

The Arc  
High Street  
Clowne  
S43 4JY

To: Chair & Members of the Local  
Growth Scrutiny Committee

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Tuesday, 10<sup>th</sup> February 2026

Dear Councillor

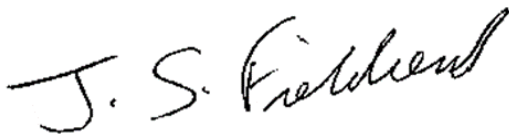
**LOCAL GROWTH SCRUTINY COMMITTEE**

You are hereby summoned to attend a meeting of the Local Growth Scrutiny Committee of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Tuesday, 24<sup>th</sup> February, 2026 at 10:00 hours.

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

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

Yours faithfully

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

Solicitor to the Council & Monitoring Officer

### **Equalities Statement**

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

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

#### **Access for All statement**

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- **Phone:** [01246 242424](tel:01246242424)
- **Email:** [enquiries@bolsover.gov.uk](mailto: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

**LOCAL GROWTH SCRUTINY COMMITTEE  
AGENDA**

***Tuesday, 24 February 2026 at 10:00 hours taking place in the Council Chamber, The Arc,  
Clowne***

| <b>Item No.</b> |   | <b>Page<br/>No.(s)</b>   |
|-----------------|---|--------------------------|
|                 | <b><u>PART A - FORMAL</u></b>   |                          |
| <b>1.</b>       | <b>Apologies For Absence</b><br><br>To receive apologies.   |                          |
| <b>2.</b>       | <b>Urgent Items of Business</b><br><br>To note any urgent items of business which the Chair has consented to being considered under the provisions of Section 100 (B) 4(b) of the Local Government Act 1972.  |                          |
| <b>3.</b>       | <b>Declarations of Interest</b><br><br>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:<br><br>a) any business on the agenda<br>b) any urgent additional items to be considered<br>c) any matters arising out of those items<br>and if appropriate, withdraw from the meeting at the relevant time. |                          |
| <b>4.</b>       | <b>Minutes</b>  | <b>4 - 9</b>             |
| <b>5.</b>       | <b>List of Key Decisions and Items to be Considered in Private</b>  | <b>10 - 15</b>           |
| <b>6.</b>       | <b>Pleasley Vale Regeneration Programme - Monitoring Update</b>   | <b>16 - 20</b>           |
| <b>7.</b>       | <b>Dragonfly Shareholder Board Update</b>   | <b>Verbal<br/>Update</b> |
| <b>8.</b>       | <b>Joint Review of Security Arrangements at The Arc: Policies, Protocols and Procedures (First Interim Report)</b>  | <b>21 - 45</b>           |
| <b>9.</b>       | <b>Agreement of Work Programme 2025/26</b>  | <b>46 - 51</b>           |
|                 | <b><u>PART B - INFORMAL</u></b>   |                          |
| <b>10.</b>      | <b>Review work</b>  |                          |

## LOCAL GROWTH SCRUTINY COMMITTEE

Minutes of a meeting of the Local Growth Scrutiny Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Tuesday, 28<sup>th</sup> October 2025 at 10:00 hours.

### **PRESENT:-**

Members:-

Councillor Sally Renshaw in the Chair

Councillors Tom Kirkham (Vice-Chair), Will Fletcher, Duncan Haywood, Jeanne Raspin and Jen Wilson.

Officers:- Karen Hanson (Chief Executive), Steve Brunt (Strategic Director of Services), Natalie Etches (Head of Business Growth, Dragonfly Management (Bolsover) Limited), Jim Fieldsend (Director of Governance and Legal Services & Monitoring Officer), Sarah Kay (Interim Director of Planning, Devolution and Corporate Policy), Angelika Kaufhold (Governance and Civic Manager), Coby Bunyan (Scrutiny Officer) and Matthew Kerry (Governance and Civic Officer).

Also in attendance were Councillors Tom Munro (Portfolio Holder for Growth) and John Ritchie (Portfolio Holder for Devolution).

### **LOC10-25/26 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

### **LOC11-25/26 URGENT ITEMS OF BUSINESS**

There were no urgent items of business to consider.

### **LOC12-25/26 DECLARATIONS OF INTEREST**

There were no declarations made at the meeting.

### **LOC13-25/26 MINUTES**

A Member noted there was an update on Pleasley Vale Regeneration Programme at the previous meeting (minute no. LOC7-25/26), but no item was listed on the agenda despite recent events that had taken place.

A Member agreed with the need to discuss the Pleasley Vale Business Park (the 'Park') and that it should be added to the Committee's future agendas for the foreseeable future.

A Member observed it would not be appropriate to leave an update on the Park to the Committee's next meeting (February 2026).

The Monitoring Officer noted a discussion on the Park could be held as an urgent item of business or informally after the meeting.

## LOCAL GROWTH SCRUTINY COMMITTEE

The Portfolio Holder for Growth informed an Emergency Board had been established to control the running of the Park and that it was important for the Committee to be informed on matters arising as early as possible.

Moved by Councillor Jeanne Raspin and seconded by Councillor Jen Wilson

**RESOLVED** that an informal discussion be held on the Pleasley Vale Business Park after the meeting and an Extraordinary meeting be arranged before the Committee's next meeting February 2026.

The Portfolio Holder for Growth provided an update on the Shirebrook Reimagined – Update on Regeneration Funded Works (minute no. LOC5-25/26) – progress had been made with Shirebrook Town Council and completion was expected spring 2026.

Moved by Councillor Will Fletcher and seconded by Councillor Jeanne Raspin

**RESOLVED** that the Minutes of a Local Growth Scrutiny Committee meeting held on 8<sup>th</sup> July 2025 be approved as a true and correct record.

### **LOC14-25/26      LIST OF KEY DECISIONS AND ITEMS TO BE CONSIDERED IN PRIVATE**

Members considered the List of Key Decisions and Items to be considered in the private document.

**RESOLVED** that the List of Key Decisions and Items to be considered in the private document be noted.

### **LOC15-25/26      DRAGONFLY SHAREHOLDER BOARD**

The Chief Executive provided a presentation on Project Eiffel Tower (the 'Project') and a Dragonfly Shareholder Board Update Report to the Committee.

The purpose of the Project presentation was to inform Members on the management of the transition of Dragonfly Companies staff and services to the Council by 31<sup>st</sup> March 2026.

The name had been chosen as the Eiffel Tower had been completed March 31<sup>st</sup> 1889 – March 31<sup>st</sup> 2026 had been chosen to bring both Dragonfly Companies into the Council.

The Programme Director was in place and the Programme Board was working well, meeting fortnightly.

The transfer of Dragonfly Companies staff would be under Transfer of Undertakings (Protection of Employment) (TUPE) arrangements to ensure the retention of all key conditions and provide job security for all.

Meetings with UNISON were taking place, and while the local Unite representative was unavailable to attend, Unite's regional office had been requested to provide another representative to attend meetings.

## **LOCAL GROWTH SCRUTINY COMMITTEE**

It was important the branding of the vehicle fleet logos and officer I.D. badges / uniforms were changed simultaneously to ensure members of the public knew who they were engaging with.

Communications between the Council and Dragonfly Companies staff remained regular and ongoing. The Council's intranet, Eric, was being updated weekly, with also InTouch magazine utilised.

It was noted the Housing Revenue Account (HRA) and financial arrangements were of most import to resolve – the Section 151 Officer was handling these.

The Strategic Risk Register was being managed by the Risk Management Group – using the Red / Amber / Green traffic light system, all risks were listed either Green or Amber with all known risks monitored weekly.

When completed, it was expected the staff structure would result in the Project reaching 70% completion.

The Chief Executive and Deputy Chief Executive of the Dragonfly Companies were both regularly attending the Dragonfly Shareholder Board.

Questions were asked on where the updates of the Project were first provided and if the presentation slides would be made public.

It was noted a copy of the presentation would be shared with the Committee and uploaded as a supplementary document to the website once any sensitive contractual / legal work was assessed.

