£40,000
8	Bolsover	New Bolsover Model Village Green		S44 6PZ	Bolsover District Council	Bolsover District Council	Bolsover District Council	Kompan	2020	Okay?	
9	Clowne	Clune Street Recreation Ground		S43 4NJ	Bolsover District Council	Bolsover District Council	Bolsover District Council	SMP	2010	Roundabout bearings / wet pour (shrinkage)	£2,400
10	Clowne	Heritage Drive*		S43 4ST	Bolsover District Council	Bolsover District Council	Bolsover District Council	Wicksteed	1990s?	Replace - limited space	£10,000
11	Clowne	The Arc	High Street	S43 4JY	Bolsover District Council	Bolsover District Council	Bolsover District Council	Wicksteed	2000s	wet pour repairs (surface damage)	
12	Clowne	The Edge		S43 4FF	Avant Homes (will be BDC)	Avant Homes	Avant Homes	Playdale		Will be BDC play area (transfer)	
14	Creswell	Chestnut Drive*		S80 4LB	Bolsover District Council	Bolsover District Council	Bolsover District Council	Record	2011	Needs 3 new gates (2 ped + maint)	£4,000
15	Creswell	East Street Recreation Ground		S80 4DJ	BDC (land) / EwCPC (equipment)	Elmton with Creswell Parish Council	Elmton with Creswell Parish Council	Levercrest	1997?	Definitely needs replacing	£50,000
16	Creswell	Model Village (Junior)		S80 4BW	Bolsover District Council	Bolsover District Council	Bolsover District Council	Wicksteed	2003	Re-paint / refurbish	£10,000
17	Creswell	Model Village (Toddler)		S80 4BW	Bolsover District Council	Bolsover District Council	Bolsover District Council	SMP	2008	2 x new gates needed	£2,500
18	Hodthorpe	King Street		S80 4UX	Bolsover District Council	Bolsover District Council	Bolsover District Council	SMP	2008	Wet pour repairs (shrinkage)	£6,000
19	Newton	Barnford Street		DE55 5TG	BDC (land) / Blackwell PC (equipment)	Blackwell Parish Council	Bolsover District Council	Kompan	2006	Wet pour repairs (shrinkage)	£6,200
20	Pinxton	Hilltop Park	Hilltop Road	NG16 6QJ	BDC (land) / Pinxton PC (equipment)	Pinxton Parish Council	Bolsover District Council	Chipman Bros. / SMP	/2012	Basket on Birds Nest Tree	£20,000
21	Pinxton	Bracken Ridge		NG20 8FB	Bolsover District Council	Bolsover District Council	Bolsover District Council	Wicksteed	2008	Wet pour repairs (shrinkage) / fence repair	£6,150
22	Pinxton	Olive Avenue		NG20 8HN	BDC (land) / Guinness (equipment)	The Guinness Partnership (leased)	The Guinness Partnership	Lapssett		Leased - need replacing	
23	Pinxton	Rainbow Park	Swanwick Avenue	NG20 8RW	Bolsover District Council	Bolsover District Council	Bolsover District Council	Wicksteed / SMP	1996/2012	Needs repairs and updating	£10,000
24	South Normanton	Green Meadow (Broadmeadows)	Lea Vale	DE55 3NA	Bolsover District Council	Bolsover District Council	Bolsover District Council	Wicksteed	2003/2018(R)	Wet pour repairs (surface damage) / paths	
25	South Normanton	Penryn Close		DE55 2FN	David Wilson Homes (BDC under s106?)	David Wilson Homes?	David Wilson Homes?	Russell Leisure	2005	Needs adopting	£11,000
26	South Normanton	Rangewood Road*		DE55 3BS	Bolsover District Council	Bolsover District Council	Bolsover District Council	Record	2002	Wet pour (shrinkage) / Equipment refurb.	£10,000
27	South Normanton	Sough Road*		DE55 2LE	Bolsover District Council	Bolsover District Council	Bolsover District Council	Record	2003	To be replaced in 2026 (s106)	£48,000
28	Tibshelf	Lincoln Street		DE55 5QF	Bolsover District Council	Bolsover District Council	Bolsover District Council	SMP	2009?	?	
29	Tibshelf	Poppy Gardens		DE55 5LF	Bolsover District Council	Bolsover District Council	Bolsover District Council	Record	2001	Refurb. existing equipment / add additional?	£20,000
30	Tibshelf	Staffa Drive		DE55 5PJ	Bolsover District Council	Bolsover District Council	Bolsover District Council	Sutcliffe	2019	Okay?	
31	Tibshelf	Derwent Drive		DE55 5AY	Bolsover District Council	Bolsover District Council	Bolsover District Council	Kompan	2019	Okay?	
33	Whitwell Common	Whitwell Common Recreation Ground	Workshop Road	S80 3EH	Bolsover District Council	Whitwell Parish Council	Whitwell Parish Council	Wicksteed		Replace	£40,000
										Total*	£300,000
										<i>* not including sites with s106 or maint funds</i>	£58,000

Key:

- Recently installed or less than 5 years old (14)
- > 5 years old or with defects that need monitoring / repairing (49)
- > 20 years old / in need of replacement (9)
- (R) Refurbished
- * Other funds available (maintenance contribution or s106 commuted sum)

Last updated: 09/03/2026/MC



BOLSOVER DISTRICT COUNCIL

Meeting of the Council on 20th May 2026

Creation of a Corporate Asset Manager Post

Report of the Portfolio Holder for Growth

Classification	This report is Public
Report By	Ian Barber, Strategic Director for Property, Construction and Assets

PURPOSE/SUMMARY OF REPORT

To seek approval for the creation of a full-time Corporate Asset Manager post to deliver the Council’s Corporate Asset Management Plan.

REPORT DETAILS

1. Background

- 1.1 Historically, corporate asset management responsibilities have been dispersed across several service areas within the Council, with the majority of the workload falling to the Facilities Management Team (FMT).
- 1.2 In recent months, the pressures on the Facilities Management Team have increased substantially. This increase in workload has arisen from additional statutory and regulatory requirements including fire regulations, increases in reactive maintenance, and matters relating to potential disrepair.
- 1.3 The Team currently comprises of 3 FTE posts responsible for the delivery of statutory compliance, reactive maintenance, management of contractors and the provision of a responsive service to all Council corporate assets and building users. The team are responsible for the maintenance of The Arc, The Riverside Depot, the Tangent, Pleasley Vale, together with a range of other Council (non-housing stock) buildings and land.
- 1.4 Due to these additional workload pressures, the team has not had the capacity to undertake effective proactive strategic asset management plans. This has

led to limited long-term planning, contributing to a potential weakness in lifecycle management and the overall sustainability of the Council's estate.

- 1.5 The Council also has plans in place to increase the Council's property portfolio as a result of the Regeneration Fund programme.
- 1.6 A recent internal audit has established the Council needs identify resources to develop:
 - A refreshed Asset Management Plan
 - A centralised asset information system
 - Asset lifecycle management
 - Greater assurance of statutory compliance and financial optimisation.
- 1.7 In response to the audit, a draft Asset Management Plan has been developed for consideration and approval by the Council's Executive in June 2026. The Asset Management Plan contains an action plan for delivery. This post is required to carry out and deliver against the plan, associated action plan and the recommendations from the recent audit.

2. Details of Proposal or Information

- 2.1 It is proposed that the Council establishes a permanent full-time Corporate Asset Manager post (see Job Description at Appendix 1). This post will form the foundation of a modern Corporate Landlord model to address the gaps identified. The role will carry significant strategic, financial, and statutory responsibility for the Council's General Fund portfolio of commercial and operational buildings.
- 2.2 Key responsibilities of the post include:
 - Strategic Leadership: Leading the development and delivery of the Council's Strategic Asset Management Plan (SAMP), ensuring alignment with the budgetary and strategic corporate priorities.
 - Transformation of Asset Data and Systems: Procuring and implementing new Asset Management Software, validating the Non-Domestic Asset Register, and centralising all asset information into a single Corporate Landlord system.
 - Lifecycle and Investment Planning: Developing 30-year lifecycle strategies for each asset, enabling a shift from reactive maintenance to proactive, evidence-based investment planning.
 - Corporate Governance and Decision Support: Chairing the Asset Management Group, coordinating multi-disciplinary teams, and preparing business cases for asset rationalisation and investment. The post holder will provide expert advice to Portfolio Holders, Senior Leadership, Executive, and Scrutiny.