The Dragonfly Shareholder Board Update Report, provided at the meeting, included the following information:

- Woburn, Blackwell (on track and on budget – it was recommended Members visit);
- Roseland Crematorium, Shirebrook (cremator delivered and recruitment of staff / management taking place);
- Shirebrook Cluster – Alder Way (on track, nothing further to update);
- Events Centre, Shirebrook (had proven difficult to work on the Market Place, but on track with work ongoing);
- Bolsover Homes (would include 30-40 homes);
- Regeneration (the Strategic Commissioning Board had met the day before the meeting and had received an update on the £15 million Regeneration Funding granted to the Council along with budgetary pressures around drainage for a site – cost efficiency measures were being explored);
- Co-op Demolition and Landscaping, Bolsover (further consultation was taking place); and,
- Border Hill School, Bassetlaw District Council (an external project on hold due to the client not yet having planning permission – it was noted the capital existed and that Dragonfly Development Ltd. had been ready to break ground).

The minutes of a Dragonfly Shareholder Board meeting held 23<sup>rd</sup> September 2025 would be provided to Members after the meeting.

## **LOCAL GROWTH SCRUTINY COMMITTEE**

To a question on the expiry of the £15 million Regeneration Funding granted, the Chief Executive informed it would be in 2028.

It was confirmed the Portland Commercial Scheme was the Bolsover Green Skills Hub (Shirebrook) project.

It was confirmed, as the Strategic Commissioning Board had met the previous day, the update information provided to that meeting and that meeting's minutes could be provided to the Committee in future.

To a question on the shopfront investments, the Portfolio Holder for Growth informed 50-60 properties qualified for financial support. The shopfront redevelopment project would be split into 3 levels, with those labelled Level 1 (the most pressing shopfront improvements required) handled first.

It was clarified the budget for the Roseland Crematorium, Shirebrook now stood at £9.4 million.

A Member noted it was important for the Committee to scrutinise all budgetary information when it was available. The Chief Executive agreed and stated the Dragonfly Board of Directors, which was scrutinising all project budgets being managed by the Dragonfly Companies, would be contacted to ask if the information they received, if available for public consumption, could be provided to the Committee.

### **LOC16-25/26      EAST MIDLANDS INVESTMENT ZONE (EMIZ) - SPRINT PROJECTS UPDATE**

The Interim Director of Planning, Devolution and Corporate Policy presented the report to the Committee.

Through the East Midlands Investment Zone (EMIZ) programme, the East Midlands Combined County Authority (EMCCA) had invited applications for their Year 1 Sprint Funding in late 2024, with the Council submitting a number of bids across the 3 strands of the programme:

- Sprint A: Planning and Development;
- Sprint B: Research and Innovation;
- Sprint C: Skills.

The Council had successfully secured 3 funding awards – 2 directly awarded and 1 delivered in partnership with Nottingham Trent University (NTU).

Project updates on the Bolsover Green Skills Hub (Shirebrook), Engaging Supply Chain Database, and Planning Capacity Builder were detailed in the report.

With regards the Bolsover Green Skills Hub (Shirebrook), the Committee was informed an internal working group including the Interim Director of Planning, Devolution and Corporate Policy, Head of Business Growth and Strategic Director of Services had been formed, and representatives from that group had already met with representatives of EMCCA and some potential providers to date to ensure ongoing project alignment with future funding opportunities and partner delivery models could be progressed.

## **LOCAL GROWTH SCRUTINY COMMITTEE**

With regards Engaging Supply Chain Database, 27 Small / Medium-sized Enterprises (SMEs) had been engaged locally as of August 2025, plus a wide range of procuring companies and industry bodies.

Whilst the anticipated engagement means and project outcomes had evolved during this project's process, EMCCA had been updated throughout and remained satisfied with the reported monitoring outputs to date.

It was noted EMCCA had recently completed relevant staff recruitment in this field and there was a good working relationship between their team and the Council.

There remained an initiate for the District to be known as a green skills location, with the Council having strong links with NTU, Vision West Notts. College and other potential providers.

The EMIZ Green Skills Hub Final Report July 2025 was attached at Appendix 1.

The EMIZ Engaging Supply Chain SMEs in the Housing Industry's Procurement Process Final Report 30<sup>th</sup> September 2025 was attached at Appendix 2.

The Council's and NTU's Planning Capacity Builder for Net Zero Final Report 23<sup>rd</sup> May 2025 was attached at Appendix 3.

### **LOC17-25/26      UK SHARED PROSPERITY FUND - ECONOMIC DEVELOPMENT PROJECTS (MONITORING UPDATE)**

The Head of Business Growth presented the report to the Committee.

The UK Government had launched the UK Shared Prosperity Fund (UKSPF) 13<sup>th</sup> April 2022 of new funding for local investment through to March 2025 – the Council had received £1,963,993.

An allocation of £803,023 for the 12-month period April 2025 – March 2026 was also received, with £667,824 allocated to 7 projects.

Project updates further detailed in the report included:

- Business In Bolsover (the number of enterprises receiving non-financial support stood at 211 in total from Quarter 1 2025/26 and Quarter 2 2025/26 – the target for the whole term of the programme had been 40);
- Hyper Local Business Support (to maintain focus on business growth, Clowne Enterprises had been commissioned with the programme deployed continuing to stay on track, or ahead of outputs and outcomes);
- Creative Women's Network (Platform Thirty1 had been commissioned to deliver support to creative businesses from the arts, culture and visitor economy sectors, with £12,000 allocated to cover the cost of running the sessions);
- Housebuilders Forum (the Bolsover-UK Place Belong campaign was launched at the one-year Place programme anniversary in June 2025 – following the anniversary event the inaugural East Midlands Housing Developer Forum had taken place with attendees listed in the report and future meetings would take



## LOCAL GROWTH SCRUTINY COMMITTEE

place November 2025, January 2026 and March 2026);

- Net Zero Innovation Programme (this award winning programme – a handout of a news article detailing this project winning the EDIE “Net-Zero Award for Upskilling and Training Initiative of the Year” was handed out to Members – was on track and work with NTU was continuing. It was further noted 4 businesses had successfully applied for and been awarded a Net Zero Growth Grant following support from the project, with further applications pending);
- Creative Hub (as of Quarter 2 2025/26, 47 individual stakeholders had engaged with the programme – including Platform Thirty1 and Junction Arts); and,
- Net Zero Growth Grants (4 applications have been appraised and approved by the panel).

The Portfolio Holder for Growth added it had been a great pleasure to support the report presented to the Committee and praised the work of the Economic Development Team.

Additionally, Members were informed that for the former Co-op site the Council now owned (included in the report’s Creative Hub information), the Council was consulting whether it was best value for money to either refurbish and bring the premises up to standard, or to demolish and rebuild the site.

The Chair noted the good work of Platform Thirty1 to residents in the Blackwell Ward – this would likely be the same case as other Wards across the District.

Moved by Councillor Will Fletcher and seconded by Councillor Tom Kirkham

**RESOLVED** that Members review the content of the progress report and make recommendations to Executive, where required, on additional action that may be needed for successful delivery.

### LOC18-25/26      SCRUTINY WORK PROGRAMME

The Chair welcomed and introduced the new Scrutiny Officer to the Committee.

The Scrutiny Officer presented the Work Programme 2025/26 to the Committee, attached at Appendix 1.

A Member asked if updates on the £15 million Regeneration Funding be added to the Work Programme. The Chief Executive confirmed updates from the Strategic Commissioning Board could be provided to the Committee’s February 2026 and April 2026 meetings.

Moved by Councillor Will Fletcher and seconded by Councillor Jeanne Raspin

**RESOLVED** that Members review this report and the Programme attached at Appendix 1 for approval and amendment as required. All Members are advised to contact the Scrutiny Officer should they have any queries regarding future meetings.

The formal part of the meeting concluded at 11:01 hours and Members then met as a working party to be briefed informally on Pleasley Vale Business Park and continue their review work.



The Arc  
High Street  
Clowne  
Derbyshire  
S43 4JY

## **Key Decisions & Items to be Considered in Private**

**To be made under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

**Published on: 30<sup>th</sup> January 2026**

## INTRODUCTION

The list attached sets out decisions that are termed as “Key Decisions” at least 28 calendar days before they are due to be taken by the Executive or an officer under delegated powers.

Preparation of the list helps Executive to programme its work. The purpose of the list is to give notice and provide an opportunity for consultation on the issues to be discussed. The list is updated each month with the period of the list being rolled forward by one month and republished. The list is available for public inspection at the Arc, High Street, Clowne, S43 4JY. Copies of the list can be obtained from Jim Fieldsend, Monitoring Officer, at this address or by email to [jim.fieldsend@bolsover.gov.uk](mailto:jim.fieldsend@bolsover.gov.uk). The list can also be accessed from the Council’s website at [www.bolsover.gov.uk](http://www.bolsover.gov.uk).