- 2.3 The creation of the Corporate Asset Manager post requires funding from the Council's General Fund. The post is required to be evaluated through the Council's job evaluation scheme. Currently, it is expected to be evaluated around a grade 8 with a total cost of up to £59k based on 2025/26 salary scales. However, this is subject to confirmation.
- 2.4 This post represents best value when compared with interim or consultancy provision which would be far more expensive.
- 2.5 The post is expected to generate further financial benefits through reduced reactive maintenance expenditure, improved procurement and contract management, evidence-based capital investment planning, asset rationalisation opportunities and increased income from commercial assets.
- 2.6 The establishment of this post will also provide continuity and organisational knowledge to take forward into any new Authority which may be created through Government Reorganisation.

3. Reasons for Recommendation

- 3.1 To address the audit requirements of the recent Asset Management Audit outlined in paragraph 1.6 of this report.
- 3.2 To develop a dedicated asset management function in order to provide strategic oversight, and support long-term financial resilience.
- 3.3 To oversee and manage the responsibility for assets as the Council prepares for Local Government Reorganisation.
- 3.4 To reduce unplanned maintenance costs; improve statutory compliance; support asset rationalisation and income generation; strengthen long-term financial planning; reduce corporate risk exposure and; improve the quality and consistency of asset-related decision-making.

4 Alternative Options and Reasons for Rejection

- 4.1 Do Nothing: This is rejected as it would fail to address the recent audit findings, perpetuate compliance risks, and undermine the Council's financial resilience.
- 4.2 Outsource: This is rejected as in-house delivery is more cost-effective and ensures ongoing ownership of data, expertise, and lifecycle planning. Interim or consultancy support would be more expensive and less effective in building long-term organisational capability.
- 4.3 Deliver in-house using existing staff: This is rejected as there is insufficient capacity within the Facilities Management Team and the specialist nature of the role requires dedicated professional expertise.

RECOMMENDATION(S)

- (1) That Council approve the creation and budget for a full-time Corporate Property Asset Manager post following job evaluation.
- (2) That Council delegates to the Chief Executive Officer the decision to agree the grade of the post following completion of the job evaluation process.

Approved by Councillor Munro Portfolio Holder Growth

IMPLICATIONS:

Finance and Risk: Yes No

Details:

This post will be an additional cost to the General Fund.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details:

The new post will strengthen the Council's ability to comply with its legal obligations as set out in various statutes or regulations, e.g, Health and Safety at Work etc Act 1974, Building Safety Act 2022, and obligations contained within lease agreements and other contractual arrangements.

On behalf of the Solicitor to the Council

Environment:

Details:

The new post will be required to ensure environmental impact is considered wherever possible, reducing the Council's carbon footprint.

Staffing: Yes No

Details:

Any established new post is required to be evaluated using the Council's job evaluation scheme. Recruitment and selection will take place using the Council's appropriate policies and procedures.

On behalf of the Head of Paid Service

DECISION INFORMATION

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

<p>District Wards Significantly Affected</p>	N/A
<p>Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Executive <input checked="" type="checkbox"/> SLT <input checked="" type="checkbox"/> Relevant Service Manager <input checked="" type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/></p>	Details:

<p>Links to Council Ambition: Customers, Economy, Environment and Housing.</p>
<p>(A) Customers by providing excellent and accessible corporate buildings, continuously improving service delivery through innovation, modernisation and listening to customers.</p> <p>(B) Economy by making the best use of our assets through identifying optimal lifecycle investment costs and timelines and asset rationalisation opportunities.</p> <p>(C) Environment by being able to identify environmentally optimal parts for refurbishment and new builds wherever possible, reducing our carbon footprint.</p>

DOCUMENT INFORMATION	
Appendix No	Title
1	Job Description
2	Person Specification

Job Description

Job title	Corporate Asset Manager
Reports to	Head of Property Services
Direct reports	n/a
Grade	To be confirmed through JE process
Salary range	

Job purpose

To lead the development and implementation of the Council's **Asset Management Strategy**, specifically focusing on the General Fund (GF) portfolio.

To be responsible for transforming asset data into a strategic investment framework, which when applied will ensure the Council's property interests are high-performing, compliant, and aligned with the Medium-Term Financial Strategy

To ensure that all relevant services are provided to all customers within the District of Bolsover including liaison with other Departments within the Council and outside agencies as required.

To ensure adequate records are maintained.

To ensure the service is delivered in line with all statutory and corporate policies, procedures and targets.

To ensure the service is delivered within the confines of a limited budget.

To ensure the service is fit for transition into the new authority under the terms of the local Government Review.

Duties and responsibilities

The post-holder must, at all times, carry out their duties and responsibilities to comply with the policies, Standing Orders, Financial Regulations, Employee Code of Conduct, procedures and Constitution of the employer.

1. To be aware of legislation, and changes in legislation, affecting compliance regarding corporate properties in the Council's ownership.
2. To ensure effective integration of Corporate Asset Management with Property Services departments including the Capital Projects and Facilities Management teams.
3. To maintain good working relations with other Officers of the Council and participate in multi-disciplinary teams as may be required.

4. To ensure that all Corporate Asset management projects are delivered in line with all statutory and corporate policies, procedures and targets and are on time, on budget, to required quality and in compliance with health & safety legislation.
5. To be aware of and consider the issues of sustainability and environmental impact in all projects.
6. To ensure compliance with procurement rules and the councils standing orders.
7. Lead the reformed Asset Management Group (AMG). Acting as the primary technical advisor and advocate for asset management to Portfolio Holders, Officers and Senior Leadership.
8. Implement and refresh the Action Plan of the Strategic Asset Management Plan; translating corporate goals into specific projects. Oversee/manage these projects through to handover to ensure asset reliability, safety, and cost optimisation.
9. Audit and validate the Non-Domestic Asset data. Lead the procurement and implementation of new Asset Management Software to replace legacy systems. Centrally locate all asset data into the new Asset Management Software.
10. Create individual Risk Registers for every asset, scoring them annually on safety, operational, financial and environmental impact.
11. Undertake high-level inspections to understand each asset's fabric, M&E systems, operational demands, and use. Use this, alongside survey data already held, to produce a 30-year lifecycle plan that forecasts renewal needs and supports a shift from reactive to proactive investment.
12. Identify opportunities for asset rationalisation and produce business cases to support the optimal solution.
13. Manage the 12-month rollout of the new Asset Management framework.
Develop KPIs to report performance directly to the Executive.
Within the first 12 months to meet the targets set out below:

Month 3: Completion of the "Asset Maturity Assessment" and gap analysis.

Month 6: Procurement of the new Asset Management Software and validation of the Non-Domestic Asset Register.

Month 9: Delivery of the individual Risk Registers and Lifecycle Strategies for all core General Fund assets.

Month 12: Full implementation of the reporting dashboard for the AMG and Executive.

14. To deputise for the Property Services Manager as required.

15. To be available in the event of "out of hours" emergencies in relation to the duties.

16. To carry out any other duties commensurate with the post.

Working conditions

Occasional evening and weekend work, investigations will include working outdoors and at times, working with challenging clients, and a full driving licence and own car is required to work in this post.

Physical requirements

The work involved in meeting the requirements of this post should not be physically demanding but may involve accessing scaffolding or loft spaces via ladders and other access equipment.