The Executive is allowed to make urgent decisions which do not appear in the list; however, a notice will be published at The Arc and on the Council’s website explaining the reasons for the urgent decisions. Please note that the decision dates are indicative and are subject to change.

Members of Executive are as follows:

Councillor Jane Yates - Leader and Portfolio Holder - Policy, Strategy and Communications  
Councillor Donna Hales - Deputy Leader and Portfolio Holder - Corporate Governance and Performance  
Councillor Mary Dooley - Portfolio Holder - Partnerships and Health and Wellbeing  
Councillor Clive Moesby - Portfolio Holder - Resources  
Councillor Phil Smith - Portfolio Holder - Housing  
Councillor Tom Munro - Portfolio Holder - Growth  
Councillor Rob Hiney-Saunders - Portfolio Holder - Environmental  
Councillor John Ritchie - Portfolio Holder – Devolution

The Executive agenda and reports are available for inspection by the public five clear days prior to the meeting of the Executive. The papers can be seen at The Arc at the above address. The papers are also available on the Council’s website referred to above. Background papers are listed on each report submitted to the Executive and members of the public are entitled to see these documents unless they contain exempt or confidential information. The report also contains the name and telephone number of a contact officer.

Meetings of the Executive are open to the public and usually take place in the Council Chamber at The Arc. Occasionally there are items included on the agenda which are exempt and for those items the public will be asked to leave the meeting. This list also shows the reports intended to be dealt with in private and the reason why the reports are exempt or confidential. Members of the public may make representations to the Monitoring Officer about any particular item being considered in exempt and why they think it should be dealt with in public.

The list does not detail *all* decisions which have to be taken by the Executive, only “Key Decisions” and “Exempt Reports”. In these Rules, a “Key Decision” means an Executive decision, which is likely:

(1) **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

(2) **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

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

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

The dates for meetings of Executive can be found here:

<https://committees.bolsover.gov.uk/ieListMeetings.aspx?Committeeld=1147>

The Council hereby gives notice of its intention to make the following Key Decisions and/or decisions to be considered in private:

| <b>Matter in respect of which a decision will be taken</b>   | <b>Decision Maker</b>   | <b>Date of Decision</b>  | <b>Documents to be considered</b>                                   | <b>Contact Officer</b>  | <b>Is this decision a Key Decision?</b>  | <b>Is this key decision to be heard in public or private session</b> |
|--|---|--|---|---|--|--|
| <b>Contract Award to enable the Bolsover Partnership to administer their 'Children and Young People' Project</b> | Executive (this may be an Extra - ordinary Executive meeting in Feb or March) | Not before 5th Feb 2026  | Report of the Portfolio Holder for Partnerships, Health & Wellbeing | Arron Johnson, Partnership and Strategy Manager                           | Key - It is likely to result in the Council making revenue savings or incurring Revenue expenditure of £75,000 or more.  | Public   |
| <b>Pleasley Vale Business Park</b><br>13   | Executive   | Between 1st Nov 2025 and 1st Nov 2026                              | Report of the Portfolio Holder for Growth                           | Natalie Etches, Business Growth Manager                                   | Key - It is likely to result in the Council making capital savings or incurring capital expenditure of £150,000 or more. | Public   |
| <b>Options appraisal on the future delivery of HRA Stock Condition Surveys</b>                                   | Executive   | Between 2 <sup>nd</sup> March 2026 and 13 <sup>th</sup> April 2026 | Report of the Portfolio Holder for Housing                          | Victoria Dawson, Assistant Director of Housing Management and Enforcement | Key - It is likely to result in the Council making revenue savings or incurring Revenue expenditure of £75,000 or more.  | Public   |
| <b>Management of Corporate Debt - Write Off of Outstanding Amounts</b>   | Executive   | 2nd March 2026   | Report of the Portfolio Holder for Portfolio Holder - Resources     | Theresa Fletcher, Service Director Finance & Section 151 Officer          | Key - It is likely to result in the Council making revenue savings or incurring Revenue expenditure of £75,000 or more.  | Public   |

| <b>Matter in respect of which a decision will be taken</b>         | <b>Decision Maker</b> | <b>Date of Decision</b>                                       | <b>Documents to be considered</b>          | <b>Contact Officer</b>                                 | <b>Is this decision a Key Decision?</b>  | <b>Is this key decision to be heard in public or private session</b> |
|--|-----------------------|---|--|--|--|--|
| <b>Capital Works to incorporate Stock Condition Survey Results</b> | Executive             | Between 2 <sup>nd</sup> March and 13 <sup>th</sup> April 2026 | Report of the Portfolio Holder for Housing | Catherine Platts, Managing Surveyor, Property Services | Key - It is likely to result in the Council making capital savings or incurring capital expenditure of £150,000 or more. | Public   |

**SCHEDULE 12A**  
**ACCESS TO INFORMATION: EXEMPT INFORMATION**

**PART 1**  
**DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND**

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes –
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) To make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

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## **Bolsover District Council**

### **Meeting of the Local Growth Scrutiny Committee on Tuesday 24 February 2026**

#### **Update on Pleasley Vale Regeneration Project**

#### **Report of the Portfolio Holder for Growth**

|                       |  |
|-----------------------|--|
| <b>Classification</b> | This report is Public.                   |
| <b>Report By</b>      | Natalie Etches – Head of Business Growth |

#### **PURPOSE/SUMMARY OF REPORT**

- To update Members on activities which have been carried out on site around Pleasley Vale Business Park.

#### **REPORT DETAILS**

##### **1. Update**

- 1.1. Following on from the report presented to the Local Growth Scrutiny Committee (LGSC) in July 2025 updating on the works at Pleasley Vale Business Park, a significant amount of work continues to be delivered across the site. There have been a number of actions agreed and works undertaken at a total cost to date of £1,675,469. It is important to set these out and document the works completed to date:
  - 1.1.1. Works to repair the slipped lintel above the window on the third floor of Mill One are complete and the repairs to the stairwell on the fifth floor of Mill One are complete with the scaffold dismantled and the site compound now removed.
  - 1.1.2. All Aspect (Northants) Ltd have completed works to install netting to the unit AG.
  - 1.1.3. The crash deck temporary scaffold has been erected in unit A1.
  - 1.1.4. All Aspect (Northants) Ltd have completed works to install netting to the two ground floor units DG1 and DG2.
  - 1.1.5. Works have also been completed to restrict access to the parts of Mill One which were identified as being unsafe and not to be reopened after the closure in December.
  - 1.1.6. High-level maintenance for repairs items such as refixing loose copings, refixing wooden slats to high level doors, blocking up holes in masonry, remove plant growth, pointing etc are complete.
  - 1.1.7. Urgent works have been completed to remove asbestos within a former bomb shelter adjacent to Mill 2 and blocking off this part of the site to prevent future access.
  - 1.1.8. A2 Maritime, along with P&D Environmental, have completed a full inspection of the culverts throughout the site.



- 1.1.9. P&D Environmental have completed works to repair and reinforce the dam wall abutting mill one pond and the river Meden (Phase 1).
- 1.1.10. In December, Executive resolved to appoint P&D Environmental Ltd to undertake the scope of works for desilting the mill ponds one and two, de-vegetation of the banks, and all associated environmental compliance. The NEC4 contract has been issued to P&D, and works are ongoing to prepare the RAMS and mobilisation back to site for the works to start mid-February (phase 2).
- 1.2. The Council's appointed Structural Engineers have undertaken a number of different structural surveys across the site. There are a number of recommendations within the structural reports, and the structural engineers continue to work on inspecting the main mill buildings, with reports on those due in the coming months.
- 1.3. The Strategic Director for Property and Assets has been tasked with establishing an asset management strategy, which will provide a structured and long-term framework to maximise the value, performance, and life cycle of the Council's physical assets, including Pleasley Vale Business Park and its surrounding environment.
- 1.4. Work continues across the site to ensure compliance with regulatory standards, as well as investment in a schedule of planned maintenance and repairs across the site.
- 1.5. Following the introduction of the Building Safety Act 2022 and changes to legislation including the Fire Safety Act 2021, the Fire Safety (England) Reg 2022 and Approved Document B (25/26), there are additional responsibilities placed upon the District Council as landlord, and on the tenants in occupation. The team have updated the fire safety policy, the evacuation procedure, and are working with tenants to ensure they have provided a copy of their written fire risk assessment to the landlord with a named Accountable Person for each business / unit.
- 1.6. The Fire Safety Act 2021 clarifies that external walls and flat doors now fall within the scope of fire risk assessments, and the Fire Safety (England) Regs 2022 now mandate quarterly fire door checks in the common areas of buildings over 11m in height. The H&S team are completing an assessment of the fire doors across the three mills with the inspection informing a scope of works for any repairs to, or replacement of, fire door sets across the three buildings.
- 1.7. The actions and decisions taken in relation to the Mills has delayed the investment in works to repair the damage from storm Babet in the Reception of Mill One and across tenanted units. A schedule of works will now be completed:
- Installation of flood defences to the sub-station to the rear of Mill One.
  - Repairs to the culvert and reinstatement of the culvert lid within Mill 3 Courtyard.
  - Repairs to a floor in an occupied tenant unit in mill one and the ground floor lobby of the Creative Suites in Mill 3.
  - Install cladding system to the toilets and reception of mill one.

- Replacement of the floor coverings in reception and the office.
- 1.8. There is a continued requirement to undertake day-to-day repairs and maintenance across the site. The Facilities Team continues to work alongside FM contractors to undertake regular roof inspections and gutter clearing, electrical, fire, legionella, and asbestos compliance, and investment through the capital programme – where necessary.
  - 1.9. For the capital programme of investment, work is currently underway to repair potholes across the site as well as replacing the intercom system in Mill Three, which is important to ensure the safety of the building and prevent any unauthorised access into the building and/or tenant units.
  - 1.10. P&D Environmental Limited have completed phase 1 works on site for the flood remediation works. This has included a full repair and piling along the dam wall, de-vegetating the trees and growth along the dam wall and in front of Mill One, and reinstating the top of the wall, which will be seeded when all works are completed.
  - 1.11. Following the decision at the September working group meeting to deal with the two mill ponds at the same time, to apply contract exemptions for the direct appointment of CHG and P&D, numerous meetings have been held between the project team, P&D Environmental, CHG and A2 Maritime to progress the scope of works for desilting Mill One Pond and Mill Two Pond as one contract.
  - 1.12. The Procurement Manager has been consulted on the direct appointment of the contractors to undertake the works, a waiver prepared and submitted to the Procurement Manager, as well as an instruction to undertake new due diligence checks on each of the companies due to the value of the works.
  - 1.13. At a meeting of the Executive in December it was resolved that P&D Environmental Limited be appointed to undertake a scope of works, which will include for de-vegetation and de-watering of mill ponds 1 and 2 including mechanical dredging and removal of trees undermining structural stability of dam walls and culverts. These works will commence in February.

## **2.0 Reasons for Recommendation**

- 2.1 The purpose of this report is to update Members on progress.

## **3.0 Alternative Options and Reasons for Rejection**

- 3.1 This report is for information only. There are no alternative options.

## **RECOMMENDATION(S)**

1. That members note the contents of the report.

Approved by Councillor Tom Munro Portfolio Holder for Growth

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

There are no financial implications arising directly from this report. This report is for information only.

On behalf of the Section 151 Officer

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

There are no legal implication arising from this report. This report is for information only.

On behalf of the Solicitor to the Council

**Environment:**

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

**Details:** the report sets out the work being done to address the risks of flooding within the Vale, and how opportunities to enhance biodiversity and natural flood water management will enhance the environment.

**Staffing:** Yes ☐ No ☒

**Details:** There are no staffing implication arising from this report. This report is for information only.

On behalf of the Head of Paid Service

**DECISION INFORMATION**

|  |    |
|--|----|
| <b>Is the decision a Key Decision?</b><br>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:<br><br><b>Revenue - £75,000</b> <input type="checkbox"/> <b>Capital - £150,000</b> <input type="checkbox"/><br><input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i> | No |
| <b>Is the decision subject to Call-In?</b><br>(Only Key Decisions are subject to Call-In)  | No |

|   |                         |
|---|-------------------------|
| <b>District Wards Significantly Affected</b>  | Pleasley                |
| <b>Consultation:</b><br><b>Leader / Deputy Leader</b> <input type="checkbox"/> <b>Executive</b> <input type="checkbox"/><br><b>SLT</b> <input type="checkbox"/> <b>Relevant Service Manager</b> <input type="checkbox"/><br><b>Members</b> <input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input checked="" type="checkbox"/> | <b>Details:</b><br>None |

|   |
|---|
| <b>Links to Council Ambition: Customers, Economy and Environment.</b>   |
| <p>Economy - drive growth, promote the district and be business and visitor friendly.</p> <p>Environment - protect the quality of life for residents and businesses, meet environmental challenges and enhance biodiversity</p> |

| <b>DOCUMENT INFORMATION</b> |              |
|-----------------------------|--------------|
| <b>Appendix No</b>          | <b>Title</b> |
|                             |              |

## **BOLSOVER DISTRICT COUNCIL**

### **Meeting of the Customer Local Growth Scrutiny Committee 24<sup>th</sup> February 2026**

### **Joint Review of Security Arrangements at The Arc: Policies, Protocols and Procedures – Post-Scrutiny Monitoring (First Interim Report)**

#### **Report of the Scrutiny Officer**

|                        |                                   |
|------------------------|-----------------------------------|
| <b>Classification</b>  | This report is Public             |
| <b>Contact Officer</b> | The Scrutiny Officer, Coby Bunyan |

#### **PURPOSE/SUMMARY OF REPORT**

- To present the Interim Report assessing progress against the recommendations to date for the Review of Security Arrangements at The Arc: Policies, Protocols and Procedures
- 

#### **REPORT DETAILS**

##### **1. Background**

- 1.1 The Customer Services Scrutiny Committee and Local Growth Scrutiny Committees agreed to undertake a joint review of security arrangements at The Arc, focussing on the policies, protocols and procedures in place and to examine how security for staff, public and Members can be improved as part of the 2024-25 Work Programme.
- 1.2 This review was initiated in response to growing concerns about the security of The Arc, its vulnerability to incidents of anti-social behaviour and potential critical risks that could threaten the safety of staff, Elected Members and the public.
- 1.3 With a focus on improving the safety, resilience and preparedness of The Arc, this review aimed to identify existing weaknesses, explore legislative compliance and make recommendations that will ensure the building remains a safe environment for all users.

##### **2. Details of Proposal or Information**

- 2.1 The Joint Committee have put together 11 recommendations to assist the Council in improving security and safety arrangements at The Arc.
- 2.2 This report acknowledges progress to date by Officers implementing the recommendations.

- 2.3 To date **Five** out eleven recommendations have been achieved, **Six** are on track and will hopefully be completed within the original target date and **Zero** have been extended.

### **3. Reasons for Recommendation**

- 3.1 Members are required to make their report and findings public, in accordance with Part 4.5.17(4) of the Constitution.
- 3.2 Committee is required to monitor implementation of their recommendations in accordance with Part 3.6(1) of the Constitution.
- 3.3 Members must review progress on the approved recommendations. A progress report is submitted at six- and twelve-months' intervals, with any exceptions to expected delivery highlighted.

### **4 Alternative Options and Reasons for Rejection**

- 4.1 There are no alternative options. Members are required to note the service's response to progress against the review recommendations.
- 4.2 Committee is required to monitor implementation of their recommendations in accordance with Part 3.6(1) of the Constitution and as such the report cannot be rejected.

---

### **RECOMMENDATION(S)**

1. That Scrutiny Members note the progress against the review recommendations.
2. That Scrutiny Members acknowledge any exceptions to delivery and clarify the additional action required by the service.
3. That Scrutiny Members make its report and findings public, in accordance with Part 4.5.17(4) of the Council's Constitution.
4. That Officers continue to implement the recommendations and submit a further report in six months' time highlighting progress and any exceptions to delivery.

Approved by Councillor Robert Hiney Saunders, Portfolio Holder for Environment

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### **IMPLICATIONS:**

|  |                              |  |
|--|------------------------------|--|
|  |                              |  |
| <b><u>Finance and Risk</u></b>   | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <b>Details:</b> There are no immediate financial implications arising directly from the recommendations of this report. However, several recommendations suggest that the Council may need to consider future investment. As such, it should be noted that |                              |  |

potential funding may be required at a later stage, depending on how the recommendations are implemented—particularly recommendations 2.5, 2.6, 2.7, and 2.10, as outlined in the attached report within the appendices.