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	Ian Barber
Date approved:	23 April 2026
Reviewed:	

PERSON SPECIFICATION

Post Title: Corporate Asset manager	Section: Property Services
Directorate: Property, Construction and Assets	

Essential Requirements	Desirable Requirements
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Knowledge	AM		AM
<p>Working knowledge of a building's envelope, including roofs, walls, and structural components and how their performance impacts the building's suitability for purpose.</p> <p>Working knowledge of the components within a building, including mechanical and electrical plant, and how their performance impacts the building's suitability for purpose.</p> <p>Good working knowledge of lifecycle management of infrastructure, equipment, and facilities, including the significance of maintenance and operations undertaken therein.</p> <p>Good working knowledge of financial planning and budget management.</p> <p>Knowledge of Risk Mitigation: Identifying and managing risks, including financial, conducting regular audits and compliance checks.</p> <p>Demonstrable knowledge of construction project management and contract management.</p> <p>Demonstrable knowledge of procurement, tender specification and evaluation and budget management.</p> <p>Demonstrable knowledge of construction related Health & Safety legislation including Construction Design Management Regulations.</p> <p>Demonstrable knowledge of Building and Planning Regulations and their interpretation.</p>	a, i & c	<p>Knowledge of GIS (Geographic Information Systems), Building Management Systems and IoT for building performance.</p> <p>Understanding of local government capital accounting</p>	a & i

<p>Demonstrable knowledge of inspections of properties to determine repair/maintenance requirements.</p> <p>Demonstrable knowledge of plans, architect's and engineer's drawings, and specifications.</p> <p>Knowledge of Asset Maturity Models (e.g., ISO 55000/PAS 55).</p>			
Qualifications			
<p>Degree in Real Estate, Surveying, or Asset Management.</p>		<p>Post-graduate qualification in Data Analytics or Finance. ISO 55001 Internal Auditor certification.</p> <p>Professional membership of RICS (General Practice or Commercial) or IAM (Institute of Asset Management) or MCIOB</p> <p>Project management qualifications</p>	
Experience			
<p>Proven experience in Strategic Asset Management within a Local Authority or medium or large public sector or private body.</p> <p>Experience of managing at the customer interface.</p> <p>Experience of issue resolution / problem solving, including responding to complaints.</p> <p>Experience of interactions with clients and residents/occupiers to ensure smooth running of projects and resolve issues.</p> <p>Effective contract management experience with consultants and contractors to ensure effective running of projects and resolve issues in respect of works undertaken.</p>		<p>Experience managing Corporate assets and commercial portfolios for financial optimisation</p> <p>Experience navigating "Scrutiny" committees or public consultations.</p> <p>Experience with "Power BI" or similar for executive reporting dashboards.</p> <p>Experience procuring and implementing EAM (Enterprise Asset Management) or CAFM software.</p>	

<p>Property systems/database experience</p> <p>Track record of taking a strategy from "Draft Action Plan" to "Full Rollout" within a defined timeline</p> <p>Experience of Risk Mitigation</p> <p>Experience of reprioritizing work within existing budgets appropriately with consideration to business risk and customer service</p>		<p>Advanced Excel/Data modelling skills.</p> <p>Experience of employee development and personal performance management.</p> <p>Experience of working in the public sector.</p> <p>Experience of public sector procurement of contracts.</p> <p>Experience of preparing and presenting reports to Council, Executive Cabinet and senior managers on a variety of subjects.</p>	
<p>Skills</p>			
<p>Ability to present complex financial and technical data to Elected Members and Cabinet committees</p> <p>Ability to effectively liaise with vendors, suppliers, and stakeholders.</p> <p>Ability to carry out appraisals and feasibility and cost benefit analysis</p> <p>Ability to communicate effectively using Microsoft suite and Asset Management software</p> <p>Ability to use strong interpersonal skills to communicate effectively with stakeholders at all levels. Skilled in influencing to ensure optimal options receive appropriate consideration. Also able to constructively guide stakeholders away from less effective alternatives.</p> <p>Ability to deliver to deadlines</p>	<p>a & i</p>	<p>AutoCAD or similar drawing package skills</p>	
<p>Other Requirements:</p>			
<p>A flexible approach to working hours</p>	<p>a & i</p>		

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

Approved by:	Ian Barber
Date approved:	April 2026
Reviewed:	

BOLSOVER DISTRICT COUNCIL

MEETING OF THE Council 20th May 2026

Pleasley Vale Business Park – Request for Budget Approval

REPORT OF THE PORTFOLIO HOLDER FOR GROWTH

Classification	This report is Public.
Contact Officer	Strategic Director of Property, Construction & Assets

PURPOSE/SUMMARY OF REPORT

The purpose of this report is to seek approval for a budget of £2.5m (this amount includes £82,082.80 already requested for scaffolding under a separate report to Council, at today’s date – at Appendix 1) to address urgent and foreseeable risks associated with Council-owned assets at Pleasley Vale Business Park (PVBP), identified through structural reports, site inspections and a formal RAG-rated risk assessment exercise.