On behalf of the Section 151 Officer

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

**Details:** In carrying out scrutiny reviews the Council is exercising its scrutiny powers as laid out in s.21 of the Local Government Act 2000 and subsequent legislation which added/amended these powers.

On behalf of the Solicitor to the Council

**Staffing**      Yes ☐      No ☒

**Details:** There are no staffing implications from this report, however it should be noted that several recommendations in the attached report including 2.10 and 2.11 have implications regarding staff training.

On behalf of the Head of Paid Service

**Equality and Diversity, and Consultation**      Yes ☒      No ☒

**Details:** N/A

**Environment**      Yes ☒      No ☐

**Details:** N/A

## **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)*

Yes ☐      No ☒

(a) ☐      (b) ☐

(a) ☐      (b) ☐

All ☐

|   |  |
|---|--|
| Please state below which wards are affected or tick <b>All</b> if all wards are affected: |  |
|---|--|

|  |   |
|--|---|
| <b>Is the decision subject to Call-In?</b><br><i>(Only Key Decisions are subject to Call-In)</i>   | <b>Yes</b> <input type="checkbox"/> <b>No</b> <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>   | <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>            |
| <b>Consultation carried out:</b><br><i>(this is any consultation carried out prior to the report being presented for approval)</i>   | <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>            |
| <b>Leader</b> <input type="checkbox"/> <b>Deputy Leader</b> <input type="checkbox"/> <b>Executive</b> <input type="checkbox"/> <b>SLT</b> <input type="checkbox"/><br><b>Relevant Service Manager</b> <input type="checkbox"/> <b>Members</b> <input type="checkbox"/> <b>Public</b> <input type="checkbox"/><br><b>Other</b> <input type="checkbox"/> |   |

|  |
|--|
| <b>Links to Council Ambition: Customers, Economy, Environment, Housing</b> |
| The review supports the Corporate Ambition of 'Customers'.                 |

### **DOCUMENT INFORMATION:**

| Appendix No | Title   |
|-------------|---|
| 1           | Appendix 1 - Executive Response to Review of Security Arrangements at The Arc: Policies, Protocols and Procedures             |
| 2           | Appendix 2 - Post Scrutiny Monitoring Report - Review of Security Arrangements at The Arc: Policies, Protocols and Procedures |

|   |
|---|
| <b>Background Papers</b>  |
| <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> |
|   |



| EXECUTIVE RESPONSE TO RECOMMENDATIONS OF SCRUTINY REVIEW |  |                                  |  |
|--|--|----------------------------------|--|
| <b>Title of Review:</b>                                  | Joint Review of Security Arrangements at The Arc: Policies, Protocols and Procedures |                                  |  |
| <b>Timescale of Review:</b>                              | July 2024 – May 2025   | <b>Post-Monitoring Period:</b>   | 18 months commencing July 2025. Interim report December-February 2026. |
| <b>Date agreed by Scrutiny:</b>                          | July 2025  | <b>Date agreed by Executive:</b> | July 2025  |

| PERFORM Code               | Recommendation   | Desired Outcome   | Target Date                 | Lead Officer   | Resources       | Service Response  | Executive Response       |
|----------------------------|--|---|-----------------------------|--|-----------------|---|--------------------------|
| CSSC23-24<br>2.1<br><br>26 | <b>That the Council introduce a clear security responsibility framework: appoint a senior officer responsible for security at The Arc, tasked with overseeing the development, implementation and regular updates of security policies; assign a portfolio holder from the Cabinet to be responsible for security, as part of their remit.</b> | To establish clear accountability and responsibility for a key area of the Council's functionality. | Dec 2025<br><br>(6 months)  | Assistant Director of Streetscene, Community Safety and Enforcement<br><br>(AD for SSCS&E) | Staff resources | The AD for SSCS&E has agreed to assume this responsibility.<br><br>The Joint Committee, relevant portfolio holders and several senior officers held a meeting on 28 <sup>th</sup> April to discuss which executive portfolio would be most appropriate.<br><br>The Joint Committee and Exec Members agreed on the Portfolio Holder for Resources. | Recommendation Approved. |
| CSSC/LGSC24-25<br>2.2      | <b>That the Council develops a comprehensive security policy for The Arc that addresses ASB, emergency situations and the safety of staff,</b>   | Improve security and safety arrangements at The Arc.  | Dec 2026<br><br>(18 months) | AD for SSCS&E in collaboration with:<br><br>Assistant Director of Health and Leisure;      | Staff resources | This policy could include guidelines on managing potential security issues such as terrorist threats, riots and physical altercations and other security  | Recommendation Approved. |

| PERFORM<br>Code | Recommendation                    | Desired<br>Outcome | Target<br>Date | Lead Officer  | Resources | Service Response  | Executive<br>Response |
|-----------------|-----------------------------------|--------------------|----------------|---|-----------|---|-----------------------|
| 27              | Elected Members<br>and customers. |                    |                | Health and<br>Safety<br>Manager;<br><br>Emergency<br>Planning<br>Officer;<br><br>Facilities<br>Management<br>Team |           | <p>related policies and procedures all in one comprehensive document.</p> <p>The Health and Safety Manager is currently developing an Invacuation Procedure for The Arc.</p> <p>The Emergency Planning Officer is encouraging greater use of Resilience Direct.</p> <p>Other policies and reviews such as the Accommodation Review are being developed.</p> <p>This is starting foundation of an overarching comprehensive Security Policy.</p> |                       |



| PERFORM Code                 | Recommendation   | Desired Outcome                                 | Target Date              | Lead Officer  | Resources       | Service Response  | Executive Response       |
|------------------------------|--|---|--------------------------|---|-----------------|---|--------------------------|
|                              |  |   |                          |   |                 | for incidents, designating personnel responsible for communication with authorities.  |                          |
| CSSC/LGSC24-25 2.4<br><br>29 | <b>That the Council ensure security procedures are regularly reviewed, updated and tested.</b> | Improve overall security and safety at The Arc. | June 2026<br>(12 months) | AD for SCS&E in collaboration with:<br><br>The Facilities Management Team;<br><br>Health and Safety Manager;<br><br>Emergency Planning Officer;<br><br>Assistant Director of Health and Leisure | Staff resources | The AD for SCS&E agrees that the Council should establish a routine review process for security protocols, ensuring they remain relevant and effective, especially in light of developing legislation such as Martyn's Law.<br><br>Reviews should test responses to various emergencies. The Senior Leadership Team (SLT) undertook security training and practice, simulating a security incident at | Recommendation Approved. |

| PERFORM Code       | Recommendation   | Desired Outcome                         | Target Date              | Lead Officer  | Resources                              | Service Response   | Executive Response       |
|--------------------|--|---|--------------------------|---|--|--|--------------------------|
| 30                 |  |   |                          |   |  | <p>The Arc in February 2025.</p> <p>It is essential these systems are regularly reviewed, updated and tested – this would require a collaborative multi-departmental effort involving SLT and managers.</p>  |                          |
| CSSC/LGSC24-25 2.5 | <b>That the Council explores options available to develop improved CCTV and monitoring systems at The Arc.</b> | Improve safety and security at The Arc. | June 2026<br>(12 months) | <p>AD for SSCS&amp;E in collaboration with:</p> <p>Director of Strategic Services;</p> <p>The Facilities Management Team;</p> <p>Assistant Director of Health and Leisure</p> | Financial funding /<br>Staff resources | <p>As this would require specific funding and further research into a pragmatic plan that could be put together, the AD for SSCS&amp;E in charge of CCTV will evaluate what steps need to be taken and decide on a plan to move forward.</p> <p>In March/April 2025, the Council installed a new AV system with cameras in the</p> | Recommendation Approved. |

| PERFORM<br>Code    | Recommendation  | Desired<br>Outcome  | Target<br>Date           | Lead Officer   | Resources         | Service Response   | Executive<br>Response    |
|--------------------|---|---|--------------------------|--|-------------------|--|--------------------------|
| 31                 |   |   |                          |  |                   | Council Chamber to record committee meetings. This addition, along with updates to governance procedures, provides an extra layer of security by monitoring meetings that may experience disruptions that could escalate to security incidents.        |                          |
| CSSC/LGSC24-25 2.6 | <b>That the Council consider strengthening perimeter security for external physical threats such as vehicle mitigation.</b> | To improve security at The Arc and ensure the safety of all staff by mitigating future crisis situations. | June 2026<br>(12 months) | AD for SSCS&E in collaboration with:<br><br>Director of Strategic Services;<br><br>Chief Executive Officer | Financial Funding | The AD will be considering methods of perimeter security. Further professional advice is provided on Protect UK.<br><br>The Chief Executive has also emphasised the importance of not allowing cars to park directly in front of the building entrance | Recommendation Approved. |