The net additional budget requested through this report is therefore £2,417,917.20, but the overall financial envelope required to address the identified risks remains at £2.5m.

The requested budget will enable the Council to:

- Undertake immediate urgent works, required to address high and medium risk structural and safety issues;
- Provide for follow-on capital works arising from the watercourse and pond improvement scheme currently underway;
- Fund associated enabling and mitigation costs, including potential compensation payments in respect of disruption to tenants, independent options appraisal, (scaffolding purchase – Appendix A) and further specialist structural surveys.

REPORT DETAILS

1. Background

1.1 A programme of structural inspections, consultant reports and site visits has been undertaken across the Council-owned assets at Pleasley Vale Business Park (PVBP). These inspections were commissioned in response to emerging concerns regarding asset condition, structural integrity, water ingress, and public safety.

1.2 The outcomes of these inspections have been reviewed by officers and assessed using a RAG (Red / Amber / Green) rating framework, focused on:

- Health and safety risk;
- Structural stability;
- Risk of further deterioration;
- Legal and reputational exposure;
- Impact on occupiers, tenants, and the public.

1.3 This exercise has confirmed that a number of risks require intervention, with further works highly likely to be required once current watercourse and pond improvement works are complete and full structural access is achieved.

1.4 Failure to act at this stage could expose the Council to future health and safety risks, potential future statutory breaches, escalation of future costs and reputational damage.

2. Details of Proposal or Information

2.1 The total budget requested is £2.5m, broken down as follows:

Table 1

Row	Budget Elements	Amount
A	Immediate works required following RAG-rated risk assessment	£1.0m
B	Anticipated follow-on works linked to watercourse and pond improvement scheme	£1.0m
C	Compensation, professional fees, scaffolding (already requested separately as per the report at Appendix A), external options appraisal and further surveys	£0.5m
Total Requested Budget	(including the £82,082.80 already requested under the scaffolding report)	£2.5m

Table 1 : Breakdown of Budget Request

2.2 The sum of £1.0m referred to in Row A of Table 1 is required to undertake urgent works arising directly from the RAG rating exercise was derived from consultant structural reports and on-site inspections. These works are necessary to ensure structural safety, prevent further deterioration, ensure high and medium risk items remain within an acceptable risk tolerance and ensure the Council is meeting its duties as landowner and building owner.

2.3 The scope of works includes (but is not limited to): structural stabilisation and making safe; localised repairs to address defects contributing to instability or water ingress; and enabling works required to remove or reduce immediate risk to occupiers and the public.

- 2.4 These works are non-discretionary in nature and reflect statutory and professional obligations placed on the Council.
 - 2.5 Initial watercourse and pond improvement works are currently underway. These works are critical to addressing broader drainage, environmental and structural interactions affecting adjacent Council assets.
 - 2.6 Based on professional advice and the design work to be undertaken imminently, it is likely that further capital works will be required once the watercourses including culverts are fully assessed.
 - 2.7 A provisional budget of £1.0m, shown in Row B of the above table, is therefore requested to enable the Council to respond promptly to remedial structural works, secondary defects revealed following completion of the current scheme and works required to avoid reoccurrence of water-related damage.
 - 2.8 Setting aside this budget now will reduce the likelihood of piecemeal and reactive decision making, which can lead to higher overall cost and increased risk.
 - 2.9 A further £0.5m, shown in Row C, is required to meet associated and unavoidable costs arising from the above works, such as compensation payments where occupation, access or use of buildings is disrupted and additional intrusive and specialist structural surveys required once access is available or conditions change.
 - 2.10 This provision enables the Council to maintain a strong evidential audit trail demonstrating that decisions are informed, proportionate and independently validated.
 - 2.11 The total budget cost associated with this report is £2.5m – however, this includes the amount of £82,082.80 which has been requested under a separate report of the same date – see attached at Appendix 1. Approval of this budget will provide financial certainty and enable timely procurement; cost control; reduction in emergency and reactive spend; and better value for money over the life of the assets.
 - 2.12 The cost of not approving the budget would likely result in escalation of defects; increased future capital and revenue costs; and potential claims, enforcement action or emergency works at significantly higher cost.
 - 2.13 Legally, the Council has statutory duties in relation to health and safety, Occupiers' Liability and management of dangerous structures.
 - 2.14 Failure to address known risks identified through professional surveys could expose the Council to legal challenge, enforcement action, and liability claims.
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3. Reasons for Recommendation