| PERFORM<br>Code              | Recommendation  | Desired<br>Outcome  | Target<br>Date         | Lead Officer   | Resources                                  | Service Response  | Executive<br>Response    |
|------------------------------|---|---|------------------------|--|--|---|--------------------------|
|                              |   |   |                        |  |  | and noted that this issue should be taken into consideration.   |                          |
| CSSC/LGSC24-25 2.7<br><br>32 | <b>That the Council addresses security arrangements for committee meetings held at The Arc.</b> | By setting clear guidelines for respectful conduct, the Council can maintain a safe, orderly and productive environment for all participants. | Dec 2025<br>(6 months) | AD for SSCS&E in collaboration with:<br><br>Governance and Civic Manager | Financial funding /<br><br>Staff resources | The Governance Manager procured a new AV system for the Council Chamber which will help monitor incidents (installed March 2025); Governance has also purchased a rope barrier (with code of conduct signs attached) to separate the public gallery from Elected Members. Each chair in the gallery now has a laminated code of conduct card to remind the public of respectful behaviour during meetings.<br><br>Further suggestions from Members include: | Recommendation Approved. |



| PERFORM<br>Code | Recommendation | Desired<br>Outcome | Target<br>Date | Lead Officer | Resources | Service Response  | Executive<br>Response |
|-----------------|----------------|--------------------|----------------|--------------|-----------|---|-----------------------|
| 33              |                |                    |                |              |           | <p>asking the public to sign an 'I agree...' statement before being admitted to Council meetings; including the code of conduct signs on the TV screens in the Chamber or on a big/clear notice board; training for Chairs on how to handle threatening situations in meetings.</p> <p>These arrangements aim to maintain a safe, respectful and orderly environment for statutory committee meetings, supporting democratic continuity and safety for Elected Members and staff.</p> |                       |

| PERFORM Code                 | Recommendation  | Desired Outcome   | Target Date | Lead Officer   | Resources       | Service Response  | Executive Response       |
|------------------------------|---|---|-------------|--|-----------------|---|--------------------------|
| CSSC/LGSC24-25 2.8<br><br>34 | <b>That the Council conduct a security audit with a Counter Terrorism Security Advisor.</b> | Improve security at The Arc. Ensure the safety of all staff by mitigating future crisis situations. | Achieved    | AD for SSCS&E in collaboration with:<br><br>Scrutiny Officer | Staff resources | <p>The AD for SSCS&amp;E arranged for a CTSA to attend The Arc during February 2025.</p> <p>The Council has now engaged a counter-terrorism security expert to identify potential vulnerabilities at The Arc.</p> <p>The SLT received training with the CTSA on security protocols at The Arc, including a simulated security incident and response.</p> <p>The AD for SSCS&amp;E received sensitive verbal feedback from the CTSA that will not be detailed in this report for security reasons.</p> | Recommendation Approved. |

| PERFORM Code       | Recommendation   | Desired Outcome   | Target Date                  | Lead Officer   | Resources       | Service Response  | Executive Response       |
|--------------------|--|---|------------------------------|--|-----------------|---|--------------------------|
| CSSC/LGSC24-25 2.9 | <b>That the Council ensure staff and Elected Members are familiar with emergency, evacuation and invacuation procedures and reporting processes.</b> | Enhanced Staff Preparedness and Confidence<br><br>Improved Emergency Response Efficiency<br><br>Increased Safety for Staff and the Public | June 2026<br><br>(12 months) | Health and Safety Manager in collaboration with:<br><br>Emergency Planning Officer,<br><br>The Facilities Management Team,<br><br>Assistant Director of Health and Leisure,<br><br>AD for SSCS&E | Staff Resources | Staff should be trained in evacuation procedures for bomb threats and terrorism. Drills should be conducted to ensure preparedness and procedures should cover all potential emergency scenarios, including lockdowns and attacks.<br><br>SLT have received training on Resilience Direct and drill training on handling a critical situation (Feb 2025).<br><br>The invacuation procedure is currently being developed. All staff have received Terrorist Response Training as well as | Recommendation Approved. |

| PERFORM Code                  | Recommendation  | Desired Outcome   | Target Date                  | Lead Officer   | Resources                                  | Service Response   | Executive Response       |
|-------------------------------|---|---|------------------------------|--|--|--|--------------------------|
|                               |   |   |                              |  |  | Run, Hide, Tell Training during 2024.  |                          |
| CSSC/LGSC24-25 2.10<br><br>36 | <b>That the Council provide staff training for conflict management and emergency situations (particularly operational staff and front-of-house staff) and continue to regularly provide training on security related issues to staff and Elected Members.</b> | Improved Staff Preparedness.<br><br>Enhanced Workplace Safety.<br><br>Reduced Risk of Escalation.<br><br>Increased Response Efficiency.<br><br>A safer, more efficient workplace. | June 2026<br><br>(12 months) | AD for SSCS&E in Collaboration with:<br><br>Emergency Planning Officer,<br><br>Employee Engagement Officer | Financial funding /<br><br>Staff resources | <p>The Council should provide mandatory and regular training for essential staff on conflict de-escalation, emergency evacuation and effective use of panic alarms. This is advised and supported by the Emergency Planning Officer.</p> <p>This will lead to a safer, more efficient workplace where staff are fully trained to handle emergencies and conflicts, reducing risk and promoting a secure environment for both staff and the public.</p> | Recommendation Approved. |

| PERFORM Code        | Recommendation  | Desired Outcome   | Target Date              | Lead Officer   | Resources                 | Service Response   | Executive Response       |
|---------------------|---|---|--------------------------|--|---------------------------|--|--------------------------|
| 37                  |   |   |                          |  |                           | <p>SLT have received training on Resilience Direct and drill training on handling a critical situation (Feb 2025).</p> <p>Members received a Security Briefing and Counter Terrorism training from the Derbyshire Constabulary in March 2025.</p>          |                          |
| CSSC/LGSC24-25 2.11 | <b>That the Council review and update Panic Button procedures and provide SIA training for appropriate members of staff (such as the Leisure Duty Managers and the Enforcement Officers).</b> | Ensure The Arc will always have a trained member of staff on-site to safely remove any member of the public who may be causing a physical or verbal disturbance – key to 2.3. | June 2026<br>(12 months) | AD for SSCS&E in collaboration with:<br><br>Director of Health and Leisure | Funding / Staff Resources | This was suggested by the AD for SSCS&E as a more efficient and less expensive alternative to an on-site security guard team. The Assistant Director of Leisure, Health and Wellbeing agrees this training would be beneficial and supports this decision. | Recommendation Approved. |

| PERFORM<br>Code | Recommendation | Desired<br>Outcome | Target<br>Date | Lead Officer | Resources | Service Response   | Executive<br>Response |
|-----------------|----------------|--------------------|----------------|--------------|-----------|--|-----------------------|
|                 |                |                    |                |              |           | Evaluate the current panic button system and provide Leisure Managers with formal training in handling security incidents. |                       |

| RESPONSE TO SCRUTINY COMMITTEE ON IMPLEMENTATION FOLLOWING SCRUTINY REVIEW  |  |   |                           |  |          |   |
|---|--|---|---------------------------|--|----------|---|
| Title of Review:  | Joint Review of Security Arrangements at The Arc: Policies, Protocols and Procedures |   |                           |  |          |   |
| Timescale of Review:  | July 2024 – May 2025   |   | Post-Monitoring Period:   | 18 months commencing July 2025. Interim report December-February 2026. |          |   |
| Date agreed by Scrutiny:  | July 2025  |   | Date agreed by Executive: | July 2025  |          |   |
| Total No. of Recommendations and Sub Recommendations  | Achieved   | 5 | On track                  | 6  | Extended | 0 |
|   | Achieved (Behind target)   | 0 | Overdue                   | 0  | Alert    | 0 |
| <u>Key Achievements:</u> <ul style="list-style-type: none"><li>.Work is underway to finalise security procedures in conjunction with colleagues from different departments of BDC.</li><li>Community Safety is taking a lead on the security arrangements to align to key priorities and obtain partnership support where required.</li><li>Discussions with key agencies have taken place to inform policies and procedures.</li></ul> |  |   |                           |  |          |   |
| <u>Reasons for non-implementation of Recommendations:</u> <p>None, as all targets are either achieved or on track.</p>  |  |   |                           |  |          |   |

| PERFORM Code               | Recommendation   | Lead Officer  | Target Date             | Completion Date | Status          | Resources       | Progress/Action   |
|----------------------------|--|---|-------------------------|-----------------|-----------------|-----------------|---|
| CSSC23-24<br>2.1<br><br>40 | <b>That the Council introduce a clear security responsibility framework: appoint a senior officer responsible for security at The Arc, tasked with overseeing the development, implementation and regular updates of security policies; assign a portfolio holder from the Cabinet to be responsible for security, as part of their remit.</b> | To establish clear accountability and responsibility for a key area of the Council's functionality. | Dec 2025<br>(6 months)  |                 | <b>Achieved</b> | Staff resources | <u>1<sup>st</sup> INTERIM REPORT</u><br><br>This has been achieved. The Assistant Director (Street Scene, Community Safety & Enforcement) has overall responsibility however this is delegated to the Community Safety Officer to oversee the process and look at improvements around security in conjunction with key agencies. Cllr Clive Moesby has been assigned the cabinet member |
| CSSC/LGS C24-25<br>2.2     | <b>That the Council develops a comprehensive security policy for The Arc that addresses ASB,</b>   | Improve security and safety arrangements at The Arc.  | Dec 2026<br>(18 months) |                 | <b>On track</b> | Staff resources | <u>1<sup>st</sup> INTERIM REPORT</u><br>A policy is being created for this, and it is in two parts. Work is underway however due to the nature of the policy this is  |



| PERFORM Code                  | Recommendation   | Lead Officer  | Target Date              | Completion Date | Status          | Resources           | Progress/Action   |
|-------------------------------|--|---|--------------------------|-----------------|-----------------|---------------------|---|
|                               | <b>emergency situations and the safety of staff, Elected Members and customers.</b>  |   |                          |                 |                 |                     | not to be documented publicly.  |
| CSSC/LGS C24-25 2.3<br><br>41 | <b>That the Council ensures there are clear roles and responsibilities for security procedures and incident response at The Arc.</b> | Ensure that individuals know their roles and responsibilities and how to respond in a security emergency. | Dec 2025<br>(6 months)   |                 | <b>Achieved</b> | Staff resources     | <u>1<sup>st</sup> INTERIM REPORT</u><br><br>There has been an exercise taken place which has resulted in an action plan, not to be published based on its content however clear roles and responsibilities have been outlined as a result. This has resulted in a secondary piece of work taking place in relation to other security elements again, not to be made publicly available. |
| CSSC/LGS C24-25 2.4           | <b>That the Council ensure security procedures are regularly reviewed, updated and tested.</b>                                       | Improve overall security and safety at The Arc.   | June 2026<br>(12 months) |                 | <b>On track</b> | Staff resources     | <u>1<sup>st</sup> INTERIM REPORT</u><br>Initial exercises carried out and will be on a regular basis in conjunction, risk management systems are in place and close liaison with business continuity/emergency planning colleagues  |
| CSSC/LGS C24-25 2.5           | <b>That the Council explores options available to develop</b>  | Improve safety and security at The Arc.   | June 2026<br>(12 months) |                 | <b>On track</b> | Financial funding / | <u>1<sup>st</sup> INTERIM REPORT</u><br>CCTV and overall security is being considered as part of this and other policies  |

| PERFORM Code                | Recommendation  | Lead Officer  | Target Date              | Completion Date | Status          | Resources                              | Progress/Action  |
|-----------------------------|---|---|--------------------------|-----------------|-----------------|--|--|
|                             | improved CCTV and monitoring systems at The Arc.  |   |                          |                 |                 | Staff resources                        | being created as a result. Detail on this will not be documented due to the nature however options are being appraised to improve CCTV systems at the Arc. Other locations have already had increased coverage since the start of this review.   |
| CSSC/LGS<br>C24-25 2.6<br>2 | <b>That the Council consider strengthening perimeter security for external physical threats such as vehicle mitigation.</b> | To improve security at The Arc and ensure the safety of all staff by mitigating future crisis situations.                                     | June 2026<br>(12 months) |                 | <b>Achieved</b> | Financial Funding                      | <u>1<sup>st</sup> INTERIM REPORT</u><br>External advice has been sought on this matter, this can be classed as completed at this stage however the update will not contain safety critical information.  |
| CSSC/LGS<br>C24-25 2.7      | <b>That the Council addresses security arrangements for committee meetings held at The Arc.</b>                             | By setting clear guidelines for respectful conduct, the Council can maintain a safe, orderly and productive environment for all participants. | Dec 2025<br>(6 months)   |                 | <b>Achieved</b> | Financial funding /<br>Staff resources | <u>1<sup>st</sup> INTERIM REPORT</u><br>Arrangements to set boundaries within the Council Chamber/Committee room are in place. Again, these are not to be documented however Governance and other service areas have implemented a selection of methods to address these arrangements. Conflict Management training referred to below will also assist in this |

| PERFORM Code        | Recommendation   | Lead Officer  | Target Date                  | Completion Date | Status   | Resources       | Progress/Action   |
|---------------------|--|---|------------------------------|-----------------|----------|-----------------|---|
| CSSC/LGS C24-25 2.8 | <b>That the Council conduct a security audit with a Counter Terrorism Security Advisor.</b>  | Improve security at The Arc. Ensure the safety of all staff by mitigating future crisis situations.                                       | Achieved                     | February 2025   | Achieved | Officer time    | <u>1<sup>st</sup> INTERIM REPORT</u><br><br>This Recommendation was achieved during the course of the review in Spring 2025.<br><br>The Assistant Director for SSCS&E met with a CTA which influenced the direction of the outcomes of this review.                     |
| CSSC/LGS C24-25 2.9 | <b>That the Council ensure staff and Elected Members are familiar with emergency, evacuation and invacuation procedures and reporting processes.</b> | Enhanced Staff Preparedness and Confidence<br><br>Improved Emergency Response Efficiency<br><br>Increased Safety for Staff and the Public | June 2026<br><br>(12 months) |                 | On track | Staff Resources | <u>1<sup>st</sup> INTERIM REPORT</u><br><br>Invacuation and emergency procedures in final stages and will be shared with members in due course. These procedures will not be publicly published documents and will be discussed directly with relevant officers/members |

| PERFORM Code                   | Recommendation  | Lead Officer  | Target Date                  | Completion Date | Status   | Resources                                  | Progress/Action  |
|--------------------------------|---|---|------------------------------|-----------------|----------|--|--|
| CSSC/LGS C24-25 2.10<br><br>44 | <b>That the Council provide staff training for conflict management and emergency situations (particularly operational staff and front-of-house staff) and continue to regularly provide training on security related issues to staff and Elected Members.</b> | Improved Staff Preparedness.<br><br>Enhanced Workplace Safety.<br><br>Reduced Risk of Escalation.<br><br>Increased Response Efficiency.<br><br>A safer, more efficient workplace. | June 2026<br><br>(12 months) |                 | On track | Financial funding /<br><br>Staff resources | <u>1<sup>st</sup> INTERIM REPORT</u><br>Conflict Management Training has been organised, booked and paid for by the Community Safety Team. This training is 'Train the Trainer' training which will enable the 6 attendees across different service to be in a position to provide conflict management training internally to colleagues and members where needed. |
| CSSC/LGS C24-25 2.11           | <b>That the Council review and update Panic Button procedures and provide SIA training for appropriate members of staff (such as the Leisure Duty Managers and the Enforcement Officers).</b>   | Ensure The Arc will always have a trained member of staff on-site to safely remove any member of the public who may be causing a physical or verbal disturbance – key to 2.3.     | June 2026<br><br>(12 months) |                 | On track | Funding /<br><br>Staff Resources           | <u>1<sup>st</sup> INTERIM REPORT</u><br>This is ongoing and being explored. The above conflict management raining will replace the requirement around SIA training under this section.<br><br>The panic button is still being explored by colleagues in Facilities and prices of the installation will be brought back to Scrutiny as soon as able.                |



## **BOLSOVER DISTRICT COUNCIL**

### **Meeting of Local Growth Scrutiny Committee on 24<sup>th</sup> February 2026**

#### **Local Growth Scrutiny Committee Work Programme 2025/26**

#### **Report of the Scrutiny Officer**

|                        |                                |
|------------------------|--------------------------------|
| <b>Classification</b>  | This report is Public          |
| <b>Contact Officer</b> | Coby Bunyan - Scrutiny Officer |

### **PURPOSE/SUMMARY OF REPORT**

- To provide members of the Scrutiny Committee with an overview of the meeting programme of the Committee for 2025/26.

### **REPORT DETAILS**

#### **1. Background**

- 1.1 The main purpose of the report is to inform members of the meeting programme for the year 2025/26 and planned agenda items (Appendix 1).
- 1.2 This programme may be subject to change should additional reports/presentations be required, or if items need to be re-arranged for alternative dates.
- 1.3 Review Scopes submitted will be agreed within Informal Session in advance of the designated meeting for Member approval to ensure that there is sufficient time to gather the information required by Members and to enable forward planning of questions.
- 1.4 Members may raise queries about the programme at the meeting or at any time with the Scrutiny Officer should they have any queries regarding future meetings.
- 1.5 All Scrutiny Committees are committed to equality and diversity in undertaking their statutory responsibilities and ensure equalities are considered as part of all Reviews. The selection criteria when submitting a topic, specifically asks members to identify where the topic suggested affects particular population groups or geographies.
- 1.6 The Council has a statutory duty under s.149 Equality Act 2010 to have due regard to the need to advance equality of opportunity and to eliminate discrimination.
- 1.7 As part of the scoping of Reviews, consideration is given to any consultation that could support the evidence gathering process.

## **2. Details of Proposal or Information**

- 2.1 Attached at Appendix 1 is the meeting schedule for 2025/26 and the proposed agenda items for approval/amendment.

## **3. Reasons for Recommendation**

- 3.1 This report sets the formal Committee Work Programme for 2025/26 and the issues identified for review.
- 3.2 The Scrutiny Programme enables challenge to service delivery both internally and externally across all the Council Ambitions.
- 3.3 The Scrutiny functions outlined in Part 3.6(1) of the Council's Constitution requires each Scrutiny Committee to set an annual work plan.

## **4 Alternative Options and Reasons for Rejection**

- 4.1 There is no option to reject the report as the Scrutiny functions outlined in Part 3.6(1) of the Council's Constitution requires each Scrutiny Committee to set an annual work plan.

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## **RECOMMENDATION(S)**

1. That Members review this report and the Programme attached at Appendix 1 for approval and amendment as required. All Members are advised to contact the Scrutiny Officer should they have any queries regarding future meetings.

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## **IMPLICATIONS:**

|  |  |  |
|--|--|--|
| <b><u>Finance and Risk</u></b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |  |  |
| <b>Details:</b><br>None from this report.  |  |  |
| On behalf of the Section 151 Officer   |  |  |
| <b><u>Legal (including Data Protection)</u></b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |  |  |
| <b>Details:</b><br>In carrying out scrutiny reviews the Council is exercising its scrutiny powers as laid out in Part 1A, s9F(2) of the Local Government Act 2000. |  |  |
| On behalf of the Solicitor to the Council  |  |  |
| <b><u>Staffing</u></b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |  |  |
| <b>Details:</b><br>None from this report.  |  |  |

On behalf of the Head of Paid Service

**Equality and Diversity, and Consultation**

Yes ☐

No ☒

**Details:**

None 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.

**Details:**

None from this report.

**DECISION INFORMATION:**

☒ **Please indicate which threshold applies:**

**Is the decision a Key Decision?**

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

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

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

**District Wards Significantly Affected:**

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

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

Yes ☐

No ☒

(a) ☐

(b) ☐

(a) ☐

(b) ☐

All ☐



|   |   |
|---|---|
| <b>Is the decision subject to Call-In?</b><br><i>(Only Key Decisions are subject to Call-In)</i><br><br>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><br><br><b>Consultation carried out:</b><br><i>(this is any consultation carried out prior to the report being presented for approval)</i><br><br>Leader <input type="checkbox"/> Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/><br>Relevant Service Manager <input type="checkbox"/> Members <input checked="" type="checkbox"/> Public <input type="checkbox"/><br>Other <input type="checkbox"/> | <b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> |
|   | <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>            |
|   | <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> |

|  |
|--|
| <b>Links to Council Ambition: Customers, Economy, Environment, Housing</b> |
| All  |

**DOCUMENT INFORMATION:**

| Appendix No | Title  |
|-------------|--|
| 1.          | Local Growth Scrutiny Committee Work Programme 2025/26 |

|   |
|---|
| <b>Background Papers</b>  |
| <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> |
|   |

## Local Growth Scrutiny Committee

### Work Programme 2025/26

#### Formal Items – Report Key

| Performance Review | Policy Development | Policy/Strategy/<br>Programme Monitoring | Review Work | Call-In/Review of<br>Executive Decisions | Petition |
|--------------------|--------------------|--|-------------|--|----------|
|                    |                    |  |             |  |          |

| Date of Meeting     | Items for Agenda     |  | Lead Officer  |
|---------------------|----------------------|--|---|
| 8 July 2025<br>50   | Part A –<br>Formal   | • Business Growth Strategy (Draft)   | Head of Business Growth, DDL  |
|                     |                      | • Pleasley Vale Regeneration Programme – Monitoring Update                         | Director of Property & Construction<br>DDL;<br>Head of Business Growth, DDL |
|                     |                      | • Dragonfly Shareholder Board Update (Verbal)                                      | Chief Executive   |
|                     |                      | • Agreement of Work Programme 2025/26  | Scrutiny Officer  |
|                     | Part B –<br>Informal | • Review work  | Scrutiny Officer  |
| 28 October 2025     | Part A –<br>Formal   | • UK Shared Prosperity Fund – Economic Development<br>Projects (Monitoring Update) | Head of Business Growth, DDL  |
|                     |                      | • East Midlands Investment Zone - Monitoring Update                                | Assistant Director - Development and<br>Planning                            |
|                     |                      | • Dragonfly Shareholder Board Update (Verbal)                                      | Chief Executive   |
|                     |                      | • Agreement of Work Programme 2025/26  | Scrutiny Officer  |
|                     | Part B –<br>Informal | • Review work  | Scrutiny Officer  |
| 24 February<br>2026 | Part A –<br>Formal   | • Pleasley Vale Regeneration Programme – Monitoring Update                         | Head of Business Growth, DDL  |
|                     |                      | • Dragonfly Shareholder Board Update (Verbal)                                      | Chief Executive   |
|                     |                      | • Business Growth Strategy (Monitoring Update)                                     | Head of Business Growth, DDL  |

| Date of Meeting      | Items for Agenda         |   | Lead Officer                 |
|----------------------|--------------------------|---|------------------------------|
|                      |                          | <ul style="list-style-type: none"> <li>Joint Review of Security Arrangements at The Arc: Policies, Protocols and Procedures (First Interim Report)</li> </ul> | Scrutiny Officer             |
|                      |                          | <ul style="list-style-type: none"> <li>Agreement of Work Programme 2025/26</li> </ul>   | Scrutiny Officer             |
|                      | <b>Part B – Informal</b> | <ul style="list-style-type: none"> <li>Review work</li> </ul>   | Scrutiny Officer             |
| <b>28 April 2026</b> | <b>Part A – Formal</b>   | <ul style="list-style-type: none"> <li>UK Shared Prosperity Fund – Economic Development Projects (Monitoring Update)</li> </ul>                               | Head of Business Growth, DDL |
|                      |                          | <ul style="list-style-type: none"> <li>(Tourism and Place Strategy – presentation to Members)</li> </ul>  | TBC                          |
|                      |                          | <ul style="list-style-type: none"> <li>Dragonfly Shareholder Board Update (Verbal)</li> </ul>   | Chief Executive              |
|                      |                          | <ul style="list-style-type: none"> <li>Work Programme 2025/26</li> </ul>  | Scrutiny Officer             |
|                      | <b>Part B – Informal</b> | <ul style="list-style-type: none"> <li>Review work</li> </ul>   | Scrutiny Officer             |