- 3.1 The Council has clear statutory obligations to maintain its assets in a safe condition and protect public safety.
- 3.2 Independent structural reports have identified foreseeable risks requiring immediate intervention.
- 3.3 Early investment will prevent further deterioration, reduce long-term costs, and avoid unplanned emergency works.
- 3.4 The budget provides a structured, planned and evidence-based approach to asset management, rather than reactive or piecemeal responses.
- 3.5 Including the previously requested scaffolding cost ensures full transparency and allows Members to consider the complete financial position.
- 3.6 The approach supports good governance, risk management, and long-term stewardship of Council-owned assets.

4 Alternative Options and Reasons for Rejection

- 4.1 Approve partial funding: Not recommended – Partial funding would leave known risks unaddressed, increase the likelihood of structural failure, escalate future costs, and expose the Council to legal, financial, and reputational risk.
- 4.2 Do nothing: Not recommended – This would fail to meet statutory duties, increase the risk of harm to tenants and the public, accelerate asset deterioration, and likely result in significantly higher emergency expenditure and potential enforcement action.

RECOMMENDATION(S)

- (1) That Council approve a budget of £2.5m (less the £82,082.80 outlined in the Scaffolding Report) as set out in this report to enable urgent works, associated follow-on investment and related mitigation measures to be undertaken in a controlled, proportionate, and legally compliant manner.

Approved by Councillor Tom Munro Portfolio Holder for Growth

IMPLICATIONS:

<p><u>Finance and Risk</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Details: There is a chance that not all of the works required in this report would meet the strict definition of capital expenditure. It is therefore proposed to fund this expenditure from the NNDR Growth Protection Reserve, and for finance to split the budget between capital and revenue as appropriate. The capital elements would then be included in the Council's capital programme, based on approval from Members on this whole report.</p> <p style="text-align: right;">On behalf of the Section 151 Officer</p>
<p><u>Legal (including Data Protection)</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Details: The Council has clear statutory obligations to maintain its assets in a safe condition and protect public safety. Failure to undertake the works could result in the Council failing to meet both its statutory obligations and its obligations as landlord to its tenants.</p> <p style="text-align: right;">On behalf of the Solicitor to the Council</p>
<p><u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Details: None arising from this report.</p> <p style="text-align: right;">On behalf of the Head of Paid Service</p>
<p><u>Equality and Diversity Impact and Consultation</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Details: None arising from this report.</p> <p style="text-align: right;">On behalf of the Information, Engagement and Performance Manager</p>
<p><u>Environment</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Details: None arising from this report</p>

DECISION INFORMATION:

<p><input checked="" type="checkbox"/> Please indicate which threshold applies:</p> <p>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:</p> <p>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.</p> <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>Ault Hucknall Ward</p> <p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p> <p>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></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 checked="" type="checkbox"/> Deputy Leader <input checked="" type="checkbox"/> Executive <input checked="" type="checkbox"/> SLT <input checked="" type="checkbox"/> Relevant Service Manager <input checked="" 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>(a) <input type="checkbox"/> (b) <input type="checkbox"/></p> <p>(a) <input type="checkbox"/> (b) <input type="checkbox"/></p> <p>All <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 checked="" type="checkbox"/> No <input type="checkbox"/></p>
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Links to Council Ambition: Customers, Economy, Environment, Housing

DOCUMENT INFORMATION:

Appendix	Title

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

Agenda Item 23

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted